

## Award Eligibility and Graduation Policy

Date of Approval from Governing Board: 9<sup>th</sup> Jun '16

Date of review: Jun '19

### 1 Purpose

- 1.1 This policy describes the conferral of awards and graduation at *Leaders Institute*.
- 1.2 Courses that lead to an award approved by Academic Board will be presented at graduation ceremonies. Non-award courses are not presented at graduation ceremonies.

### 2. Definitions

- 2.1 Award: A degree, diploma or certificate, or other qualification, which is approved by the Academic Board and is conferred upon completion of the relevant course requirements.
- 2.2 Course Completion: Course completion occurs once the requirements to complete have been officially verified by *Leaders Institute*.
- 2.3 Graduand: A student who has met the requirements for course completion, but is yet to have the award conferred.
- 2.4 Graduate: A student who has successfully completed the requirements for an award and that award has been conferred.

### 3. Principles

- 3.1 *Leaders Institute* grants awards to students who have satisfied all requirements of the course in which they are enrolled.
- 3.2 Students must satisfy all such requirements within the maximum time allowable.
- 3.3 Once a student has satisfied all such requirements, the student will become a graduand of *Leaders Institute*.
- 3.4 An award may be conferred after the Dean (via the Examination committee and Academic Board) has certified that a student has fulfilled the conditions of the award and the approval to proceed to conferral has been ratified by the Chair of Academic Board.
- 3.5 Awards are conferred by the Governing Board of *Leaders Institute* at a graduation ceremony.
- 3.6 Graduates will be presented with a Testamur at the graduation ceremony.
- 3.7 Graduands unable to attend a graduation ceremony shall have their award conferred by the Governing Board 'in absentia'.
- 3.8 *Leaders Institute* will hold two graduation ceremonies each year.
- 3.9 All reasonable adjustments will be made to allow students or staff with disabilities to fully participate in graduation ceremonies.
- 3.10 A posthumous award may be made at a graduation ceremony if a student dies before the ceremony at which they would normally have been presented with their award. The award is then presented to a member of the family or other appropriate person.



3.11 Upon conferral of an award, the student will become a graduate of *Leaders Institute* and will become eligible to join the alumni network.

3.12 Any student with debts of any type to *Leaders Institute* will not be permitted to graduate until the debt is cleared.

3.13 The Governing Board reserves the right to revoke an award that has been conferred on the basis that the individual did not complete the necessary requirements for the Award.

#### **4. Scope**

4.1 This policy applies to all students, staff, office-bearers and members of Governing Board of *Leaders Institute* who participate in the graduation ceremonies in an official capacity.

4.2 This policy should be read in conjunction with the following documents:

- *Request of Replacement Certificate Procedures*
- *Student Academic Progression and Exclusion Policy*