

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](#).

An **Academic transcript** is an official record of the results of all learning leading to an AQF qualification.

A **Parchment** is an official document (sometimes referred to as certificate or testamur) that confirms a qualification has been awarded to an individual.

Procedure

Parchments and academic transcripts

1.1. Eligibility and issuance

- (a) Following conferral of the qualification by the Academic Board, AIB will issue authorised certification documentation (parchment and official academic transcript) to eligible graduates, subject to the conditions outlined in clause 12. Additional copies of official academic transcript may be purchased upon payment of the appropriate fee(s).
- (b) Except for a higher qualification such as an MBA all students must apply to receive their parchment and academic transcript, using the standard *Request for Parchment and/ or Transcript Form*.
- (c) The Academic Dean will convene a meeting of the Academic Grades Committee at regular intervals to:
 - (i) verify the completion of all academic requirements; and
 - (ii) ratify and endorse the list of eligible students for conferral.The ratified and endorsed list then will be submitted to the Academic Board, which is the sole authority responsible for approving and conferring AQF qualifications.
- (d) Each interval has a cut-off date for qualification approvals by which the submission of request forms, and payment where required, must be completed. Note that research

Candidate awards are recommended to the Academic Board by Research and Higher Degrees Committee.

- (e) Parchments will only be issued after the conferral of the qualification by the Academic Board. For integrity purposes, AIB does not issue parchments and academic transcripts via email.
- (f) Graduands may use the postnominal for the qualification upon conferral of the qualification. See Appendix 1 for AIB postnominals.
- (g) Subject to the condition specified in (e), a student who successfully completes the requirements of a course is entitled to be admitted to the award for that course, including those courses within a nested qualification (such as a Graduate Certificate or Graduate Diploma).
- (h) Students will not be issued a parchment for a nested qualification (a Graduate Certificate or Graduate Diploma) unless they have completed at least 50% of the relevant course with AIB and otherwise meet all other course requirements.
- (i) Fees for a requested issuance of a parchment and/or academic transcript of a lower qualification are payable where a student is continuing into the related higher qualification.
- (j) Students who complete subjects can generate an unofficial academic transcript through secured access to their records on the AIB student learning platform. Students are also entitled prior to completion of an AQF Qualification to an official copy of their academic transcript upon payment of the appropriate fee.
- (k) Students who withdraw from their course are issued a parchment (for any completed lower qualification as appropriate) and one academic transcript free of charge.
- (l) 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.
- (m) The conferral of a qualification and subsequent issuance of certification documentation by AIB of any transcripts or parchments for a qualification is subject to:
 - (i) 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).
 - (ii) provision to AIB of a student's verified Unique Student Identifier where required by law (a regulatory requirement effective 1 January 2023).
- (n) 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.

1.3. Revocation of an AQF Qualification

- (a) AIB may revoke a conferred AQF Qualification where it is determined that the qualification was obtained through:
 - (i) fraudulent academic or research practice;
 - (ii) falsification of admission or assessment documentation;

- (iii) serious academic or research misconduct that would have prevented the award of the qualification had it been known at the time of conferral; or
 - (iv) administrative error resulting in the incorrect conferral of the qualification.
- (b) Revocation of an AQF Qualification is a serious action and will only occur following due process and in accordance with principles of procedural fairness.
- (c) Where concerns are identified:
 - (i) the matter will be investigated under the Academic Integrity Policy and Procedure, and Managing Complaints about the Conduct of Research Procedure (or other relevant policy);
 - (ii) the graduate will be notified in writing of the allegations and provided with all relevant information;
 - (iii) the graduate will be given a reasonable opportunity to respond.
- (d) Following investigation, a recommendation regarding revocation may be made to the Academic Board.
- (e) The Academic Board is the approving authority for revocation of an AQF Qualification.
- (f) Where the Academic Board determines that revocation is warranted:
 - (i) the graduate will be notified in writing of the decision and the reasons;
 - (ii) the graduate will be required to surrender all certification documentation issued in relation to the qualification;
 - (iii) the Register of Qualifications Issued will be amended accordingly;
 - (iv) the individual will cease to be entitled to use the postnominal associated with the qualification;
 - (v) where certification documentation is not surrendered, AIB will record the revocation in the Register of Qualifications Issued and may take further action as appropriate, including notifying relevant third parties that the qualification is no longer valid.
- (g) A person whose qualification is revoked may access review or appeal mechanisms in accordance with AIB's Student Complaints, Grievances and Appeals Policy and Procedure.

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 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. Students must complete the relevant registration process to participate in an AIB Graduation ceremony. Due to possible venue size constraints, ticket availability may be limited, and therefore graduates must complete the registration process to participate in and bring guests to an AIB Graduation ceremony:
 - (i) A graduation fee is payable by the student in respect of their attendance.
 - (ii) Students may also bring guests (i.e. family and friends) to the Graduation. A fee is payable by the student in respect of each guest attending and as part of the registration process students must confirm the number of guests they wish to bring to the Graduation and 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) Any academic regalia that has been hired through AIB 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

Current Status:	Version 3
Approved By:	Academic Board
Effective From:	3 June 2026
Date of Approval:	3 June 2026
Previous Versions:	24 May 2023 14 July 2022 26 October 2021 6 July 2021 11 December 2019 30 October 2019 21 August 2019 12 April 2019 <i>Awards and Graduation Policy and Procedure</i>
Date of Next Review:	3 June 2029

Appendix 1

SCHEDULE OF AIB'S AWARD NAME ABBREVIATIONS (POSTNOMINALS)

Course Full Name	AIB Postnominal
Graduate Diploma in Management	GradDipMgt
Graduate Certificate in Management	GradCertMgt
Master of Management	MMgt
Master of Business Administration	MBA
Master of Business Administration (Entrepreneurial Management)	MBA(EntMgt)
Master of Business Administration (Finance)	MBA(Fin)
Master of Business Administration (Human Resource Management)	MBA(HRM)
Master of Business Administration (Logistics and Supply Chain Management)	MBA(Log&SCMgt)
Master of Business Administration (Marketing Management)	MBA(MktgMgt)
Graduate Certificate in Research Methodologies	GCRM
Doctor of Business Administration	DBA
Doctor of Philosophy	PhD

Postnominals are for award courses only.

ACADEMIC DRESS RULES

a) Graduate Certificate/ Graduate Diploma:

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

b) Master Degree:

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

c) 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

d) PhD:

Gown: Black cloth Cambridge Pattern

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