

G2 - GRADUATION POLICY

1 PURPOSE

This policy provides the necessary framework for students who have successfully completed BBI – The Australian Institute of Theological Education (BBI) courses and are eligible to graduate.

2 BACKGROUND

BBI is committed to quality learning and teaching, as reflected in its educational mission. When students complete the requirements of the course they are eligible to graduate and receive a testamur which reflects their achievements.

3 SCOPE

This policy applies to all students and courses of study at BBI.

4 DEFINITIONS

Graduand: a student who has completed their award and been deemed eligible to graduate.

Graduate: a graduand who has had their award conferred on them by the Institute.

Graduation in absentia: when a degree is conferred on a student without their presence at a graduation ceremony.

Alumni: the graduates or former students of the Institute.

Confer: the presentation of a testamur to a graduate.

Testamur: a degree certificate.

5 POLICY

Eligible to graduate:

Students are eligible to graduate from the award in which they are enrolled if:

1. They have met all the course requirements as prescribed in the award's regulations
2. No financial debt is owed the Institute.
3. There is no current suspension or exclusion on their record.
4. They have not already graduated from a specific award.

Graduation Ceremony or In Absentia Graduation:

Students can apply to have their award conferred at the graduation ceremony or in absentia. Students who elect to graduate 'in absentia' may have their award conferred at a later ceremony, no later than 18 months after their date of completion.

Reporting of Eligible Graduands:

Student Services are responsible to record and report the names of all the graduates in the Graduation Ceremony Program. This Program is to be approved by the Academic

Board. The Graduation Ceremony Program will be the official public record of graduates of the Institute. Student Services are responsible to maintain the student records to show who has graduated and become Alumni of BBI.

Revocation of award:

BBI reserves the right to revoke any conferred award if it is proven through student disciplinary or other action that the student is guilty of cheating, plagiarism, or other fraudulent activity and obtained the degree under false pretenses.

Testamur:

The testamur presented to the student will include the student's full name, the name of the course they have completed, the date of conferral, the signature of BBI's CEO, and the signature of the Student Services Manager. It will also include BBI's Academic Seal affixed, which cannot be copied.

Replacement of Testamurs:

A lost or destroyed testamur can be replaced upon payment of a prescribed fee. The graduate must complete a 'Request for Replacement of Testamur' application and a statutory declaration. Any other supporting evidence is to be attached to the request.

6 RELEVANT LEGISLATION

N/A

7 KEY RELATED DOCUMENTS

N/A

8 NOTES

Contact Officer	Academic Dean
Implementation Officer/s	Academic Dean / Student Services Manager
Approval Authority / Authorities	Academic Standards Sub-committee / Academic Board
Date Approved	18/11/15
Date of Commencement	1/1/17
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	N/A
Key Stakeholders	Faculty & Sessional Academics / Students