

GRADUATION POLICY

Policy number	49	Version	1
Approved by ABG on	25 September 2015	Scheduled review date	September 2016

1 Purpose

The purpose of this policy is to ensure that NIODA students are appropriately recognised and awarded in the conferral of their Master of Management (Organisation Dynamics) Degree with the certified documentation to which they are entitled: a Testamur and a Statement of Attainment.

2 Scope

This policy covers matters relating to student graduation at NIODA.

3 Policy Statement

NIODA's purpose is to 'provide education in systems psychodynamic approaches for the improvement of organisations, community and society'. NIODA's vision is 'to be recognised and utilised as the centre of excellence in Australia in academic programs, research and consultancy in applied systems psychodynamics so as to improve capability and grow resilience in individuals, groups and organisations'. A major determinant in realising this vision is the successful completion and graduation of NIODA students from the Master of Management (Organisation Dynamics). Students work hard to meet the requirements of this Master course and NIODA regards as essential that students are appropriately recognised and awarded in the conferral of their Master Degree on successful completion of all of the course requirements with awards that are recognised within the Australian Qualifications Framework (AQF).

NIODA's Testamur and Record of Results must comply with the AQF Qualifications Issuance Policy (2013) and this policy should be read in conjunction with it. Specifically:

- Graduates must receive the certification documentation to which they are entitled
- AQF qualifications must be correctly identified in certification documentation
- AQF qualifications must be protected against fraudulent issuance

4 Definitions

For the purpose of this policy:

- Graduand - means a student who has completed their award and been deemed eligible to graduate.
- Graduate - means a graduand who has had their award conferred on them by the University.
- Graduation in absentia - means when a degree is conferred on a student without their presence at a graduation ceremony.

5 Procedures

5.1 Notice of Graduation

The date, time and place for the December NIODA Graduation Ceremony will be advertised by May 31 of that year.

5.2 Eligibility

An enrolled student is eligible to graduate from the Master of Management (Organisation Dynamics) award

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if:

- all course requirements have been met
- no financial debt is owed to NIODA
- there is no current suspension, exclusion or expulsion penalty on their record and
- they have not already graduated from the award.

Eligibility to graduate will be determined immediately after second semester results are publicised.

The list of eligible students will be determined by the Director Academic Programs and submitted to the Academic Board of Governance for Authorisation. It is then presented for approval to the Board of Governance.

5.3 Applying to Graduate

All NIODA students must register to graduate in the last semester of the Master course and no later than 31 August in that year. The deadlines for graduation registration will be published on the NIODA website by May 31 of each year.

Failure to lodge a form or failure to pay any fees or charges owing will result in the graduand not graduating at the next available round of graduation ceremonies.

If a student has not registered to graduate within six months of completing the award requirements, they normally will be automatically graduated in absentia at the next graduation ceremony.

5.4 Deferring Graduation

Students eligible to graduate may elect to defer their graduation by notifying the Director of Academic Programs in writing. The maximum period of deferral is until the next set of graduation ceremonies.

5.5 In Absentia Graduation

Students eligible to graduate may choose to graduate in absentia. Students who elect to graduate 'in absentia' are not permitted to participate in any future ceremony as a 'presentee' for the award.

Students who graduate in absentia will receive copies of their Testamurs and Statement of Attainment through registered mail in the week following the Graduation Ceremony.

5.6 Graduation Ceremony

The NIODA Graduation Ceremony will normally be held in early December of each academic year where there are eligible students.

The Director of Academic Programs, on behalf of the Board of Governance, will present the awards to the student at the Graduation Ceremony. The Ceremony will be presided over by the Chair of the Academic Board with all Board of Governance and Academic Board members and teaching staff in attendance.

During the ceremony, students will be presented with their Testamur and Statement of Attainment.

5.7 The John Newton Award for Academic Excellence

NIODA chooses to acknowledge academic excellence in coursework with a single award conferred to the top student in each cohort of graduands.

The method of selection for 'top student' is the student with the highest cumulative subject scores for the

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three years of the degree.

Dr John Newton is the founder of academic education courses in systems psychodynamics in Australia.

6 Protection against fraudulent issuance

All NIODA's Testamurs and Statement of Results will be produced on 'StopCopy Security Paper', which has special features designed to prevent and deter any unauthorised copying. More details can be found at <http://www.myofficesolutions.com.au/printing/security-printing/stopcopy-security-paper> . They will be custom designed to contain an unreproducible NIODA logo watermark and contain many other fraud prevention qualities.

7 Responsibilities

The Director of Academic Programs is responsible for determining the list of students who are eligible to graduate and for submitting this to the Academic Board of Governance. The Director of Academic Programs is also responsible for presenting the awards and putting forward the name of the 'top student' recommended for an excellence award.

The Academic Board of Governance is responsible for approving the list of proposed graduands and submitting these to the Board of Governance for approval and conferral of the award.

The Board of Governance is responsible for conferring the award of Master of Management (Organisation Dynamics) upon eligible students. The Chair of the Board is responsible for presiding over all graduation ceremonies.

NIODA students will be responsible for registering to graduate by the due date.

8 Related Documents

AQF Qualifications Issuance Policy (2013)

NIODA Course and Subject Information Guide

Information Sheet Statement of Attainment

Request for Replacement Academic Testamur