

G2 – GRADUATION POLICY AND PROCEDURE



1 PURPOSE

This policy provides the framework for students who have successfully completed the requirements of a BBI-TAITE course and are eligible to graduate and receive a testamur reflecting their achievements.

Students have not completed an Institute's course until all 'E' grades have been converted to substantive grades.

2 BACKGROUND

BBI-TAITE is committed to quality learning and teaching, as reflected in its educational mission.

3 SCOPE

This policy and procedure apply to all students and courses of study offer by BBI-TAITE.

4 DEFINITIONS

Aegrotat award: an award conferred following a permanent injury or incapacity that precludes a student from completing their course of study.

Alumni: the graduates or former students of the Institute.

Articulated Set of Courses: is a set of courses nested within a higher course. All units within the lower course form part of the structure of the higher-level course, for example, a master's course may incorporate a graduate diploma, and a graduate diploma may incorporate a graduate certificate course.

Confer: the presentation of a testamur to a graduate.

Course(s): refers to all courses and awards offered by BBI-TAITE.

Grade Point Average (GPA): a number which represents the average of the accumulated final grades of a student on completion of their course of study – refer section 6.3 below for the calculation procedure.

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 an award is conferred on a student without their presence at a graduation ceremony.

Posthumous aegrotat award: an award conferred following the untimely death of a student where the requirements for the completion of the award have not been met prior to their death.

Posthumous award: an award conferred following the untimely death of a student where the requirements for the completion of the award have been met, however, the student was not able to graduate prior to their death.

Testamur: an award certificate.

5 POLICY

5.1 Eligibility to graduate

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

5.1.1 they have met all the course requirements as prescribed in the award's regulations;

5.1.2 no financial debt is owed the Institute;

5.1.3 there is no current suspension or exclusion on their record;

5.1.4 they have not already graduated from a specific award.

5.2 Graduation ceremony

Students may apply to have their award conferred at the graduation ceremony or choose to graduate in absentia.

5.3 In absentia graduation

Students who elect to graduate in absentia may choose to receive their testamur in the mail, or have their award conferred at a later ceremony, no later than 18 months after the date of completion of their award.

5.4 Testamur

The testamur presented to the student will include the:

- student's full name and their student number;
- name of the course they completed;
- date of conferral;
- signature of BBI-TAITE's Principal/CEO;
- signature of the Registrar; and
- academic seal of BBI-TAITE affixed, which cannot be copied.

5.5 Withdrawal or exclusion

A student who withdraws or has been excluded from an articulated course, may, if they have completed the requirements of the lower-level course, request to graduate with the lower-level course.

5.6 Aegrotat, Aegrogat Posthumous, and Posthumous Awards

A student who dies before completion of their studies, or sustains a permanent injury or illness such that they are not able to complete their studies, may be eligible to receive an aegrotat or posthumous award. The criteria for the award of an aegrotat, aegrotat posthumous, and posthumous awards are:

5.6.1 the student has suffered a permanent injury or illness such that they are not able to continue with their studies; or

5.6.3 the student has died prior to the completion of their course; and

5.6.3 at the time of injury, illness, or death the student was in the final year (full-time equivalent) of their course of study;

5.6.4 at the time of injury, illness, or death the student's grades to date indicated that they were likely to successfully complete their course of study in a timely manner; and

5.6.5 confirmation that the conferral of the award is with the knowledge and approval of relatives/next of kin of the student who has suffered permanent injury or illness, or who has died.

5.7 Revocation of an award

The Institute reserves the right to revoke a 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 award under false pretenses. Refer [A10 – Academic Integrity Policy and Procedure](#).

6 PROCEDURE

6.1 Reporting of eligible graduands

The Registrar is responsible for recording and reporting in the Graduation Ceremony Program the names of all graduates. The [List of Graduands](#) is to be approved by the Academic Board, or its Standing Committee.

The Graduation Ceremony Program will be the official public record of graduates of the Institute.

6.2 Institute Alumni records

The Registrar is responsible for maintaining the student records to show who has graduated and become Alumni of BBI-TAITE.

6.3 Replacement of testamurs

A lost or destroyed testamur may be replaced by the Institute upon request of a graduate and receipt of the prescribed fee – See [Schedule of Fees and Charges](#).

The graduate must complete a 'Request for Replacement of Testamur' application and a statutory declaration verifying the reasons for replacement of the testamur. Any other supporting evidence is to be attached to the request.

The replacement testamur will indicate that it is a replacement of the original.

6.4 Academic transcripts and AHEGS documents

An academic transcript or AHEGS document, in addition to that provided as part of a student's graduation documents, may be provided on receipt of the prescribed fee – see [Schedule of Fees and Charges](#).

The graduate must complete a 'Request for Transcript/AHEGS documents' application.

6.5 Grade Point Average (GPA)

The Grade Point Average (GPA) is a number which represents the average of the accumulated final grades of a student on completion of their course of study.

A student's GPA is calculated using a 7-point grade scale as follows:

- a. a numeric value (see below) is assigned to each grade awarded for a unit of study;
- b. for each unit in a) above the point value of the unit is multiplied by the numeric value of the grade awarded;
- c. the sum of the totals for each unit in a) is divided by the sum of the point values for each unit in a);
- d. the result is determined to one decimal place; and
- e. the maximum GPA is 7.0 and the minimum GPA is 0.0.

Grade	GPA
HD	7
D	6
C	5
P	4
FF	0
CRGR	N/A
WW	N/A
RPL	N/A
E	N/A

7 RELAXING PROVISION

To provide for exceptional circumstances, the Academic Dean may relax any provision of this procedure and report these decisions to the next meeting of the Academic Board.

8 RELEVANT LEGISLATION

N/A

9 KEY RELATED DOCUMENTS

A9 – Assessment Policy and Procedure

A10 – Academic Integrity Policy and Procedure

A11 – Assessment Extension Policy and Procedure

10 NOTES

Contact Officer	Academic Dean
Implementation Officer/s	Academic Dean / Director of Student Services and Operations, Registrar
Approval Authority / Authorities	Academic Board
Date Approved	18/11/15
Date of Commencement	1/1/17
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	03/12/2018 Student Services replaced with Registrar 13/05/2020 Addition of <i>Aegrotat, Aegrotat Posthumous, and Posthumous Awards, Revocation of an Award, and Grade Point Average (GPA)</i> moved from <i>A9 – Assessment Policy and Procedure</i> to <i>G2 – Graduation Policy and Procedure</i> , and other minor changes to reduce duplication, to clarify wording, and to bring wording to plain and simple English 23/06/2020 Addition of <i>6.4 Academic transcripts and AHEGS documents – Current 6.4</i> moved to 6.5.
Key Stakeholders	Academic Board Academic Board Standing Committee Assessment Review Committee Academic Dean Registrar Faculty & Sessional Academics / Students