
Graduation Policy

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Governance Academy

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Graduation Policy

Policy Statement

Graduation is the formal conferment upon a student of the academic award they are eligible to receive at the successful completion of their higher education course. The formal documentation presented to the student at the completion of their course; and is conclusive evidence of the student's success in achieving the academic standards set by Governance Institute of Australia (hereafter referred to as Governance Institute) which has robust processes in place to ensure that persons who are conferred with their qualification have validly met all eligibility requirements. Governance Institute's education offerings are delivered under the brand Governance Academy.

Definitions

1. For the purpose of this policy:
 - **Academic Record:** a formal record of academic results attained by a student for all subjects attempted that includes subjects awarded advanced standing during their enrolment at Governance Institute.
 - **Award Course:** a higher education course offered by Governance Institute that is accredited by TEQSA that is aligned to the Australian Qualifications Framework (AQF) and other external guidelines that may apply to a particular course.
 - **Conferment:** the granting or bestowal of an award course to a student.
 - **Graduand:** a student who has completed their award course and been deemed eligible to graduate.
 - **Graduate:** a graduand who has had an award course conferred on them by the delegated authority of Governance Institute.
 - **Graduation in absentia:** an award of graduate certificate or graduate diploma is conferred on a student without their presence at a graduation ceremony.
 - **My eQuals:** the official tertiary credentials digital platform for the higher education sector. It is a pan-pacific solution providing easy, secure access to certified, official qualification records for Australian and New Zealand higher education providers and their learners.



- **Testamur:** an official certificate issued by Governance Institute that confirms that a student has successfully completed an award course of study.

Aims and Objectives

Eligibility

2. A student is eligible to graduate from the course in which they are enrolled if they satisfy all the following:
 - a. all course requirements have been met as determined by Governance Institute's Academic Board;
 - b. no financial debt is owed to Governance Institute;
 - c. there is no current suspension, exclusion or expulsion penalty on their record;
 - d. there are no outstanding allegations of academic or general misconduct against them;
 - e. they have not already graduated from that course; and
 - f. the student has provided their Unique Student Identifier (USI) to the Education Department.
3. The General Manager or delegate identifies student graduands as eligible for graduation and conferral of an award course.
4. The Academic Board, under delegation of authority from the Board, approves the conferring of the academic awards for award courses offered by Governance Institute.
5. The Academic Board notifies the Board of the conferral of all award course awards.
6. All graduands become graduates immediately after their approval by the Academic Board; and are graduated in absentia.

Issue of Graduation Documentation

7. Governance Institute will issue two official documents to course graduates via the My eQuals repository (refer to “Definitions”) and in hard copy posted to their nominated postal address:
 - a. a Testamur; and
 - b. an Academic Record.

8. The Testamur will include:
 - a. The recipient’s (graduate’s) full name.
 - b. *Governance Institute of Australia Ltd* as the name of the registered provider issuing the qualification.
 - c. That the award (course) is issued by the Academic Board as the delegated authority of Governance Institute’s Board.
 - d. The full name of the course that includes its field of education.
 - e. The name and signature of the Chairperson of the Academic Board and the General Manager, Education.
 - f. The statement *This qualification is recognised within the Australian Qualifications Framework*; or includes the AQF logo for courses accredited by TEQSA under the AQF.
 - g. The date of issue.
 - h. A unique document identity number specific only to this document.
 - i. A design that is distinguishable from all other documentation issued by Governance Institute to prevent fraudulent reproduction in electronic and soft copy.

9. The Academic Record will include:
 - a. The recipient’s (graduate’s) full name (including middle names).
 - b. The Unique Student Identifier (USI) for graduates of a course.

- c. *Governance Institute of Australia Ltd* as the name of the provider issuing the Academic Record.
- d. The full name of the course that the student either completed or partially completed that includes its field of education.
- e. The subject code and full name of each subject attempted by the student.
- f. The year and semester that each subject was attempted.
- g. The final grade and mark the student attained for each attempted subject.
- h. Any subjects for which the student was awarded advanced standing.
- i. A description of the grades the student attained for each attempted subject and any subjects awarded advanced standing.
- j. The weighting (credit points) of each subject attempted including those awarded advanced standing.
- k. The statement *This qualification is recognised within the Australian Qualifications Framework*; or includes the AQF logo for courses accredited by TEQSA under the AQF.
- l. The date of issue.
- m. A unique document identity number specific only to this document.
- n. Is designed and printed to prevent fraudulent reproduction in electronic and soft copy.
- o. Will be issued on behalf of the delegated authority (the Academic Board).
- p. Be scanned and uploaded into Governance Institute's secure document repository for record-keeping purposes by the Education Department once all the above elements have been met.

Surrender and Revocation of an Award

Surrender of an Award

10. A graduate of an award course that is a lower AQF level qualification of a nested award, must surrender the lower-level nested award qualification, when:
 - a. The student successfully completes the higher AQF level award of the nested award; and
 - b. The graduate understands they cannot use the postnominals for the lower-level nested award/s after they graduate from the higher-level award of a nested award.

Revocation of an Award

11. The Academic Board has the authority to revoke an award course qualification that was previously conferred upon a graduate, in circumstances that include:
 - a. when an allegation of academic misconduct or other misconduct is reported to Governance Institute that alleges the graduate breached related Governance Institute policies that would prohibit graduation from the course;
 - b. a formal investigation outcome undertaken in accordance with applicable Governance Institute policy recommends to the Academic Board that the allegation against the graduate has been substantiated; and
 - c. the Academic Board accepts the recommendations of the investigation and approves for the award course qualification to be permanently rescinded from the graduate that will be actioned, at the time of the outcome of any appeal submitted by the graduate.
 - d. The graduate must formally be notified in writing within five (5) working days of the Academic Board's decision to revoke the award, with the reasons; and that the graduate has the right to appeal the decision.

Student Appeals

12. A graduate is entitled to appeal the decision to revoke their award by submitting a grievance that will be managed in accordance with the relevant Stage of the Student Grievance Policy.
13. The appeal is to be submitted within 20 working days of the issue date of the formal notice to revoke the award. The appeal is to be submitted to education@governanceinstitute.com.au.

Roles and Responsibilities

14. The General Manager, Education or delegate identifies student graduands as eligible for graduation and conferral of award courses.
15. The Academic Board approves the conferring of the academic awards for award courses, as delegated by the Board.

Related Documents

- Governance Institute of Australia Academic Integrity Policy
- Governance Institute of Australia Academic Governance Policy
- Governance Institute of Australia Student Academic Misconduct Policy
- Governance Institute of Australia Student Code of Conduct and Misconduct Policy
- Governance Institute of Australia Student Grievance Policy

External Legislation

- Higher Education Standards Framework: Threshold Standards 2021 (Cth)



Governance Academy

Version History

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Current version	2.1
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*****END OF POLICY*****