Policy

Graduation Ceremonies

Date of approval	17 November 2023	**Approved by**	Academic Board
Date of effect	17 November 2023	**Review date**	30 November 2026
Relates to	AQF Certifications Policy,	**Version**	v1 2023
	AQF Qualification Document Details Policy,		
	Procedures for Determining a Student's Eligibility to Receive Course Completion Certification,		
	Student Encumbrance Policy,		
	Regalia Guideline.		
Responsible Owner	Director, Student Experience		
Functional Manager	Manager, Student Administration		

1.   Outline

The purpose of this policy is to describe:

1.1   The type of ceremonies that can be held to formally acknowledge completion and partial completion of awards.

1.2   How the times and places of these ceremonies shall be decided.

1.3   What types of certification and documentation can be presented at these awards.

1.4   Who shall participate and what shall be worn.

2.   Scope

The ceremonies covered in this policy include:

2.1   The two annual graduation ceremonies held on the two main campuses of the Batchelor Institute of Indigenous Tertiary Education (the Institute).

2.2   Community Graduation Ceremonies organised in Northern Territory communities specifically to distribute certification and documents earned by Institute students. and

2.3   Presentation ceremonies.

3. Policy statement

3.1 On-Campus Graduation Ceremonies

3.1.1. Two graduation ceremonies will be held during an Academic Year. The first will be held at the Batchelor Campus, and the second at the campus in Alice Springs. In special circumstances Council has the power to direct that alternative venues can be used.

3.1.2. The dates for each of the ceremonies shall be determined by Council no later than the year prior to each ceremony.

3.1.3. The organisation for each ceremony shall be carried out by a specially convened Graduation Organising Committee that shall begin their planning at least three months before the event.

3.1.4. Graduands shall be contacted in writing by Student Administration and given the option of attending the ceremony at an on-campus or community graduation ceremony location to receive their Testamur, or alternatively to receive the award in absentia, via registered mail, or defer their award to a forthcoming graduation ceremony.

3.1.5. Testamurs will be the only AQF certification issued at an on-campus ceremony.

3.1.6. Only the Council Chairperson, Chief Executive Officer, Deputy Chief Executive Officer, Executive Dean, Faculty of Tertiary Education and Research, or nominated Council member may present a Testamur.

3.1.7. National prizes and special scholarships are normally announced and presented to students at on-campus ceremony. Recipients are able to accept this is absentia.

3.1.8. Graduands electing to receive their awards in the relevant ceremony shall be required to wear the relevant regalia described in the Regalia Guidelines.

3.1.9. All academic staff of the campus should attend the relevant graduation ceremony.

3.1.10. All staff, Council members and special guests participating in the Academic Procession shall be required to wear the academic regalia to which they are entitled.

3.1.11. Academic Board and Council shall be notified of all eligible graduands.

3.2 Community Graduation Ceremonies

The Institute will support community graduation ceremonies where a large number of community members are to receive acknowledgement of their achievements or individuals have received a significant achievement which the whole community wishes to acknowledge.

3.2.1 A representative of the community should seek the permission of the Director, Student Experience at least two months prior to the event, indicating the place, time and numbers involved.

3.2.2 Only the Council Chairperson, Chief Executive Officer, Executive Dean, Faculty of Tertiary Education and Research or Directors (or delegate) of a teaching area of the Institute may present Testamurs.

3.2.3 The Council Chairperson, Chief Executive Officer, Executive Dean Faculty of Tertiary Education and Research, Directors (or Academic delegate), graduands, and Institute staff should wear the academic regalia to which they are entitled. Student Administration will ensure the correct regalia is delivered to the community after verifying the eligibility of those involved.

3.2.4 Other types of certification that can be presented at these ceremonies include:

(i) VET National Qualifications,

(ii) Academic Transcripts,

(iii) Statement of Attainments, and

(iv) Testamurs not previously issued or planned to be issued at a forthcoming graduation ceremony, to a graduand at a Graduation either in person or in absentia.

3.2.5 The community shall be responsible for the security and return of academic regalia.

3.3 <u>Presentation ceremonies</u>

The Institute delivers a range of programs to a variety of outside organisations such as Shire Councils, and Schools and they may request that on completion of specific programs the relevant certification to be awarded to those associated with their organisation is presented in that organisation.

3.3.1 The organisation should apply to the Director, Student Experience for approval to hold such ceremony, indicating the date, venue and list of people who wish to receive certifications at the presentation.

