



AWARDS AND GRADUATION POLICY

Purpose

This policy outlines the principles guiding the awarding of qualifications, issuance of certification documentation and graduation ceremonies.

Scope

This policy applies to all AIB current students, graduands and graduates of AIB award Courses and staff. References to students in this policy and related procedure refers to students and/or Candidates unless stated otherwise.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Australian Qualifications Framework (AQF) Qualification: this is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF (AQF Glossary of Terminology, 2nd edn, Jan 2013).

Policy

1. Qualifications and Certification Documentation

- 1.1. AIB will ensure the integrity of AQF Qualifications conferred through robust academic quality assurance processes.
- 1.2. AIB will ensure the confirmation of the development of graduate qualities and achievement of Course learning outcomes prior to issuing AQF Qualifications.
- 1.3. The Academic Board formally approves the issuance of AQF Qualifications upon recommendation from the appropriate standing or sub-committees.
- 1.4. All AQF Qualifications issued by AIB are accredited by the Tertiary Education Quality and Standards Agency (TEQSA).
- 1.5. AIB will issue authorised certification documentation (parchment and official academic transcript) upon completion of the requirements for the AQF Qualification, where all eligibility requirements are met, regulatory requirements observed and, if required, where requested by the student.

- 1.6. Where a student does not complete the requirements for an AQF Qualification and is withdrawing from their Course, an official academic transcript or alternative authorised record of results, as appropriate, will be available.
- 1.7. AIB is committed to issuing certification documentation that is clear, protected against fraudulent issue and the design of which is otherwise aligned with the requirements outlined in the AQF Qualifications Issuance Policy and the Higher Education Standards Framework (Threshold Standards) 2021.
- 1.8. AIB maintains an appropriate register of AQF Qualifications issued in accordance with the AQF Qualifications Issuance Policy and the Higher Education Standards Framework (Threshold Standards) 2021.
- 1.9. AIB will provide students with access to an authorised record of results for any subjects undertaken. Students can access an unofficial academic transcript, at any time during their Course.
- 1.10. AIB reserves the right to revoke the awarding of an AQF Qualification where it is evident that the award has been achieved through fraudulent academic and/or research practice.

2. Graduation Ceremonies

- 2.1. AIB holds at least one graduation ceremony in Australia each year.
- 2.2. AIB is committed to providing students with an opportunity to participate in a graduation ceremony. AIB will make all reasonable adjustments to allow students or staff with disabilities to participate in a graduation ceremony.
- 2.3. Students are only permitted to participate in one AIB graduation for each AIB AQF Qualification.
- 2.4. AIB will provide students with notice via a dedicated website of the dates of graduation ceremonies and clear guidance on registering online for the graduation ceremony.
- 2.5. Students participating in a graduation ceremony are required to wear the appropriate AIB academic regalia. The specifications for the AIB academic regalia are set out in Appendix 1 of the Awards and Graduation Procedure. AIB Staff who participate in a graduation ceremony must wear appropriate academic regalia.
- 2.6. Students who have not yet satisfied the requirements of their AQF Qualification or whose AQF Qualification the Academic Board has not yet approved, may not participate in the graduation nor may they hire or purchase academic regalia.
- 2.7. AIB may award special or honorary awards at the graduation ceremony to students, AIB Staff or AIB Representatives. Such awards may include, but are not limited to, the Valedictorian Award, teaching excellence awards or conferral of an honorary doctorate or the status of Emeritus Professor.

Related Policies and Procedures:

Academic Integrity Policy and Procedure

Assessment Policy and Procedure

[Awards and Graduation Procedure](#)

Dean's Merit List and Valedictorian Award Policy and Procedure

Graduate Qualities Policy

Higher Degrees by Research Policy and Procedure

Honorary Appointments and Awards Policy and Procedure

Legislative and Regulatory References:

AQF Qualifications Issuance Policy

Higher Education Standards Framework (Threshold Standards) 2021

Higher Education Support Act 2003

Student Identifiers Act 2014

Responsibility:

Academic Dean

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