

Name:	Graduation and Award Issuance and Eligibility Procedure
Approved by:	Group Accreditation & Compliance Manager
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Approved by:	General Manager - Technology & Design Division
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Implementation Owner	Academic Dean
Maintenance Owner	Group Accreditation & Compliance
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Section 1 – Introduction

1) Purpose

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

- i) Printing Transcripts
- ii) Printing Certificates
- iii) The process of Graduation ceremony
- iv) Procedure for completing a student

2) Scope

This procedure refers to the operations of the organisation in the VET and Higher Education sectors.

Section 2 – Procedure

1) Procedural principles

The AIT Board will authorise the conferral of awards and the scheduling and conduct of graduation ceremonies.

The specified forms of words included in the order of proceedings may not be amended without approval of the AIT Board.

The Academic Registrar will manage and coordinate all aspects of graduation ceremonies authorised by the AIT Board and reserves the right to alter ceremony schedules as required.

2) Course Completion

All students who have completed their course will be notified by the Student Service Manager via the student's email account, by way of a graduation invitation no less than 4 weeks prior to the ceremony date.

It is the responsibility of the student to ensure they continue to read their emails after course completion and up to the time of receiving their award certificate. It is also the responsibility of the student to ensure that up to date contact details are provided.

Completion documentation will only be issued after the published results release date of the relevant study period.

3) Letter of Course Completion

A letter of course completion may be provided upon request by a student after the published results release date.

The letter will name the course in which a student was enrolled and state that the student has met all requirements of the course.

A fee may apply for the provision of a letter of course completion, which will be clearly communicated to the student.

4) Approval Authority

It is the responsibility of the Registrar to formally certify that students have completed all the requirements of an award course and are eligible to graduate and receive the appropriate award certificate.

Where applicable, the registrar may also make recommendations for Awards with Distinction and Awards for Excellence.

5) The Registrar will:

- i) Ensure the AIT Academic Board (by delegated authority for the AIT Board), are provided with a list of the potential graduands for higher education awards in a scheduled graduation ceremony, in a timely manner for approval.
- ii) Ensure the AIT Academic Board (by delegated authority for the AIT Board), are provided with a list of graduands eligible to receive their award with distinction, in a timely manner for approval.
- iii) Ensure the sealing of the higher education testamurs in a timely manner for each scheduled graduation ceremony.
- iv) Oversee the preparation of the graduation documents, for each eligible graduand, as follows:

- (1) For Higher Education Awards: Testamur, Australian Higher Education Graduation Statement, Transcript of Academic Record.
- (2) For Vocational Education and Training Awards: Testamur, Statement of Attainment (where relevant), Transcript of Academic Record.
- v) The official graduation documents given to students at their graduation ceremony provided at no cost.
- vi) Be responsible for maintaining the conferral process at the graduation ceremony.

6) Conferral of Award

- i) An award may be conferred after the Registrar has certified that a student has fulfilled the conditions prescribed for admission to that degree or granting of that diploma or other award and the approval to proceed to conferral has been ratified by the Chair of Academic Board under the authority granted by the AIT Board.
- ii) The AIT Board is the approving body for the conferral of Honorary degrees.
- iii) There are three ways that an award may be conferred:
 - (1) by attendance at a graduation ceremony; or
 - (2) in absentia at a graduation ceremony, and listed in the graduation program; or
 - (3) in exceptional circumstances via administrative conferral outside a graduation ceremony.
 - (a) Students who do not advise AIT of their intention will be graduated in absentia at the graduation ceremony for their course.

7) Employment Support

AIT Student Services assists students compiling their documents for employment applications. AIT does not guarantee employment after graduation.

- i) Student Service and teachers are required to assist students requesting help with compiling employment applications (e.g. resume, project portfolio etc).
- ii) Company industry partners offering internships are regularly invited to AIT; students are advised to check the intranet noticeboard for dates and details.

8) 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

Fees may apply (details available from Student Services).

Section 3 – Procedure Internal

1) SASS procedure for completing a student

Printing Certificates

SASS

Click on 'Issue Cert' in the Enrolment tab. If this is not available, the student needs to be 'green ticked' in SASS by Registrar.

Click on OK to Enter certificate Number

You will now see the issue date for the certificate.

