

Graduation Requirements Policy (GC)



Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

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| Document Name | Graduation Requirements Policy (GC) |
| Brief Description | This Policy applies to all Griffith College students and sets out the requirements for students to graduate from their program. |
| Responsibility | Academic Director |
| Initial Issue Date | 08/12/2005 |
| Authorising Body | Management Committee |

Version Control

| Date | Version No. | Summary of Changes | Reviewer Name and Department/Office |
|-------------|--------------------|----------------------------------------------------------|--------------------------------------------|
| 16.09.2020 | 5 | Changes to Award Testamur and rescinding/revoking awards | Academic Director |

Related Documents

| Name | Location |
|-------------|-----------------|
| N/A | N/A |

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1 Purpose and Scope

1.1 Introduction

This Graduation Requirements Policy sets out the approach of Griffith College relating to the expectations and requirements of students to graduate from their program of study.

1.2 Purpose

The purpose of this Policy is to outline the graduation requirements of Griffith College students.

1.3 Scope

This Policy applies to all Griffith College students.

2 Policy Statement

2.1 Eligibility to Graduate

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

2.2 Waiver of Program Requirements

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

2.3 Conferral of Awards

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

1. The relevant Program Convenor deems that a student has completed all award requirements within a program at Griffith College and makes a recommendation to the Academic Director that the student 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. The Griffith College Board of Directors delegates authority to Griffith College'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.

2.4 Award Testamur

Students who have an award conferred on them by Griffith College will be provided with an award testamur. Award testamurs will be presented to students at the graduation ceremony or sent via Australia Post to the recorded mailing address of the graduate after the graduation ceremony. In line with AQF Qualifications Issuance Policy, all testamurs will include "The qualification is recognised within the Australian Qualifications Framework".

2.5 Academic Transcript

All students who have satisfied the requirements of their program will also be issued with an Academic Transcript which lists all courses attempted within their program and the grades awarded. An official Academic Transcript is provided to the student with their Award Testamur at, or after, the graduation ceremony. A student may request an Academic Transcript at another time. An unofficial Academic Transcript is available to students via their record on the College Student Portal.

2.6 Rescinding or Revoking Awards

The College Academic Board reserves the right to rescind or revoke an academic award that has been conferred on the basis that the person obtained an academic award as a result of administrative error, fraud, or under other circumstances such that, had the Academic Board been aware of those circumstances at the time of conferral, it would not have conferred the award in question (e.g. academic or other misconduct). The Academic Board will consider rescission or revocation of an academic award on receipt of a recommendation by the College Director and Principal. A person who has had an academic award rescinded or revoked will return to the College the certificate or other document awarded in respect thereof and cease reference to the holding of the academic award. Where a person declines to return to the College the certificate or other document awarded, or continues to make reference to holding the academic award, the Academic Board may request the rescission or revocation be published on the College website and in such other mediums as may be appropriate a notice that the award has been rescinded or revoked.