3.3.2 Student Administration shall be responsible for the verification that those listed are eligible to receive the certification.

3.3.3 The types of certification that can be issued at these ceremonies include:

(i) VET National Qualification,

(ii) Academic Transcripts; and

(iii) Statement of Attainments.

3.3.4 Staff may elect to wear the academic regalia to which they are entitled, and

3.3.5 Academic regalia at this type of ceremony is not worn by students.

4 Participation in a graduation ceremony

4.1 The following shall participate in an annual graduation ceremony:

4.1.1 Graduands identified for the relevant ceremony,

4.1.2 Council Members,

4.1.3 The Chief Executive Officer,

4.1.4 Executive Dean, Faculty of Tertiary Education and Research

4.1.5 Deans and/or Heads of Schools,

4.1.6   Directors,

4.1.7   Trainers and other Institute staff, and

4.1.8   Invited guests, graduands' families, and general public.

4.2   The following shall participate in a community graduation or presentation ceremony:

4.2.1   Graduands identified for the relevant ceremony,

4.2.2   The Chief Executive Officer, Executive Dean, Faculty of Tertiary Education and Research or a nominated Director of the relevant teaching directorate,

4.2.3   Trainers and other Institute staff, and

4.2.4   Invited guests, graduands' families, and general public.

5   Responsibilities

Responsible Officer	Section	Task Description
Council	3.1	Determination of dates for graduation ceremonies, eligible graduands
The Graduation Organising Committee	3.1	Organisation of on-campus graduation ceremonies, including publicity, booklets, seating, gowning and those involved
Student Administration	3.1, 3.2, 3.3	Determination of eligibility of those receiving certifications, and issuance of all documentation.
Community or organisation members	3.2, 3.3	Application for approval to hold a community graduations or presentations
Director, Student Experience	3.2, 3.3	Granting approval for community graduations or presentations
The Chief Executive Officer or delegate	3.2, 3.3	Presentation of documentation at Community graduations or presentations
Student Administration	3.2	Organising Academic Regalia
Staff assigned to the task of gowning graduands or The Community	3.2	Return of Academic Regalia

6 Acronyms & Terms

Acronym/Term	Definition/Description
VET	Vocational Education and Training
AQF	Australian Qualifications Framework

7 Supporting Documents

- AQF Certifications Policy,
- AQF Qualification Document Details Policy,
- Student Encumbrance Policy,
- Procedures for Determining a Student's Eligibility to Receive Course Completion Certification,
- Graduation Ceremonies Procedure,
- Graduation and Presentation Ceremonies for Communities Procedure,
- Regalia Guideline.

8 Related documents

- Australian Qualifications Framework – www.aqf.edu.au

9 Modification history

Date	Version	Authority	Section Modified	Details
30/06/11	1.0	Academic Board	New document	
03/07/12	1.1	Manager, Student Services	Re-release only	No changes made
August 2014	1.2	Academic Board	3.1.6. 3.1.7, 3.2, 3.2.2, 5, 6	Removed "Registrar" Added "normally" and removed link to non-existent policy Removed "Registrar" and added "or Institute delegate Added new section entitled "Participation in a Graduation Ceremony Removed "Selection of Prizes and Scholarships Recipient Policy" and added "Process how to request the approval for a community graduation ceremony

Date	Version	Authority	Section Modified	Details
			3.1.7	Added "normally" and removed link to non-existent policy
	1.3	Policy Officer	Heading, s8 Feedback	Change to insert new logo and changes to organisational titles
May 2015	1.4	Academic Board	3.1.6, 3.2.1-4, 3.3.1, 3.3.4, 4.1.3, 4.1.4, 4.2, 4.2.4,	Change of titles to who may present Testamurs and approve presentation ceremonies as a result of organisational changes.
March 2016	1.5	Director, Performance Monitoring & Review	3.1, 3.2, 3.3, 4.1, 4.2, 5	Changes due to organisational and title changes
June 2020	1.6	Academic Board	Title, 3.1, 3.2	Changes due to organisational and title changes Insert Council Chairperson to present Testamurs
September 2021	1.7	Senior Policy Officer		Changes due to organisational and title changes
November 2023	1.8, 3.2.3	Academic Board		Amendment of Policy to new Policy template. Minor wording changes due to changes within related Procedures. Addition of 'Academic delegate' for Community Graduation ceremonies to allow for Testamur presentation in remote areas where Executive representation is not readily available.

10   Feedback

If you have any comments or feedback about this Policy, please contact the Manager Student Administration.