Program Enrolment

Program	Start Date	End Date	Graduate	Certificate	Issue Date
Diploma of Information Technology (Multimedia Integration)	05-Sep-2005	29-Jun-2007	✓	Issue Cert	
Certificate III in Printing and Graphic Arts	14-Jan-2008	29-Jun-2008			
Diploma of E-Business	07-Jul-2008	28-Jun-2009			

[Add Program Enrolment](#)

Program Enrolment

Program	Start Date	End Date	Graduate	Certificate	Issue Date
Certificate III in Printing and Graphic Arts	06-Nov-2006	29-Jun-2007	✓	Issue Cert	

[Add Program Enrolment](#)

Semester Enrolment

Select Semester

The page at https://list says:

Enter Certificate Number:

Program Enrolment

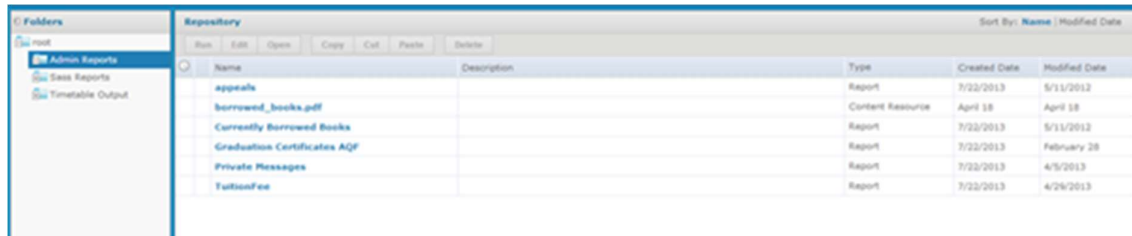
Program	Start Date	End Date	Graduate	Certificate	Issue Date
Certificate III in Printing and Graphic Arts	06-Nov-2006	29-Jun-2007	✓	1222VEC3GP	15-May-2008

[Add Program Enrolment](#)

1. Log into Jaspersoft JASPERSOFT (If you have any questions concerning Jaspersoft, please speak to IT)

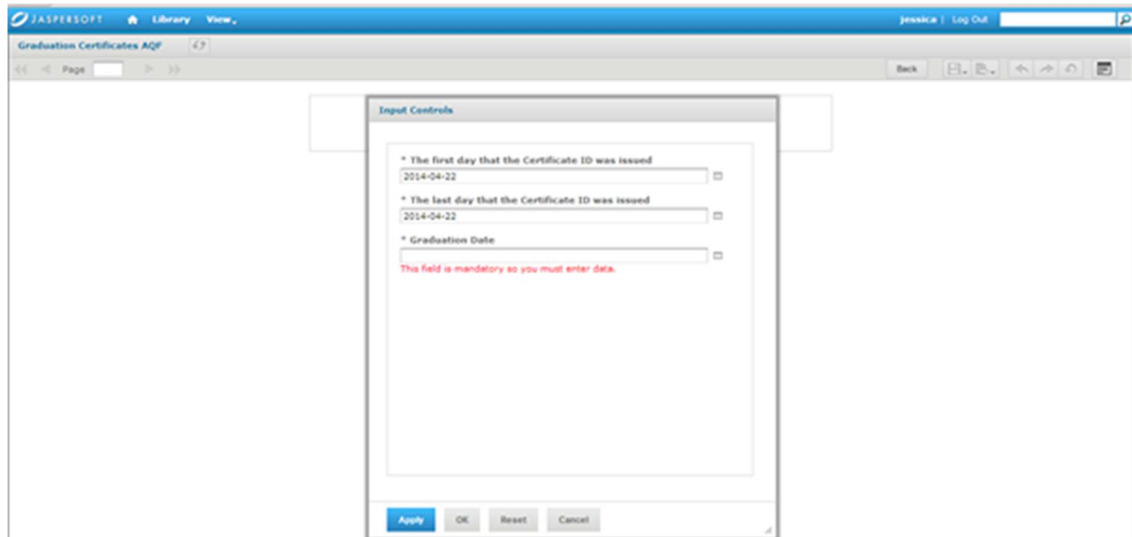


2. Click on Admin Reports > Graduation Certificates AQF



Name	Description	Type	Created Date	Modified Date
appeals		Report	7/22/2013	5/11/2012
borrowed_books.pdf		Content Resource	April 18	April 18
Currently Borrowed Books		Report	7/22/2013	5/11/2012
Graduation Certificates AQF		Report	7/22/2013	February 28
Private Messages		Report	7/22/2013	4/5/2013
TuitionFee		Report	7/22/2013	4/26/2013

3. Enter the date of issue and date of graduation



4. Save the certificate in the students E File
5. Print onto the Certificate Paper
7. Principal Executive Officer to sign

2) 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 4 – 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 5 – 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	