SAIBT GRADUATION POLICY

Contents

SECTION A - INTRODUCTION

A.1 Purpose

This policy covers matters relating to student graduation.

A.2 Scope

This policy applies to all students of the South Australian Institute of Business and Technology (SAIBT).

A.3 Definitions

Word/Term	Definition
Certification documentation	Combination of documents that a student receives upon graduating from their program
Conferral	The granting of an award in recognition of academic achievement
Graduate	A student who has had their award conferred
Program	The container for a group of Modules that are to be completed in order to be eligible for an Award. The structure of a Program is defined in the Study Plan
Statement of Academic Record	A document showing student results attained to date
Testamur	The official certificate confirming completion of an award course of study

A.4 Acronyms

Abbreviation	Phrase or Word
AQF	Australian Qualification Framework
SAIBT	South Australian Institute of Business and Technology

SECTION B - POLICY STATEMENT

B.1 Principles

All students who successfully complete their program will be eligible to graduate. Their achievement may be recognised with a ceremony and they will be issued with certification documentation appropriate to their program.

B.2 Policy

1 Graduation eligibility

1.1 A student is eligible to graduate from an award program if:
- all program requirements have been met
- no financial debt is owed
- there is no current suspension, exclusion or expulsion penalty on their record
- they have not already graduated from that award or completed the non-award

2 Graduation ceremonies – SAIBT

2.1 There may be a graduation ceremony held each year for prospective graduates.

2.2 If no graduation ceremony is held within two months of graduation eligibility, Testamurs Results and Statements of Academic Record can be requested as per the **Certification Documentation Issuance Policy**.

3 Certification documentation

3.1 Certification documentation will be compliant with all requirements as stipulated in the Australian Qualifications Framework (AQF) and as defined in the **Certification Documentation Issuance Policy**.

SECTION C - GOVERNANCE

C.1   Responsibility

Identification	SAIBT Graduation Policy
Policy Owner	Academic Director, SAIBT
Approving Authority	SAIBT Executive Group
Initial Issue date	February 2014
Directory Location	Policies, SAIBT, Academic Directorate

C.2   Version Control

Current Version Number	2.0
Date of Effect	1/2019
Review Date	1/2022
Privilege Level	Public

C.3   Legislative and Organisational Context

Name
Australian Qualifications Framework
Higher Education Standards

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SECTION D - PROCEDURE

D.1   Related Procedures

Certification Documentation Issuance Procedure

Fee Refund Procedure

Graduation Procedure

D.2   Related Policies

Certification Documentation Issuance Policy

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