

Policy number	P43	Version	4
Approved by ABG on	14 July 2022	Scheduled review date	July 2025

## 1. Purpose

The purpose of this policy is to ensure that NIODA students and candidates are appropriately recognised and awarded in the conferral of their accredited academic 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 and candidate 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 and candidates from the accredited academic degrees. Students/candidates work hard to meet the requirements of these courses and NIODA regards as essential that students are appropriately recognised and awarded in the conferral of their 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 or candidate who has completed their award and been deemed eligible to graduate
- graduate - means a graduand who has had their award conferred on them by NIODA
- graduation in absentia - means when a degree is conferred on a student/candidate without their presence at a graduation ceremony.

## 5. Procedures

### 5.1. Notice of Graduation

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

## 5.2. Eligibility

An enrolled student/candidate is eligible to graduate from an accredited academic degree award 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
- they have not already graduated from the award.

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

The list of eligible students/candidates 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.

### 1.3. Applying to Graduate

All NIODA students/candidates must register to graduate in the last semester of the accredited academic course and no later than the end of October 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/candidate 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.

### 1.4. Deferring Graduation

Students/candidates 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.

### 1.5. In Absentia Graduation

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

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

### 1.6. Graduation Ceremony

The NIODA Graduation Ceremony will normally be held in February of each academic year.

The chair of the Board of Governance, or nominee, presents the awards to the student/candidate at the Graduation Ceremony. The Ceremony is presided over by the Chair of the Board of Governance with all Board of Governance and Academic Board members and teaching staff invited to be in attendance.

During the ceremony, students/candidates will be presented with their Testamur and Statement of Attainment by the Director of Academic Programs or nominee.

## **1.7. The John Newton Award for Academic Excellence**

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

NIODA acknowledges academic excellence in coursework with a single award conferred to the top student in each cohort of Master of Leadership and Management (Organisation Dynamics) graduands.

The method of selection for 'top student' is the student with the highest cumulative subject scores for the three years of the degree. Weighted with 20% in the first year, 30% in the second year and 50% in the third year.

## **6. Protection against fraudulent issuance**

All NIODA's Testamurs and Statement of Results are 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 are 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/candidates who are eligible to graduate and for submitting this to the Academic Board of Governance. The Director of Academic Programs, or nominee, is also responsible for presenting the awards and putting forward the name of the 'top master's 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 accredited academic degree awards upon eligible students/candidates. The Chair of the Board is responsible for presiding over all graduation ceremonies.

NIODA students/candidates are 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