



## AWARDS AND GRADUATION POLICY AND PROCEDURE

### Purpose

AIB ensures the integrity of awards through robust academic quality assurance processes and confirmation of the development of graduate qualities and achievement of course learning outcomes. AIB issues official certification documentation to students who meet all eligibility requirements for the qualification. This document outlines the rules for students at AIB to receive a parchment and official academic transcript for their course and the rules regarding the graduation ceremony and awards.

### Scope

This policy and procedure applies to all AIB current students, graduands and graduates.

### Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

### Details

### Procedure

#### 1. Parchments and official academic transcripts

##### 1.1 Eligibility and Issuance

- (a) Students will be eligible to receive a parchment and an official academic transcript for their qualification on completion of the requirements for a course. A parchment is the official document (sometimes referred to as certificate or testamur) that evidences the qualification that students have earned when they have completed their course. Academic transcripts are the official record of results that list students' grades in their course.
- (b) Except for final qualifications such as MBA or BBA, all students must apply to receive their parchment and official academic transcript, using the standard *Request for Parchment and/ or Transcript Form*.
- (c) The Academic Director will convene a meeting of the Examination Committee at regular intervals to review the results and report to the Teaching and Learning Committee. The Teaching and Learning Committee will recommend awards to the Academic Board for formal approval. The Academic Board will then formally approve the issuance of qualifications. Each interval has a cut-off

date for qualification approvals by which the submission of request forms, and payment where required, must be completed.

- (d) Parchments will only be issued after the formal approval of the qualification by Academic Board. The parchment and official academic transcript will either be mailed out to students (or their Teaching Centre (TC)) or retained to be presented at an AIB Graduation ceremony, at their request. If it is mailed, a postage fee is payable. For integrity purposes, AIB does not issue parchments and official academic transcripts via email.<sup>1</sup>
- (e) Apart from entry pathway students (such as students registered in the Diploma or GCM), if a student requests a parchment and/or official academic transcript for an exit point but as of the awards approval cut-off date is eligible for a higher award, then they will only be issued the higher award.
- (f) Students will not be issued a parchment for or exit with a nested qualification (such as a Diploma, Associate Degree, GCM, GDM) unless they have completed at least 50% of the relevant course with AIB.
- (g) Fees for the issue of a parchment and official academic transcript are payable where a student who is continuing with the course requests a parchment and/or official academic transcript for an exit point. Similarly, students who complete any subjects are entitled to an official academic transcript upon payment of the appropriate fee. MBA and BBA course completions and students withdrawing from their course are issued a parchment (where appropriate) and one official academic transcript free of charge (provided they have not received a parchment or an official academic transcript previously for no charge).
- (h) Students can, at any time during their course, generate their own unofficial academic transcript through their student learning portal.
- (i) The conferral or issuance by AIB of any transcripts or parchments for a qualification is subject to payment of all outstanding fees (including, but not limited to, the payment of course fees, such as course fees that are payable under a Direct Debit Contract, but which have not been paid).
- (j) AIB maintains appropriate registers of AQF qualifications issued in accordance with the AQF Qualifications Register Policy and the Higher Education Standards Framework.

## **1.2 Recipient's Name on Parchment and Official Academic Transcript**

- (a) The recipient's name as it appears on the parchment and official academic transcript will be the student's legal name as recorded in the AIB student management system at the time of printing the document.

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<sup>1</sup> Note: the policy will still be applicable after the Teaching Centres teach out.

- (b) If the student wishes to change their name from what is recorded in the student management system, they will be required to provide a certified true copy of legal documentation.

### **1.3 Replacement Parchments**

- (a) Replacement parchments are only issued if the original is lost or destroyed or the recipient has legally changed their name since the award was made. AIB records the issuance of replacement parchments.
- (b) All replacement parchments are issued on the current official parchment stationery and in the current official format, and will state the parchment is a “replacement copy”.
- (c) An original statutory declaration must be provided stating the need for the replacement parchment and, where possible, return the original parchment to be replaced.
- (d) A replacement parchment fee is payable.

