



Graduation and Awards Policy and Procedure

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1.0 Policy Statement

The purpose of this policy and procedure is to define the rules for the issuing of AQF awards (refer Australian Qualifications Framework www.aqf.gov.au) once a student has completed a course of study with Investment Banking Institute Business School Pty Ltd (“IBIBS”).

This policy is designed to align to the *AQF Qualifications Issuance Policy*.

2.0 Eligibility to graduate and approval to issue an award

The Course Coordinator will monitor student progress and verify that a student has satisfactorily completed all the requirements of the course in which they are enrolled before recommending to the Teaching and Learning Committee that a student be awarded a qualification. The Teaching and Learning Committee will compile a list of students who are eligible to graduate and table the list at an Academic Board meeting. Upon advice from the Academic Board, the Board of Directors will approve the issuing of the awards.

Following approval by the Board of Directors, the Registrar will create the necessary documentation as detailed in section 3.

Students who have an outstanding debt to IBIBS shall not be permitted to receive their award until such debts have been paid.

Students who are enrolled in a higher qualification but have completed the requirements of a nested award within that qualification are not eligible for the award of the nested qualification unless they withdraw from the course in which they are enrolled. Following the withdrawal the student will be eligible to graduate with the highest nested qualification for which they have completed all course requirements.

Students will be advised in writing of their eligibility to graduate. Students will be given an opportunity to nominate whether they will attend a graduation ceremony or graduate in absentia (refer also section 5).

A student who is enrolled in an AQF qualification and has successfully completed all the requirements for the qualification is entitled to receive the following certification documentation upon award of the qualification:

- A Testamur.
- A Record of Results.
- An Australian Higher Education Graduation **Statement**.

A student who has successfully completed part of the requirements of an AQF qualification in which they were enrolled but have subsequently withdrawn are entitled to receive:

- A Record of Results.

Comment [P1]: Currently the awarding of an Australian Higher Education Graduation Statement (AHEGS) is optional and at the discretion of each individual HEP.

Institutions that wish to implement the AHEGS must contact DIISRTE and enter into a licence deed (gratis) prior to issuing Statements

3.0 Award specifications

3.1 Testamur

A Testamur will contain the following information:

- the legal name of IBIBS
- the trading name of IBIBS
- IBIBS's ABN
- IBIBS's address and contact details, including website
- IBIBS's shall adopt either a logo / seal / watermark to ensure authenticity
- the graduate's full name
- the graduate's student number
- the AQF qualification title
- date of conferral
- the name, title and signature of the persons authorised to sign the document
- the statement
 - This qualification is recognised within the Australian Qualifications Framework' or use the AQF logo
- a unique certificate number.

3.2 Record of Results

A Record of Results will contain the following information:

- the legal name of IBIBS
- the trading name of IBIBS
- IBIBS's ABN
- IBIBS's address and contact details, including website
- IBIBS's shall adopt a logo / seal / watermark to ensure authenticity
- the student's full name
- the student number
- the AQF qualification title the student is enrolled in
- For each unit of study attempted:
 - study period in which the unit was undertaken
 - the unit code
 - the unit name
 - the credit points allocated to the unit

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- the result for the unit
- date of issue
- the name, title and signature of the person(s) authorised to sign the document
- the statement 'Unless accompanied by a Testamur, this Record of Results does not verify that the student has completed the qualification in which they are enrolled'.

Note: the AQF logo must not be used on a Record of Results.

3.3 Australian Higher Education Graduation Statements

Australian Higher Education Graduation Statements (AHEGS) will be issued in accordance with the *Guidelines for the Presentation of the Australian Higher Education Graduation Statement April 2012*:

<http://www.innovation.gov.au/HigherEducation/Quality/AustraliaHigherEducationGraduationStatement/Pages/default.aspx>

4.0 Qualifications Register

In keeping with the principles of best practice and the requirements of the *AQF Qualifications Register Policy*, IBIBS maintains a:

- A Register of all AQF qualifications IBIBS is authorised to issue.
- A Register of all AQF qualifications issued to graduates.

The *Qualifications Register* will include the following for each qualification:

- Student's full name.
- Date of issue/award/conferral.
- Date qualification approved to be awarded by the Board of Directors (conferral date).

The *Qualifications Register* will be kept and maintained by the Registrar.

5.0 Presentation of awards

Awards may be issued:

- At a graduation ceremony.
- In person outside a formal graduation ceremony.
- By personal proxy with written permission from the student and personal identification displayed upon collection.
- In absentia (by mail) at the request of the student in writing.

Awards will not be issued to students until after the graduation ceremony at which the award would otherwise have been presented.

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6.0 Revocation and return of awards

IBIBS may revoke an award where it becomes evident that the award was inappropriately obtained through fraud or dishonesty.

IBIBS will require an award to be returned in the following circumstances:

- When a request has been received to reissue an award because the original award has been damaged or there has been a change in legal name of the graduate.
- The award has been issued with error.
- An award has been presented for a nested qualification prior to the granting of the higher award.

7.0 Re-issuing an award

IBIBS will reissue an award in the following circumstances:

- When a request is made in writing to the Registrar.
- When a replacement fee as set out in the Student Diary that is currently **(\$55.00)** is paid.
- When the original is returned (if possible). Note: In the case of a lost or destroyed award this condition will not apply.

The student will provide in writing the reasons why a replacement award is required. This request must include all relevant details of the original award (full student name, student identification number, name of the award and date, or approximate date, of conferral).

Where the original award cannot be returned the written request for the re-issuing of an award must be made as a Statutory Declaration.

The Registrar will validate the re-issuing of an award by verifying the original issue of the award on the *Qualifications Register*. The re-issued award will also be entered on the *Qualifications Register*.

8.0 Retention of records

IBIBS will retain sufficient student records of attainment to re-issue an AQF qualification for a minimum period of 30 years.

9.0 Responsibility

The Registrar is responsible for the implementation of this policy and procedure and for ensuring that staff and students are aware of its application and procedures.

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10.0 Version history

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	6 March 2013	Adoption of new QAF

Document owner: Registrar

11.0 Review Date

The next review date for this Policy and/or Procedure is 3 years from the last Approval date set out above.