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## 1. Purpose

This document sets out the Analytics Institute of Australia's (AIA) procedure for conferral of a formal academic award and the protocols for receiving graduation documents and attending the graduation ceremony.

## 2. Scope

This policy applies to students who complete an accredited course at AIA. It does not apply to students who complete a non-award course or to recognition of completion of units at AIA.

## 3. Principles

### Definitions

- a. **Academic dress (regalia):** The official dress consisting of a gown, hood or stole, and trencher (mortar board) or bonnet to be worn by graduands/graduates of AIA. There is specified academic dress for each award (see AIA website)
- b. **Award:** The qualification (degree or certificate) conferred on a student when the requirements of the relevant accredited course have been met.
- c. **Conferral:** The act of granting an award to a student, either in person or in absentia, at an official graduation ceremony.
- d. **Graduand:** a student who has been confirmed to have completed the requirements of an accredited course but who is yet to have the award conferred.
- e. **Graduate:** Noun – a student who has had an award conferred on them. Verb – a student who has successfully completed the requirement of a course and the award has been conferred.
- f. **Graduation:** The moment when an award is conferred on a graduand; also the official ceremony at which awards are conferred.
- g. **Graduation fee:** The fee students are required to pay to attend their AIA graduation ceremony in person, to cover the cost of their academic dress and official photograph, and graduation gift. Those who choose to graduate in absentia are not required to pay a graduation fee.

- h. **Graduation in absentia:** when an award is conferred on a student without their presence at the graduation ceremony. Where a student graduates in absentia their graduation documents will either be available for collection or posted after the graduation ceremony.

### Conferral of Awards

- a. Awards are conferred at the official graduation ceremony.
- b. The awards conferred at a graduation ceremony are granted from highest to lowest.
- c. The conferral of an award is public information and AIA will publish graduates' names and awards conferred, and their conferral dates.
- d. The Registrar will:
  - Ensure the Board of Directors are provided with a list of the potential graduands for higher education awards in a scheduled graduation ceremony, in a timely manner for approval.
  - Ensure the Board of Directors are provided with a list of graduands eligible for recognition of academic excellence in a timely manner for approval.
  - Ensure the sealing of the higher education Testamurs in a timely manner for each scheduled graduation ceremony.
  - Oversee the preparation of the graduation documents, for each eligible graduand, as follows;  
For Higher Education Awards:
    - Testamur
    - Australian Higher Education Graduation Statement
    - Transcript of Academic Record

### Procedures for Graduation

- a. The Registrar under the guidance of the COO shall have overall responsibility for the staging and conduct of graduations.
- b. The Registrar shall write to each graduate and provide full details of all the arrangements surrounding attendance and participation in the graduation. If there are any additional activities that are being conducted at the time of the graduation, either by a student or alumni group, then details of these activities will also be included with the Registrar's advice.
- c. Graduates will be given the official Testamur at a public ceremony convened for this purpose. Graduates will also be given, either at that ceremony or separately, a transcript detailing the subjects completed, their credit value and the grade obtained for each subject.
- d. The Registrar, in consultation with the Academic Dean shall decide on the format of the graduation ceremony, arrange an occasional speaker as the principal guest and possibly some musical interlude. A celebratory dinner may also be organised in association with the graduation and attended by the graduates and their guests, the Chief Executive, the Chair and members of the Board, academic staff and other invited guests.

- e. Students who are graduating in absentia may arrange to collect their degrees and transcripts from the Registrar's office or campus office at an agreed date and time any time after the graduation.
- f. Students who cannot collect their documents personally can authorise someone to do so (in writing) on their behalf, or request that documents be sent by mail, for which a postal charge will be applied. Duplicate degree scrolls and transcripts may be ordered from the Registrar. Costs for duplicate degree scroll and transcripts will be detailed in the Student Handbook.

## Record Keeping

The Registrar will be responsible for a register of awards conferred, comprising:

- Details of graduands conferred at each graduation ceremony; and
- Details of all withdrawal or revocations of awards.

## 4. Responsibilities

The Registrar is responsible for the maintenance and implementation of this Procedure

## 5. Supporting Information

This Procedure should be read in conjunction with the following AIA policies and documents:

- Academic Integrity Policy and Protocols
- Academic Documents Policy
- Awards with Distinction Policy
- Graduation and Certification Policy
- Graduation Statement
- Record of Results
- Testamur

## Version history

Version	Approved by	Approval Date	Details
1.0	Board of Directors	30/10/2020	

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