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1. Purpose

The purpose of this policy is to ensure that National Institute of Organisation Dynamics Australia (NIODA) students and candidates are appropriately recognised and awarded in the conferral of their accredited academic degrees 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 advance education in the field of systems psychodynamics by operating a registered institute of higher education. NIODA's vision is 'NIODA is recognised as the Australian centre of excellence in systems psychodynamics'.

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. NIODA regards it 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 accredited awards.

NIODA's Testamur and Record of Results must comply with the Australian Qualification Framework (AQF) Qualifications Issuance Policy (2013). NIODA's Graduation Policy should be read in conjunction with the AQF Qualifications Issuance Policy which specifically states:

- 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 is advertised by October 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.

For master's, graduate diploma and graduate certificate students, eligibility to graduate is determined immediately after second semester results are published.

For PhD candidates eligibility to graduate are confirmed by the PhD Course Committee on successful completion of their PhD.

The list of eligible students/candidates are determined by the Master's Leadership Team or the PhD Course Committee 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

Prospective graduands are contacted by administration to apply to graduate. All NIODA master's, graduate diploma and graduate certificate students must register to graduate in the last semester of the accredited academic course and no later than the end of November in that year.

PhD candidate's register to graduate on successful completion of the degree.

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.

5.4. Deferring Graduation

Students/candidates eligible to graduate may elect to defer their graduation by notifying the Master's Leadership Team or PhD Course Committee in writing. The maximum period of deferral is until the next set of graduation ceremonies.

5.5. 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.

Copies of Testamurs and Statement of Attainment will be sent to students/candidates who graduate in absentia by registered mail in the week following the Graduation Ceremony.

5.6. Graduation Ceremony

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

The chair of the Board of Governance, or nominee, along with the the Master's Course Lead or PhD Lead/s

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.

5.7. The John F Newton Award for Academic Excellence

Professor John F 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 Master's Course Lead or PhD Lead/s 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 Master's Course Lead, 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 of Governance 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)

Course and Subject Information Guides

Information Sheet Statement of Attainment

Request for Replacement Academic Testamur form <https://form.jotform.co/91898557527881>