

# Graduation Policy

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## 1. Purpose

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

## 2. Definitions

- (3) For the purpose of this policy:
  - a. *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 relevant diploma.
  - b. *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.
  - c. *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.

## 3. Policy Statement

### Eligibility

- (4) SIBT is accredited to issue awards. SIBT Board of Directors delegates authority to SIBT's College Director and Principal to confer awards.
- (5) A student is eligible to graduate from the award in which they are enrolled if:
  - a. all program requirements have been met, which may include a specified number of credit points, completion of particular core and elective units and requirements of a specialisation;
  - b. no financial debt is owed to SIBT; and
  - c. there is no current exclusion penalty on their record; and
  - d. they have not already graduated from that award.

- (6) 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, provided that:
- a. academic integrity and program learning outcomes are not compromised;
  - b. a clear academic rationale for each substitution has been provided.

#### 4. Graduation Ceremony

- (7) All eligible students will be invited to the graduation ceremony once they have completed all requirements and must register to attend a graduation ceremony.
- (8) Students eligible to graduate may choose to graduate in absentia.

#### 5. Award Testamur and Transcript

- (9) Students will be eligible to receive a testamur for the qualification on completion of the requirements for a program of study.
- (10) All students who have satisfied the requirements of their program will also be issued with an Academic Transcript which lists all units attempted within their program and the grades awarded.
- (11) An official Academic Transcript is provided to the student with their Award Testamur at, or after, the graduation ceremony.

#### 6. Record keeping and confidentiality

- (12) Records of all qualification testamurs and transcripts issued under this policy shall be maintained for a period of at least 30 years.

#### 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 endorsed at SMT on 13/10/17. Awards and Graduation Policy have been split. Academic Board approved on the 13/12/17.