

Awards and Graduation Policy

1. Purpose

The purpose of this policy is to ensure that all students who meet the requirements for successful course completion will be entitled to the award. There is no charge to students for the issue of these awards although a charge may apply if students request a replacement.

2. Application

This policy applies to all students who have successfully completed a program.

3. Policy Statement

SIBT is accredited to issue awards. This policy outlines the conditions under which these awards can be correctly awarded.

SIBT is a Registered Training Organisation (RTO) and issues the Certificate IV in Tertiary Preparation Program under the authority of the Australian Skills Quality Authority (ASQA) and the Australian Qualifications Framework (AQF). SIBT is also a registered Higher Education Provider and issues its Foundation Program, Diplomas and Associate Degrees under the authority of the Department of Education and HESA (Higher Education Support Act) 2003.

4. Eligibility to Graduate

Students are eligible to graduate from a SIBT program upon completion of all academic requirements. The relevant Program Convenor determines whether a student has completed all program requirements.

5. Waiver of Program Requirements

In specific cases, the Academic Director, acting on advice from the Program Convenor, may waive some program requirements for individual students under exceptional circumstances related only to program variations beyond the control of the student.

6. Conferral of Awards

Students will qualify for the award upon successful completion of:

- the accredited program structure for the Certificate, IV Tertiary Preparation Program;
- the accredited program structure for the Diploma, Foundation (Standard), Foundation Extended, Diploma, Advanced Diploma and Associate Degree.

In order for SIBT to confer awards, the following steps must be undertaken:

1. The relevant Program Convenor deems that a student has completed all academic requirements with a program at SIBT and makes a recommendation to the Academic Director that the student should be awarded their testamur.

2. The Academic Director then certifies to the College Director and Principal that the student is eligible to receive their award.
3. SIBT Board of Directors delegate authority to SIBT's Academic Board to confer awards. As the Academic Board Chair, the College Director and Principal has delegated authority to confer awards with ratification of the conferral at the following Academic Board Meeting.

6.1 Award Testamur

Students will be eligible to receive a testamur for the qualification on completion of the requirements for a programme of study.

A testamur will be issued at either a standard graduation ceremony or it will be mailed out to students at their request.

The recipient's name as it appears on the Testamur will be the student's legal name as recorded in the student management system at the time of printing the Testamur.

Replacement testamurs can be issued only after the Statutory Declaration has been submitted. A standard fee applies. For security purposes, testamur's are printed on security paper, each testamur is numbered and a register is retained of all testamurs awarded and those that are replaced. Security features are reviewed and upgraded.

6.2 Statement of Attainment

All Students who have satisfied the requirements of their program will also be issued with a Statement of Attainment free of charge, which lists all units attempted within their program and the results awarded.

6.3 Statement of Academic Record (record of results)

Statement of Academic Record is issued to students who have not successfully completed their course. It lists all completed and attempted units. Students are issued with their Statement of Academic Record upon request or when they withdraw from the College. An unofficial Statement of Academic Record is available on the Student Portal at any time and can be downloaded by the student.

6.4 Transcript

Transcript is issued to students who have successfully completed their course. It lists all completed and attempted units.

7. Graduation

7.1 Graduation Ceremony

A Graduation ceremony will be held twice a year at which students who have completed their course are presented with their awards.

Students are invited to attend a Graduation Ceremony. Students wishing to attend the graduation ceremony must complete the 'Graduation Form'

Each graduand is allowed to bring two guests to the ceremony.

7.2 Academic Gown

Students attending the graduation ceremony are required to wear an academic gown. SIBT will cover the hiring cost.

The academic gown must be returned within specified timeframe. Fees may apply for late returns or if the academic gown is returned in a damaged condition.

8. Record keeping and confidentiality

Records of all qualification testamurs and transcripts issued under this policy shall be maintained for a period of at least 30 years in line with the AQF and/or Registering Body requirements.

9. Definitions

- **AQF**
Australian Quality Framework: The nationally agreed quality arrangements for the Vocational Education and Training (VET) system, as agreed to by the Ministerial Council.
- **ASQA**
Australian Skills Quality Authority: Australia's national regulator for vocational education and training. It ensures that training organisations are compliant with all requirements and guidelines.
- **RPL**
Recognition of Prior Learning is a process which assesses the knowledge and skills a person has gained through previous learning (formal or informal), work experience, training, volunteering and/or life experience. A request for RPL may result in the applicant meeting the entry requirements for a SIBT course or being granted an Exemption for a unit within a course.
- **RTO**
Registered Training Organisation: RTO's are registered by state and territory training authorities to deliver nationally recognised training.
- **Unit**
A single component (subject) of study within a course.

10. Related Documents

- Enrolment Policy
- Assessment Policy
- Recognition of prior Learning Policy
- Graduation Form

Amendment History

Department:	Academic	
Approval Authority:	Academic Board	
Approval Date:	15 November 2013	
Date for Next Review:	30 November 2016	
Revision Date	Version	Summary of changes
15/11/2013	1	New Policy
11/03/16	2	Updated and endorsed at SMT 10/3/16 and approved at Interim Academic Board 11/3/16.