



## Awards and Graduation Procedure

### Governing policy

[Awards and Graduation Policy](#)

### Purpose

This procedure provides guidance on the conferral process for awards within AIB through which students can receive an authorised parchment and official academic transcript for their course and the eligibility criteria regarding the graduation ceremony and awards.

### Definitions

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

### Procedure

#### 1. Parchments and official academic transcripts

##### 1.1 Eligibility and Issuance

- (a) Students will be eligible to receive an authorised parchment and an official academic transcript for their qualification on completion of the requirements for the 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 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 Dean will convene a meeting of the Examination Committee at regular intervals to review the results of coursework students and recommend awards to the Academic Board for formal approval and conferral. The Academic Board formally approves the issuance of qualifications upon recommendation from the Examination Committee. 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 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.

- (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 and otherwise meet all other course requirements.
- (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) 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, will be issued by AIB.
- (j) 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).
- (k) There is an expectation that students will surrender any parchments previously issued by AIB for a nested qualification upon the attainment of a higher qualification.
- (l) AIB will record each qualification issued in the secure Register of Qualifications Issued.

## **1.2 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) 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.
- (b) 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.
- (c) Students are only permitted to participate in one AIB Graduation for each AIB qualification.
- (d) Students must complete the registration process to participate in the AIB Graduation, currently held in Australia. A graduation fee is payable by the student in respect of attendance.
- (e) 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.

### 2.2 Academic Regalia

- (a) Students participating in a Graduation ceremony are required to wear the appropriate AIB academic regalia.
- (b) Academic regalia can be hired on payment of the appropriate academic regalia hire fee. Academic regalia may also be purchased.
- (c) 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.

#### Related Forms:

Request for Parchment and/ or Transcript Form  
Register of Qualifications Issued

#### Responsibility:

Academic Dean

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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