

AWARDS AND GRADUATION POLICY

Purpose

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

Scope

This policy applies to all AIB current students, graduands and graduates of AIB award Courses and staff. References to students in this policy and related procedure refers to students and/or Candidates unless stated otherwise.

Definitions

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

Australian Qualifications Framework (AQF) Qualification: this is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF (AQF Glossary of Terminology, 2nd edn, Jan 2013).

Policy

1. Qualifications and Certification Documentation

- 1.1. AIB will ensure the integrity of AQF Qualifications conferred through robust academic quality assurance processes.
- 1.2. Conferral of AQF Qualifications
 - (a) Conferral is the formal and official act by which AIB awards an AQF Qualification to a student who has satisfied all academic, administrative and regulatory requirements of the Course.
 - (b) A student becomes eligible for conferral when:
 - (i) all Course and qualification requirements have been successfully completed;
 - (ii) all results have been finalised and approved in accordance with AIB academic governance processes;
 - (iii) any outstanding fees or financial obligations to AIB have been discharged;
 - (iv) all regulatory requirements, including provision of a verified Unique Student Identifier (USI) where required, have been met; and

- (v) the student is not subject to any ongoing academic integrity or student conduct investigation or unresolved penalty.
 - (c) The Academic Grades Committee ratifies and endorses the list of coursework students eligible for conferral and submits this list to the Academic Board for approval and conferral.
 - (d) The Research & Higher Degrees Committee ratifies and endorses the list of research Candidates eligible for conferral and submits this list to the Academic Board for approval and conferral.
 - (e) Conferral occurs on the date the Academic Board formally approves the award of the qualification.
 - (f) Attendance at a graduation ceremony is not required for conferral. A qualification may be conferred in absentia.
 - (g) Following conferral by Academic Board, the graduate is entitled to:
 - (i) use the approved postnominal for the qualification, and any associated title; and
 - (ii) receive authorised certification documentation in accordance with the Awards and Graduation Procedure.
- 1.3. All AQF Qualifications issued by AIB:
- (a) are accredited by the Tertiary Education Quality and Standards Agency (TEQSA) or by AIB (where TEQSA has granted AIB self-accrediting authority), and
 - (b) will state on the respective testamur the qualification's full title as listed on the TEQSA National Register or on AIB's Qualification Register (for awards where TEQSA has granted AIB self-accrediting authority), including any specialisation identified in the title.
- 1.4. Any qualifications issued with the award of an honorary qualification will clearly identify that it is an honorary qualification.
- 1.5. AIB will issue:
- (a) authorised certification documentation (parchment and official academic transcript) upon completion of the AQF Qualification requirements for the AQF Qualification, where all eligibility and regulatory requirements are met, and if required, where requested by the student.
 - (b) replacement parchments may be issued in some circumstances as outlined in the [Awards and Graduation Procedure](#).
- 1.6. Where a student does not complete the requirements for an AQF Qualification 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) 2021*.
- 1.8. AIB maintains an appropriate register of AQF Qualifications issued in accordance with the AQF Qualifications Issuance Policy and the *Higher Education Standards Framework (Threshold Standards) 2021*.

- 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. AIB reserves the right to revoke an AQF Qualification where it is determined that the qualification was awarded on the basis of fraud, misrepresentation, error, or misconduct, or in circumstances that would have precluded the award had they been known at the time.

Revocation will be determined by the Academic Board in accordance with principles of procedural fairness. Detailed processes are set out in the Awards and Graduation Procedure and Academic Integrity Procedure.

- 1.11. AIB may confer an AQF Qualification posthumously or on an aegrotat basis where a student has substantially completed the course requirements. Recommendations will be made by the relevant Dean or Committee to the Academic Board for approval, taking into account compassionate circumstances and evidence provided. Next of kin (in the case of posthumous awards) or the student (in the case of aegrotat) may be issued with the authorised certification documentation. Detailed criteria and processes are set out in the Awards and Graduation Procedure.

2. Graduation Ceremonies

- 2.1. AIB holds at least one graduation ceremony in Australia each year.
- 2.2. AIB is committed to providing students with an opportunity to participate in a graduation ceremony. AIB will make all reasonable adjustments to allow students or staff with disabilities to participate in a graduation ceremony.
- 2.3. Students will be given an opportunity to attend an AIB graduation ceremony for each AIB Qualification achieved, but will be restricted to one ceremony per award. AIB will provide students with notice via a dedicated website of the dates of graduation ceremonies and clear guidance on registering online for the graduation ceremony.
- 2.4. 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.
- 2.5. Students who have not yet satisfied the requirements of their AQF Qualification or whose AQF Qualification the Academic Board has not yet approved, may not participate in the graduation nor may they hire or purchase academic regalia.
- 2.6. 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 an honorary doctorate or the status of Emeritus Professor.

Related Policies and Procedures:

Academic Integrity [Policy](#) and [Procedure](#)

Assessment [Policy](#) and [Procedure](#)

Awards and Graduation [Procedure](#)

Dean's Merit List and Valedictorian Award [Policy](#) and [Procedure](#)

Graduate Qualities [Statement](#)

Higher Degrees by Research [Policy](#) and [Procedure](#)

Honorary Appointments and Awards [Policy](#) and [Procedure](#)

Legislative and Regulatory References:

AQF Qualifications Issuance Policy

Higher Education Standards Framework (Threshold Standards) 2021

Higher Education Support Act 2003

Student Identifiers Act 2014

Responsibility:

Academic Dean

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