

# AC-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 with Distinction*: Students who are graduating from an eligible course of the Institute and have achieved a Grade Point Average (GPA) of 6.0 or higher shall graduate with Distinction.

*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 are no current suspensions or exclusions on their record;

### 5.2 Graduation

Students may apply to graduate once their course requirements are complete. Virtual graduations will be held following the processing of grades for each trimester. Students will receive their testamur in the mail.

### 5.3 Graduation 'With Distinction'

Students who are graduating from an eligible course (see 5.3.1 below) of the Institute and have achieved a Grade Point Average (GPA) of 6.0 or higher shall graduate 'With Distinction.'

#### 5.3.1 Eligible courses

Students graduating from courses of 80 points or more shall be considered for an award 'With Distinction.'

#### 5.3.2 Minimum requirements and GPA Calculation

- a. *One year of full-time equivalent year of study with the Institute:* To be eligible to graduate 'With Distinction,' students must have completed the equivalent of one year of full-time study with the Institute.
- b. *Less than the equivalent of one-year full-time study with the Institute:* Students who have completed less than the equivalent of one-year full-time study with the Institute may be eligible to graduate 'With Distinction.' To do so, they must provide evidence of the grade achieved for each unit credited by the Institute, and this will be taken into account in the calculation of the student's Grade Point Average (GPA) for the purposes of eligibility to graduate 'With Distinction.'
- c. *Credit:* Where credit has been granted to cover prior study at another higher education provider, this credit will form part of the calculation of the student's GPA for the purposes of eligibility to graduate 'With Distinction'. The student must provide evidence of the grade achieved for each unit credited from another higher education provider by the Institute.

#### 5.3.3 Articulated set of courses

Students graduating with the final course in an articulated set of courses shall be eligible to graduate 'With Distinction' if they achieved a GPA of 6.0 or higher across all courses in the articulated set of courses. The units successfully completed in all courses in the articulated set shall be taken into account in the calculation of the GPA for the course.

5.3.4 *Master of Leadership and Theology* recognition of prior learning. Where a student has been awarded 40 credit points of recognition of prior learning towards the *Master of Leadership and Theology*, they may graduate 'With Distinction' if the remaining points of their award have been completed at the Institute. If this is not the case, then clause 5.3.2.b or 5.3.2.c above apply.

5.3.5 *Master of Religious Education* recognition of prior learning. Where a student has been awarded 20 credit points of recognition of prior learning towards the *Master of Religious Education*, they may graduate 'With Distinction' if the remaining

points of their award have been completed at the Institute. If this is not the case, then clause 5.3.2.b or 5.2.3.c above apply.

#### 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, if the student has achieved the award 'With Distinction' this shall be indicated below the name of the course;
- 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, Aegrotat 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
- 5.6.2 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; and
- 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*.

#### 5.8 *Levels of Awards*

The levels of the awards conferred by the Institute are:

- a. Degree of Master;
- b. Graduate Diploma; and
- c. Graduate Certificate

## 6 PROCEDURE

### 6.1 Reporting of eligible graduands

The Registrar is responsible for recording and reporting the Graduation Ceremony names of all graduates. The *List of Graduands* is to be approved by the Academic Board or its Standing Committee.

### 6.2 Graduation 'With Distinction'

Graduation 'With Distinction' is recorded on the Student's Testamur and their final Academic Transcript.

### 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

6.3.1 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*.

6.3.2 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.

6.3.3 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
SY	N/A
US	N/A
CRGR	N/A
FW	N/A
NP	N/A
WW	N/A
RPL	N/A
E	N/A
IP	N/A
AA	N/A

## 7 RELAXING PROVISION

To provide for exceptional circumstances, the Associate Dean (Academic) 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

- *AC-A9 Assessment Policy and Procedure*
- *AC-A10 Academic Integrity Policy and Procedure*
- *AC-A11 Assessment Extension Policy and Procedure*

## 10 NOTES

Contact Officer	Associate Dean (Academic)
Implementation Officer/s	Associate Dean (Academic) / 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	<p>03/12/2018 Student Services replaced with Registrar</p> <p>13/05/2020 Addition of <i>Aegrotat, Aegrotat Posthumous, and Posthumous Awards, Revocation of an Award</i>, and <i>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</p> <p>23/06/2020 Addition of <i>6.4 Academic transcripts and AHEGS documents – Current 6.4</i> moved to 6.5.</p> <p>15/12/2020 Addition of two new grades FW and NP and indication that there is no affect of these grades on a student's GPA calculation. Removal of all references to a graduation ceremony.</p> <p>24/02/2021 Addition of IP and AA grades to list of grades for the purposes of GPA calculation.</p> <p>17/05/2021 – Addition of clauses re Graduation With Distinction – Sections 5.3 and 6.2, a definition of <i>Graduation With Distinction</i> in Section 4, and Levels of awards added at Section 5.8.</p> <p>01/07/2021 – Change the code of the policy from G2 to AC-G2 to reflect that is an Academic Policy; delete references to Academic Dean and replace with Associate Dean (Academic).</p>
Key Stakeholders	Academic Board Academic Board Standing Committee Assessment Review Committee Associate Dean (Academic) Associate Dean (Courses) Registrar Faculty & Sessional Academics / Students