

Graduate Awards Policy (GC)



Queensland Institute of Business Technology Pty Ltd
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Document

Document Name	Graduate Awards Policy (GC)
Brief Description	This Policy outlines the different procedures relating to graduate awards, the different types of awards and the eligibility criteria of students to receive an award upon graduation.
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Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
12.08.2021	12	Updated to Navitas template	Academic Director
26/10/2022	13	Revised to ensure currency and accuracy	Academic Director

Related Documents

Name	Location
Delegations of Authority Policy	Policy Hub

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1. Purpose and Scope

1.1. Introduction

This Graduate Awards Policy sets out the approach of Griffith College relating to the management of students receiving an award upon graduating.

1.2. Purpose

The purpose of this Policy is to outline the procedure for giving awards to students, the different type of awards and the eligibility criteria of students to receive an award upon completion of their studies.

1.3. Scope

This Policy applies to all Griffith College students.

2. Policy Statement

Griffith College recognises the importance of formally acknowledging and celebrating the special achievement of successful program completion for its graduands, and therefore conducts a graduation celebration event for each graduating cohort of students at each Campus.

Students who successfully complete an accredited Griffith College program are eligible to receive a nationally recognised AQF qualification.

Further to this, Griffith College has implemented a suite of Graduate Awards for recognising and awarding outstanding academic performance. These awards comprise of:

- Academic Excellence Award
- Dux Award
- Valedictorian Award (Griffith College Medal)

2.1. Award Types

2.1.1. Academic Excellence Award

The Academic Excellence Award is presented to graduates who have obtained a grade point average (GPA) of 6.0 or higher, as this signifies that they have excelled in their program of study.

The Academic Excellence Award is presented in the form of a Certificate and is granted within the Associate Degree, Diploma and Foundation programs of study.

2.1.2. DUX Award

The DUX Award is presented to the graduates with the highest GPA in each program across both Campuses for each graduating cohort.

The DUX Award is presented in the form of a Certificate and will only be given where the graduate with the highest GPA in the program has a GPA of 6.0 or above. Graduates of Associate Degree, Diploma and Foundation programs are eligible to be considered for DUX Awards.

2.1.3. Valedictorian Award (Griffith College Medal)

The Valedictorian Award (Griffith College Medal) is presented to the graduate who achieves the highest GPA across all eligible programs of study within the College. The Award consists of the Griffith College Medal, a Certificate and a payment of \$1000 paid by direct debit. Where there is more than one graduate who achieves the highest GPA, individual course results will be reviewed to determine the highest achieving student. Demonstration of meritorious service during a graduate's studies at Griffith College may also be considered.

The Valedictorian Award (Griffith College Medal) recipient is provided an opportunity to deliver the closing or farewell speech to their fellow graduates at their graduation ceremony event.

Graduates of the Associate Degree and Diploma programs are eligible to be considered for the Valedictorian Award (Griffith College Medal).

2.2. Eligibility Criteria

To be eligible for the Valedictorian or DUX Award, a graduate must have completed their whole award at Griffith College, regardless of whether the courses that make up the program have been completed as part of the award, or as part of a provisional, preparatory or nested Griffith College program. Students studying the Associate Degree will have their GPA calculated over the second-year courses only. Students who have received academic credit for one or more courses completed at an institution other than Griffith College will not be eligible for a Valedictorian or a DUX award. However, such students will be eligible for an Academic Excellence Award.

Eligibility for awards is decided without regard to the time taken for completion of a program.

2.3. Procedure

Once results for a given trimester are released and graduands identified, a GPA report will be produced to assess eligibility for awards. Once determination for award recipients is finalised, the Academic Director will recommend to the College Director and Principal who will approve the award recipients.

Awards will be conferred upon graduates by the Academic Board as outlined in the Delegations of Authority Policy.

3. Responsibilities

Responsibility	CPD	QCM	DSAS	AD	AB
Maintain currency of this policy	A	R	C	C	I
Identify eligible award recipients	I		R	A	I
Approval of award Recipients	A		S	A	I
Conferral of awards	A		S	A	R
Graduation Celebration and distribution of Awards and Qualifications	A		R	S	I
CPD = College Director & Principal; QCM = Quality & Compliance Manager; DSAS = Director Student & Academic Services; AD = Academic Director; AB = Academic Board R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed					

4. Compliance

4.1. General

College Director & Principal will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the Griffith College Policy Library available on its website.

4.2. Relevant Legislation

Higher Education Standards Framework

4.3. Review

This Policy is tested and reviewed at least every 24th months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4. Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with version control in place for revisions	Policy Hub archive