

# Awards Policy

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## 1. Purpose

- (1) This policy covers matters relating to SIBT awards.
- (2) This policy should be read and understood in conjunction with SIBT policies, including, but not limited to the:
  - a. Graduation Policy;
  - b. Assessment Policy;
  - c. Enrolment Policy; and
  - d. Recognition of Prior Learning Policy.

## 2. Definitions

- (3) For the purpose of this policy:
  - a. *AQF*  
Australian Quality Framework: The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
  - b. *TEQSA*  
The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national regulator of the higher education sector.
  - c. *Program*  
A program is an approved course of study leading to an award of SIBT. A student is admitted to a program, undertakes study while enrolled in that program, and on successful completion of all program requirements is awarded the degree to which the program relates.
  - d. *Unit*  
A unit is a unit of academic work, normally undertaken over a single Trimester. The student enrolls, and on completion of the academic work is awarded a grade, which appears on the student's academic record.  
  
*Core units* are those which are identified as mandatory for the award or specialisation.  
  
*Elective Units* are a set of units specified in the requirements of the program from which students are required to choose a specialised number to fulfil the requirements of their program.
  - e. *Stream (used at the Foundation level)*  
A stream is a set of units within a program which develop a particular academic theme and are mandatory for certain pathway options.
  - f. *Session*  
*The standard academic year is comprised of three standard sessions, as designated by SIBT's Academic Calendar.*

*g. Credit Point*

The term credit point refers to the number of points assigned to a unit. The term credit points is used to:

- provide students with a guide to the amount of work a course may entail;
- indicate a student's enrolment load;
- define the requirements for an award;
- quantify the recognition of prior-learning; and
- indicate the amount of work a student has successfully completed towards an award.

### 3. Policy Statement

- (4) SIBT is accredited to issue awards. This policy outlines the conditions under which these awards can be correctly awarded and students can graduate.

### 4. Program Requirements

- (5) The academic requirements which need to be attained in order for the award associated with the program to be conferred, are approved by the SIBT Academic Board on the recommendation of the relevant Program Advisory Committee. As SIBT is a non-self-accrediting institution, subsequent accreditation approval is also required from the Tertiary Education Quality and Standards Agency. Program requirements can include:
- a specified number of credit points;
  - completion of particular units (e.g. core units); and/or
  - requirements for completion of a stream.

### 5. Changes to Program Requirements

- (6) Academic Board may approve changes to the program requirements in accordance with the Program Development and Review Policy. Material changes must also be approved by the Tertiary Education Quality and Standards Agency.

### 6. Award Level

- (7) SIBT offers program at the following academic levels:
- a. *Diploma*: The Diploma is a program of one year of full-time study or part-time equivalent, designed to equip graduates with technical and theoretical knowledge and concepts, with depth in some areas within a field of work and learning. Diploma requires the completion of 8 units or 24 credit points.
  - b. *Foundation*: The Foundation Program is referred to as pre-tertiary level and is a program of one year full-time study or part-time equivalent, designed to equip graduates with a base for further study. Foundation Standard requires the completion of 8 units (24 credit points) or Foundation Extended requires the completion of 12 units (36 credit points).

### 7. Program Standard Length

- (8) The standard length of a program is the number of academic years, consisting of three sessions, required for a student undertaking a full-time academic load to complete the academic requirements of the program.

## 8. Standard Annual Academic Load

- (9) The standard annual academic load is the total credit points required for the award, as specified in the program requirements, divided by the program standard length.

## 9. Program Mode of offering

- (10) Programs may be offered in full-time mode or part-time mode. International students may not be permitted to enrol part-time, depending on the requirements of their visa.

The mode(s) in which a program is offered is approved by through the program approval process.

- a. *Full-time Mode* - The designation of a program as being offered in a full-time mode requires that the program structure shows a sequence of units suitable for students proceeding at a full-time study rate.
- b. *Part-time Mode* - The designation of a program as being offered in a part-time mode requires that the program structure shows a sequence of units suitable for students proceeding at a part-time study rate, normally less than 9 credit points per session.

## 10. Award Nomenclature and Award Academic Plan

- (11) The Tertiary Education Quality and Standards Agency, as part of the program approval process, approves the precise wording of the award to be conferred on completion of the program requirements, and its post-nominal abbreviation.

## 11. Recognition of Prior Learning

- (12) Credit may be granted towards the requirements of an award on the basis of prior study. The Recognition of Prior Learning Policy describes the types of credit and limitations on credit.

## 12. Eligibility to Graduate

- (13) 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.

## 13. Waiver of Program Requirements

- (14) 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.

## 14. Conferral of Awards

- (15) In order for SIBT to confer awards, the following steps must be undertaken:
- a. 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.

- b. The Academic Director then certifies to the College Director and Principal that the student is eligible to receive their award.
- c. SIBT Board of Directors delegates authority to SIBT's College Director and Principal to confer awards.

Amendment History

<b>Department:</b>	Academic	
<b>Approval Authority:</b>	Academic Board	
<b>Approval Date:</b>	15 November 2013	
<b>Date for Next Review:</b>	13 December 2020	
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
15/11/2013	1	New Policy
11/03/2016	2	Updated and endorsed at SMT 10/3/16 and approved at Interim Academic Board 11/3/16.
13/12/2017	3	Updated and Reviewed and endorsed at SMT 13/10/17. Split from the Graduation Policy. Approved by Academic Board 13/12/17