



# SAIBT GRADUATION POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy covers matters relating to student graduation.

### A.2 Scope

This policy applies to all students of the South Australian Institute of Business and Technology (SAIBT).

### A.3 Definitions

<b>Word/Term</b>	<b>Definition</b>
Certification documentation	Combination of documents that a student receives upon graduating from their program
Conferral	The granting of an award in recognition of academic achievement
Graduate	A student who has had their award conferred
Program	The container for a group of Modules that are to be completed in order to be eligible for an Award. The structure of a Program is defined in the Study Plan
Statement of Academic Record	A document showing student results attained to date
Testamur	The official certificate confirming completion of an award course of study

### A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
AQF	Australian Qualification Framework
SAIBT	South Australian Institute of Business and Technology

## SECTION B - POLICY STATEMENT

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### B.1 Principles

All students who successfully complete their program will be eligible to graduate. Their achievement may be recognised with a ceremony and they will be issued with certification documentation appropriate to their program.

### B.2 Policy

#### 1 Graduation eligibility

- 1.1** A student is eligible to graduate from an award program if:
- all program requirements have been met
  - no financial debt is owed
  - there is no current suspension, exclusion or expulsion penalty on their record
  - they have not already graduated from that award or completed the non-award

#### 2 Graduation ceremonies – SAIBT

- 2.1** There may be a graduation ceremony held each year for prospective graduates.
- 2.2** If no graduation ceremony is held within two months of graduation eligibility, Testamurs Results and Statements of Academic Record can be requested as per the **Certification Documentation Issuance Policy**.

#### 3 Certification documentation

- 3.1** Certification documentation will be compliant with all requirements as stipulated in the Australian Qualifications Framework (AQF) and as defined in the **Certification Documentation Issuance Policy**.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	SAIBT Graduation Policy
<b>Policy Owner</b>	Academic Director, SAIBT
<b>Approving Authority</b>	SAIBT Executive Group
<b>Initial Issue date</b>	February 2014
<b>Directory Location</b>	Policies, SAIBT, Academic Directorate

### C.2 Version Control

<b>Current Version Number</b>	3.0
<b>Date of Effect</b>	1/2022
<b>Review Date</b>	1/2025
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Australian Qualifications Framework</a>
<a href="#">Higher Education Standards</a>

## SECTION D - PROCEDURE

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### D.1 Related Procedures

Certification Documentation Issuance Procedure

Fee Refund Procedure

Graduation Procedure

## **D.2 Related Policies**

Certification Documentation Issuance Policy