## **2. Graduation Ceremonies**

### **2.1 Attendance at Graduation**

- (a) AIB holds one (and may hold a second) Graduation Ceremony in Australia each year.
- (b) Students who have satisfied the requirements of their course and have been awarded a qualification in a particular year may participate in the first available AIB Graduation Ceremony.
- (c) If a student does not participate in the first available AIB Graduation and wishes to participate in a subsequent AIB Graduation, they may do so, provided it is within a reasonable time from the date of issue of the parchment.
- (d) Students are only permitted to participate in one AIB Graduation for each AIB qualification. However, if the student studied at a Teaching Centre then they may participate in the Teaching Centre’s Graduation as well as the AIB Graduation (provided it is within a reasonable time from the date of issue of the parchment).
- (e) Students must complete the registration process to participate in the AIB Graduation, currently held in Australia. Each Teaching Centre will coordinate the registration for their respective Graduation. A graduation fee is payable by the student in respect of attendance.
- (f) Students may bring guests (i.e. family and friends) to the Graduation. A fee is payable by the student in respect of each guest attending the Graduation. As part of the registration process students must confirm the number of guests they wish to bring to the Graduation and then make the appropriate payment.

A limited number of places will be set aside at each Graduation for each student's guests.

- (g) Students who have not yet satisfied the requirements of their course or whose qualification the Academic Board has not yet approved, may not participate in the Graduation.

## **2.2 Academic Regalia**

- (a) Students participating in a Graduation ceremony are required to wear the appropriate AIB academic regalia.
- (b) The specifications for the AIB academic regalia are set out in Appendix 1.
- (c) Academic regalia can be hired on payment of the appropriate academic regalia hire fee.
- (d) The academic regalia which are hired must be returned according to the terms provided at registration. Additional fees will be payable in the event of a late return or if the academic regalia is returned in a damaged condition.
- (e) Students who have not yet graduated or have not satisfied the requirements of their course may not hire or purchase academic regalia.

## **3. Valedictorian Awards**

### **3.1 Australian Institute of Business Graduation**

- (a) The Valedictorian Award is presented at each AIB Graduation to the student who has achieved the highest Grade Point Average above 5.5. One award is presented to a student in the Bachelor of Business Administration and one award is presented to a student in the Master of Business Administration. Where more than one student has achieved the highest Grade Point Average above 5.5, then each student is presented with the award.
- (b) A student must have completed at least 50% of the relevant course with AIB to be eligible for this award.
- (c) The award recipients are identified from the graduand list who have completed the relevant course requirements since the cut-off date for the prior AIB Graduation ceremony in Australia.

### **3.2 Teaching Centre Graduations**

- (a) Teaching Centres must contact and obtain approval from AIB if they wish to present a Teaching Centre-specific Valedictorian award. The Teaching Centre-specific Valedictorian award may be presented at a Teaching Centre's annual

Graduation ceremony to the student who has achieved the highest Grade Point Average above 5.5.

- (b) Award recipients are identified from the graduand list since the cut-off date for the Teaching Centre's prior Graduation ceremony. If there is more than one student with the highest Grade Point Average above 5.5, then each student is presented with the award.
- (c) A student must have completed at least 50% of the relevant course with AIB to be eligible for this award.

**Related Forms:**

Request for Parchment and/ or Transcript Form

**Related Policies:**

Assessment Policies and Procedures  
Assurance of Learning Policy  
Graduate Qualities Policy  
Internal Articulation Policy  
Research Higher Degrees Policies and Procedures

**Responsibility:**

Academic Director

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## **Appendix 1**

### **a) Diploma/Associate Degree:**

Stole - Burgundy cloth stole trimmed on the outer edges with silver and 3 strips of silver at the base

### **b) Bachelor Degree:**

Hood - Burgundy cloth hood in the Oxford pattern fully lined with silver satin

### **c) Graduate Certificate/ Graduate Diploma:**

Hood - Black cloth hood in the Oxford pattern, fully lined with Burgundy satin and trimmed with silver

### **d) Master Degree:**

Hood - Black cloth hood in the Cambridge pattern, fully lined with silver satin and trimmed with burgundy ribbon

### **e) Doctor of Business Administration:**

Gown: Black cloth Cambridge Pattern

Hood: Silver cloth hood in the Oxford pattern, fully lined with burgundy satin and trimmed with silver ribbon

### **f) PhD:**

Gown: Black cloth Cambridge Pattern

Hood: Burgundy cloth in the Oxford pattern fully lined with silver satin and trimmed with burgundy ribbon