

Name:	<b>Graduation and Award Issuance and Eligibility Policy</b>
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## Section 1 – Introduction

### 1) Purpose

The purpose of the Graduation policy is to provide information on:

- i) Requirements for Award eligibility and conferral
- ii) The process of Graduation
- iii) The issuing of Qualification, Statements of Attainment, Transcripts, Testamurs and Awards

### 2) Scope

This policy refers to the operations of the organisation in the VET and Higher Education sectors. This policy applies to all Students enrolled in an Award Program.

## **Section 2 – Policy**

### **1) Policy Statement**

AIT grants Awards on the basis of merit to Students who have satisfied the requirements of the Award program in which they are enrolled.

To be eligible for an Award a Student normally should have achieved satisfactory academic standing for the Award Program in which they are enrolled.

The Dean of Studies, having due regard for information concerning each particular student's situation, may recommend to the Chair of the Academic Board that a Student who does not have satisfactory academic standing be permitted to graduate from a program of that faculty.

Once a Student has satisfied the requirements for the Award Program in which they are enrolled, the Student will become a Graduated of AIT.

Awards are conferred by the authority of the AIT Board at a graduation ceremony.

### **2) Principles**

The following principles and requirements apply for all Award Programs:

- i) Students must satisfy all the requirements for the Award within the maximum time allowable as specified in the program accreditation documents and AIT Handbook.
- ii) Students who have had a break in their study that requires them to apply for readmission must, if readmitted, resume study under the Award Program requirements which are in place at the time they are readmitted.
- iii) In exceptional circumstances, the AIT Dean of Studies, may extend the time to complete the Award Program beyond that specified in the program accreditation documents.
- iv) A Student who has been admitted to and partially completed an Award Program and who has completed all the requirements of a second Award Program, may, subject to any specific Faculty or program restrictions, transfer and graduate from the second Award Program without undertaking any further study.
- v) Any Student who has a personal debt to AIT will not be permitted to graduate until the debt is cleared.

### **3) Award Eligibility specific criteria**

To be eligible for an Award of AIT, a Student must have satisfied the requirements for the Award Program in which they are enrolled.

### **4) Graduation Ceremony**

AIT holds one Graduation Ceremony per term. The Ceremony is held in week 4 of the next term. When a ceremony is held all completing students will have the opportunity to attend a Graduation Ceremony held closest to their completion date. Students will be informed of this date and will be invited to attend a graduation in their state of completion.

Students who are unable to or do not wish to attend the graduation ceremony, may contact AIT to collect their testamur in person after the Graduation ceremony, or they can advise AIT of a mailing address.

### **5) Issuing Qualifications**

When a student has satisfied all the requirements for an Award, they will be issued with a qualification that conforms with the relevant AQF requirements.

Qualifications are issued at a graduation ceremony or mailed to students who are unable to attend the ceremony.

#### **6) Issuing Statements of Attainment**

A statement of attainment will be issued in recognition of completed competencies from a vocational training package qualification, or subjects from an accredited higher education course.

The statement of attainment includes a list of competencies completed (where applicable), and the AQF qualification partially completed, along with the title of the training package or accredited higher education qualification from which these were drawn.

#### **7) Issuing Awards with Distinction**

AIT recognises outstanding academic achievement by conferring Awards with Distinction and Awards for Excellence upon graduating Students. Specific eligibility criteria for Awards with Distinction are based on GPA outcomes.

The Dean of Studies, having due regard for information concerning each particular student's performance, will recommend to the Chair of the Academic Board Students to become eligible for Awards for Excellence and Awards with Distinction.

#### **8) Posthumous Awards**

AIT may recognise the achievements of a Student who has died after the completion of the requirements for an Award, and is yet to graduate from AIT, by posthumously conferring the Award.

AIT may also recognise a Student who has died whilst in the final stages of his or her program of study by posthumously conferring the Award in which they were enrolled or a lesser/embedded Award. If the Student is not eligible to receive a lesser/embedded Award, then the Student may be posthumously awarded a Certificate of Achievement by AIT.

#### **9) Replacement of Testamur**

Applications for the replacement must be made in writing to Student Services. It must set out the circumstances of the loss, damage or destruction of the original testamur. Damaged testamurs must be returned with the application.

#### **10) Request for Official Information**

All enquiries should be directed to Student Services. Any student requesting official information must fill in a Request Form (minimum five working days prior) at reception. This includes requests for:

- i) Academic Transcripts
- ii) Records of Attendance
- iii) Letters of Enrolment
- iv) Statements of Attainment
- v) Replacement Testamurs

Fees may be applied, details of which will be clearly made available to Students.

### **11) Revocation of Award**

Under authority granted to it by the AIT Board, the Academic Board reserves the right to revoke an Award that has been conferred on the basis that the individual:

- i) did not complete the necessary requirements for the Award; or
- ii) achieved conferral through Academic Misconduct, fraudulent or dishonest means.

Upon revocation of the Award by AIT, the individual is advised in writing that they are no longer permitted to cite or imply that they are a recipient of the Award and a noting including the date the Award was revoked is placed on the individual's academic record.

### **12) Publication**

This procedure is published on the web sites of AIT to ensure students have up-to-date and accurate information publicly available to them.

### Section 3 – Reference and Supporting Information

#### 1) Definitions

Word/Term	Definition
Conferral	The act of granting an award to a student, either in person or in absentia, at an official graduation ceremony.
Award	The qualification (degree, diploma or certificate) conferred on a student when the requirements of the relevant accredited course have been met.
Course completion	Occurs once a student has completed the requirements of an accredited course as verified by the relevant course convenor.
Graduation	The moment when an award is conferred on a graduand; also the official ceremony at which awards are conferred.

#### 2) Supporting documentation

Document name	Document type	Location
Fees Policy	Policy	Internal

**Section 4 – Change History**
**1) Change History**

Version	Approval date	Department	Approved by	Change
V1.0	15 August 2013	Group Accreditation & Compliance	Group Manager	Development procedure
		Technology & Design Division	General Manager	
V1.1	17 August 2015	Group Accreditation & Compliance	Compliance Manager	
		Technology & Design Division	General Manager	
V1.2	31 August 2017	Group Accreditation & Compliance	Group Manager	
		Technology & Design Division	General Manager	
V1.1	10 October 2019	Group Accreditation & Compliance	Compliance Manager	Update to new template
		Technology & Design Division	General Manager	