



## AWARDS AND GRADUATION POLICY

### **Purpose**

This policy outlines the principles guiding the awarding of qualifications, issuance of certification documentation and graduation ceremony.

### **Scope**

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

### **Definitions**

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

### **Policy**

#### **1. Qualifications and Certification Documentation**

- 1.1 AIB will ensure the integrity of qualifications conferred through robust academic quality assurance processes.
- 1.2 AIB will ensure the confirmation of the development of graduate qualities and achievement of course learning outcomes prior to issuing qualifications.
- 1.3 The Academic Board formally approves the issuance of qualifications upon recommendation from the appropriate sub-committees.
- 1.4 All qualifications issued are accredited by TEQSA.
- 1.5 AIB will issue authorised certification documentation (parchment and official academic transcript) upon completion of the requirements for the course, where all other eligibility requirements are met and, if required, where requested by the student.
- 1.6 Where a student does not complete the requirements for a course, and is withdrawing from their course, an official academic transcript or alternative authorised record of results, as appropriate, will be available.
- 1.7 AIB is committed to issuing certification documentation that is clear, protected against fraudulent issue and the design of which is otherwise aligned with the requirements outlined in the AQF Qualifications Issuance Policy and the Higher Education Standards Framework (Threshold Standards) 2015.

- 1.8 AIB maintains an appropriate register of AQF qualifications issued in accordance with the AQF Qualifications Issuance and AQF Qualifications Register Policy and the Higher Education Standards Framework (Threshold Standards) 2015.
- 1.9 AIB will provide students with access to an authorised record of results for any subjects undertaken. Students can access an unofficial academic transcript, at any time during their course.
- 1.10 Students are expected to surrender testamurs issued for a lower level qualification upon completion of the higher-level qualification.

## **2. Graduation Ceremonies**

- 2.1 AIB holds at least one Graduation Ceremony in Australia each year.
- 2.2 AIB is committed to provide students with the opportunity to participate in a graduation ceremony. AIB will make all reasonable adjustments to allow students or staff with disabilities to participate in the graduation ceremony.
- 2.3 Students are only permitted to participate in one AIB Graduation for each AIB qualification.
- 2.4 AIB will provide students with notice of the dates of graduation ceremonies and clear guidance on registering online for the graduation ceremony via a dedicated website.
- 2.5 Students participating in a Graduation ceremony are required to wear the appropriate AIB academic regalia. The specifications for the AIB academic regalia are set out in Appendix 1 of the Awards and Graduation Procedure. AIB Staff who participate in a Graduation ceremony must wear appropriate academic regalia.
- 2.6 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 nor may they hire or purchase academic regalia.
- 2.7 AIB may award special or honorary awards at the graduation ceremony to students, AIB Staff or AIB Representatives. Such awards may include, but are not limited to, the Valedictorian Award or conferral of the status of Emeritus Professor.

### **Related Policies and Procedures:**

[Award and Graduation Procedure](#)

Assessment Policy and Procedure

Dean's Merit List and Valedictorian Award Policy and Procedure

Graduate Qualities Policy

Internal Articulation Policy

Higher Degrees by Research Policy and Procedure

**Responsibility:**

Academic Dean

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