

SA.37 GRADUATION

APPROVED BY	ACADEMIC BOARD	VERSION	2016-v2
REVIEW STAKEHOLDERS	▪ DEAN	Last reviewed	2016
	▪ HEAD OF OPERATIONAL SERVICES	Published	December 2016
	▪ HEAD OF TEACHING AND LEARNING	Review period	3 YEARS
	▪ ADMINISTRATION MANAGER	Next review	2019
PURPOSE	Graduation is a time to celebrate well-deserved accomplishments and to reflect on future possibilities. As such, it is a focal point on BTI's annual calendar. This policy outlines the criteria which BTI students are required to meet in order to be eligible for graduation. The policy also outlines the modes of graduation available to BTI graduands.		

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2 POLICY

1) Criteria for Graduation

- 1.1 The student must fulfil all requirements of their programme as they were at the time the student first enrolled, or as amended at any subsequent time. The Board of Examiners meeting will judge that these requirements have been met.
- 1.2 A candidate qualifies for an award on the date when he or she is credited with all courses and completes all other requirements for the award.
- 1.3 Students are expected to assume responsibility for monitoring their progress towards the fulfillment of all their programme requirements.
- 1.4 Awards shall be conferred or presented at a graduation ceremony called for the purpose or during a meeting of the BTI Board of Directors.
- 1.5 In order to receive an award at the BTI graduation ceremony (in person or in absentia), a candidate must have
 - a) been approved by the Board of Examiners, the final meeting of which will be no later than 3 working weeks prior to graduation
 - b) applied to graduate by the advertised date, which is available at www.btistudent.nz
 - c) must have paid all fees
- 1.6 Every candidate who has qualified and applied for the conferment of a degree or presentation of a diploma or certificate shall receive a document under the hand of

the Dean, or in the absence of the Dean, a delegate of the Dean, sealed with BTI's seal and certifying that the degree has been conferred or diploma or certificate presented.

- 1.7 If a candidate who qualifies for an award dies before receiving the award, the following provisions shall apply:
 - 1.7.1 If the candidate has before death applied to receive the award, then the award shall be granted posthumously, unless the candidate's personal representative or next-of-kin has, with the consent of the Board of Directors, withdrawn the application;
 - 1.7.2 In every other case the candidate's personal representative or next-of-kin may apply and the award shall thereupon be granted and can be received by the next-of- kin at a graduation ceremony, or be couriered to them if they so wish.
- 1.8 The BTI Board of Directors may withdraw or refuse to grant any academic award if satisfied that the candidate made any untrue or misleading statement or was guilty of any breach of regulations or dishonest practice in relation to the award.

2) Modes of Graduation

- 2.1 Eligible graduands who have fulfilled all their course requirements by the cut-off date and applied to graduate by the indicated date can attend the BTI annual graduation ceremony and receive their award in person.
- 2.2 Eligible candidates who have fulfilled all their course requirements by the cut-off date and have applied to graduate but have elected not to attend the graduation ceremony shall receive their awards in absentia. In this case, the candidate's name and award are announced during the graduation ceremony and their certificate is couriered to them after the ceremony.
- 2.3 Eligible candidates who have fulfilled all their course requirements by the cut-off date but have not applied to graduate shall not have their name included in the graduation ceremony or receive their certificate after the ceremony. If they apply to graduate within the subsequent twelve months they shall be included in the following graduation ceremony. If they have still not applied to graduate by the time of the subsequent graduation they shall graduate in absentia and be sent their certificate at that time.
- 2.4 Candidates who have not fulfilled all of their programme requirements by the cut-off date, as per 1.5 above, but go on to complete their programme requirements within the first semester of the BTI annual calendar and are recorded in the minutes of a Board of Examiners meeting held in relation to semester one as having completed their programme can opt to graduate through the next available Board of Directors meeting. In this case, the student needs to formally apply to graduate in this manner. In this case, the award is conferred during a Board of Directors meeting and the certificate couriered to the candidate after the meeting. If a student chooses to graduate by this means, they are not eligible to also graduate at the next graduation ceremony. This proviso will be made clear to the student at the time of applying to graduate by this means and students will be asked to sign their acknowledgement of this.

- 2.5 Candidates who complete their programme requirements after the expiry of the first semester of BTI's annual calendar are eligible to graduate either in person or in absentia at the next graduation ceremony in line with 2.2 above.