

AC-G2 GRADUATION POLICY AND PROCEDURE

1 PURPOSE

This policy provides the framework for students who have 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 course until BBI-TAITE has converted any 'E' grades to substantive grades for the particular student.

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 award courses of study at BBI-TAITE.

4 DEFINITIONS

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

Alumni are the graduates or former students of the Institute.

An 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 include a graduate diploma, and a graduate diploma may include a graduate certificate course.

Confer means the presentation of a testamur to a graduate.

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

Grade Point Average (GPA) means a number representing the average of the accumulated final grades of a student on completion of their course of study – refer to Section 6.3 below for the calculation procedure.

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

A Graduate refers to a graduand who has had their award conferred on them by the Institute.

Graduation with Distinction refers to students graduating from an eligible course of the Institute who have achieved a Grade Point Average (GPA) of 6.0 or higher. These students will graduate with Distinction.

A posthumous aegrotat award is an award conferred following the untimely death of a student where the student has not met the requirements for the completion of the award before their death.

Posthumous award: an award conferred following the untimely death of a student where they meet the requirements for the completion of the award; however, the student could not graduate before their death.

Testamur is the legal certification of a degree that *BBI The Australian Institute of Theological Education* presents to the graduate upon graduation from an award.

5 POLICY

5.1 *Eligibility to graduate*

Students may apply to graduate if:

- 5.1.1 they meet the award's regulations
- 5.1.2 they do not owe the Institute a financial debt, and
- 5.1.3 there are no current suspensions or exclusions on their record.

5.2 *Graduation*

Virtual graduations occur following the processing of grades for each Session. Students will receive their Testamur via the My eEquals qualifications platform.

5.3 *Graduation 'With Distinction'*

Students graduating from a course of 80 points or more who achieve a Grade Point Average (GPA) of 6.0 or higher may graduate 'With Distinction.'

5.3.1 *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 or where the Institute grants credit towards an award*

Students who have completed less than the equivalent of one year of full-time study with the Institute, or have received credit towards their course of study, may be eligible to graduate 'With Distinction.'

They must provide evidence of the grade achieved for each unit credited by the Institute. These units credited will be taken into account in calculating the student's GPA for eligibility to graduate 'With Distinction.'

5.3.2 *Articulated set of courses*

Students graduating from the final course in an articulated set of courses may graduate 'With Distinction' if they achieved a GPA of 6.0 or higher across all courses in the articulated set of courses. The Institute will include the units completed in all courses in the articulated set when calculating the student's GPA for the course.

5.3.3 *Master of Leadership and Theology recognition of prior learning.*

A student awarded 40 credit points of recognition of prior learning towards the Master of Leadership and Theology may graduate 'With Distinction' if they completed the remaining points of their award at the Institute. If this is not the case, then clause 5.3.2.b above applies.

5.3.4 *Master of Religious Education recognition of prior learning.*

A student awarded 20 credit points of recognition of prior learning towards the Master of Religious Education may graduate 'With Distinction' if they completed the remaining points of their award at the Institute. If this is not the case, then clause 5.3.2.b above applies.

5.4 Testamur

5.4.1 The Testamur presented to students will include the:

- student's full name and their student number
- name of the course they completed. If the student achieved the award 'With Distinction,' With Distinction is indicated below the name of the course
- date of conferral
- signature of the Chair, Board of Directors of BBI-TAITE
- signature of the Principal/CEO of BBI-TAITE, and the
- academic seal of BBI-TAITE affixed, which cannot be copied.

5.4.2 Students will receive access to their online Testamur through the [My eQuals](#) platform.

5.4.3 Students who have an outstanding debt with the Institute may have any requests for a printed Testamur declined until they have cleared their outstanding debt or make suitable arrangements to pay off the debt to the Institute.

5.5 Withdrawal or exclusion

If the Institute excludes a student from an articulated course, or the student withdraws from that course, then the student may request to graduate with a lower-level course if they have completed the lower-level course requirements.

5.6 Aegrotat, Aegrotat Posthumous, and Posthumous Awards

A student who dies before completing their studies or sustains a permanent injury or illness so that they cannot 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, so they are not able to continue with their studies, or
- 5.6.2 the student dies before 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 indicated that they were likely to complete their course of study on time, and
- 5.6.5 confirmation of the award's conferral is with the knowledge and approval of relatives or the next of kin of the student who suffered permanent injury, illness, death.

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 pretences. Refer [AC-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 at the request of a graduate by the Institute providing a digital document through the [My eEquals](#) platform.

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. In addition, any other supporting evidence is to be attached to the request.

6.3.3 The replacement Testamur will indicate that it replaces 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 accessed through the [My eEquals](#) platform.

6.5 Grade Point Average (GPA)

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

The Institute calculates a student's GPA using a 7-point grade scale as follows:

- a. a numeric value 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	Grade	GPA
HD	7	FW	N/A
D	6	NP	N/A
C	5	WW	N/A
P	4	RPL	N/A
FF	0	E	N/A
SY	N/A	IP	N/A
US	N/A	AA	N/A
CRGR	N/A		

7 RELEVANT LEGISLATION

N/A

8 KEY RELATED DOCUMENTS

- *AC-A9 Assessment Policy and Procedure*
- *AC-A10 Academic Integrity Policy and Procedure*
- *AC-A11 Assessment Extension Policy and Procedure*
- *AC-E7 Enrolment Policy and Procedure*

9 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</i>, <i>Aegrotat Posthumous</i>, and <i>Posthumous Awards</i>, <i>Revocation of an Award</i>, and <i>Grade Point Average (GPA)</i> moved from A9 – <i>Assessment Policy and Procedure</i> to G2 – <i>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</i> – Current 6.4 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> <p>17/08/2021 – Update references to Testamur and Transcripts to reflect access through the My eQuals platform.</p> <p>08/02/2022 Removal of Relaxing Provision clause.</p> <p>15/03/2022 Change of the signatories to a Testamur under 5.4.1 and a general tidy up of text where possible.</p>
Key Stakeholders	<p>Chair, Board of Directors Principal/CEO Associate Dean (Academic) Associate Dean (Courses) Registrar Academic Board Academic Board Standing Committee Assessment Review Committee Faculty & Sessional Academics / Students</p>