

Governance Institute of Australia

Graduation and Awards Policy

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Contact	General Manager, Education
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Issued under the authority of Governance Institute of Australia Board of Directors

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Graduation and Awards 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 graduation 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 recognises academic merit/excellence through Dux awards.

Definitions

1. For the purpose of this policy:
 - a. Conferment - means the granting or bestowal of an award of graduate certificate or graduate diploma.
 - b. Dux award - means an award for best student in a specified category.
 - c. Graduand - means a student who has completed their award of graduate certificate or graduate diploma and been deemed eligible to graduate.
 - d. Graduate - means a graduand who has had their award of graduate certificate or graduate diploma conferred on them by Governance Institute.
 - e. Graduation in absentia - means when an award of graduate certificate or graduate diploma is conferred on a student without their presence at a graduation ceremony.

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 Education Committee;
 - b. no financial debt is owed to Governance Institute;
 - c. there is no current suspension, exclusion or expulsion penalty on their record; and
 - d. they have not already graduated from that course.
3. The Education Department identifies student graduands as eligible for graduation and conferral of graduate certificate or graduate diploma.
 4. The Education Committee approves the conferring of the academic awards for all courses offered by Governance Institute at graduate certificate and diploma level.
 5. All students are graduated in absentia and offered an opportunity to attend an annual awards ceremony in their State, acknowledging graduates, new members and Dux award recipients.
 6. The Education Committee notifies the Board of all conferral of academic awards.

Recognition of Academic Merit/Excellence

7. Students may be eligible for recognition of academic merit/excellence. Dux awards are offered in the following categories:
 - a. Best graduate (National): awarded to the graduating student with the best academic record in that course in that year, assuming the student meets the threshold of a distinction average in subjects with no subjects below a credit and at least six (6) students are graduating from that course;
 - b. Best in subject (National): awarded to the student with the best mark in that subject in that year, assuming the student meets the threshold of a distinction and at least six (6) students have completed the subject in that year. If more than one student achieves the same overall mark, the highest mark awarded for the examination determines the winner of the award. If the mark achieved in the examination is the same, a joint award will be made.
8. Determination of eligibility for an award will be made by Governance Institute's General Manager, Education.

9. Wherever possible, awards will be sponsored. Sponsors will be acknowledged at the networking event and can present the award (acknowledging the sponsor) to the recipient. Governance Institute will promote the sponsors through its website and social media. Governance Institute will support awards that are not sponsored.

Roles and Responsibilities

10. The Education Department identifies student graduands as eligible for graduation and conferral of graduate certificate or graduate diploma.
11. The Education Committee approves the conferring of the academic awards for all courses offered by Governance Institute at graduate certificate and graduate diploma level, and notifies the Board of all conferral of academic awards.
12. The Education Department identifies annual Dux award winners for best graduate and best in subject.
13. The State Manager/Event Specialist manages the annual awards ceremony in their State, including communication with students.

Related Documents

- Governance Institute of Australia Academic Governance Policy

Acknowledgement:

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