

Graduation and Award Issuance and Eligibility Policy

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NextEd Group Limited (ABN 75105012066) is the ultimate holding company of Academy of Interactive Technology Pty Ltd (ABN 35094133641) also trading as Coder Academy Australia, Greenwich Higher Education, and ISCD

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Section 1 – Introduction

1. Purpose

The purpose of the Graduation policy is to provide information on:

- i) Requirements for Award eligibility and conferral
- ii) The process of Graduation
- iii) The issuing of Qualification, Statements of Attainment, Transcripts, Testamurs and Awards

2. Scope

This policy applies to:

Academy of Interactive Technology Pty Ltd - AIT - (also trading as Coder Academy Australia, Greenwich Higher Education, and ISCD), RTO: 90511, Registered Higher Education Provider PRV12005, CRICOS: 02155J

- i) All students (domestic and international) of AIT
- ii) All staff of AIT including employees and contractors;
- iii) All Award courses delivered by AIT including those delivered on its behalf by education providers with whom there is a licensing arrangement. If there are any discrepancies between an affiliate's policy and these, the AIT policy will apply.

3. Definitions

Word/Term	Definition
Conferral	The act of granting an award to a student, either in person or in absentia, at an official graduation ceremony.
Award	The qualification (degree, diploma or certificate) conferred on a student when the requirements of the relevant accredited course have been met.
Course completion	Occurs once a student has completed the requirements of an accredited course as verified by the relevant course convenor.
Graduation	The moment when an award is conferred on a graduand; also the official ceremony at which awards are conferred.
Graduand	A student who has completed all academic requirements for their degree programme but has not yet received formal conferral of the degree at a graduation ceremony.
Graduate	A student who has completed all academic requirements and has had their degree formally conferred by the institution, either at a ceremony or through administrative processes.
In Absentia	The conferral of a degree without the graduand's physical presence at the graduation ceremony, typically approved upon formal request due to circumstances preventing attendance.

Section 2 – Policy

1. Policy Statement

AIT grants Awards based on merit to Students who have satisfied the requirements of the Award program in which they are enrolled. To be eligible for an Award a student normally should have achieved satisfactory academic standing for the Award Program in which they are enrolled.

Once a student has satisfied the requirements for the Award Program in which they are enrolled, the Student will become a Graduand of AIT. Awards are conferred by the authority of the AIT Board at a graduation ceremony.

The Academic Director, having due regard for information concerning each particular student's situation, may recommend to the Chair of the Academic Board that a student who does not have satisfactory academic standing be permitted to graduate from a program of that faculty.

2. Principles

The following principles and requirements apply for all Award Programs:

- i) Students must satisfy all the requirements for the Award within the maximum time allowed as specified in the program accreditation documents and AIT Handbook.
- ii) Students who have had a break in their study that requires them to apply for re-admission must, if readmitted, resume study under the Award Program requirements which are in place at the time they are readmitted.
- iii) In exceptional circumstances, the AIT Academic Director may extend the time to complete the Award Program beyond that specified in the program accreditation documents.
- iv) A Student who has been admitted to and partially completed an Award Program and who has completed all the requirements of a second Award Program, may, subject to any specific Faculty or program restrictions, transfer and graduate from the second Award Program without undertaking any further study.
- v) Any Student who has a personal debt to AIT will not be permitted to graduate until the debt is cleared.
- vi) The institution reserves the right to withhold or delay graduation where a student has been found guilty of a major breach of institutional policy or code of conduct through formal disciplinary proceedings.

3. Award Eligibility Specific Criteria

To be eligible for an Award of AIT, a student must have satisfied the requirements for the Award Program in which they are enrolled.

4. Graduation Ceremony

Approval of graduands takes place at the first Academic Board meeting after the conclusion of a study period. As most students elect to receive their testamur remotely, all students are conferred at this time. For those graduands who elect to be awarded in person, a graduation ceremony is held annually, normally in the last quarter of the year.

All completing students will have the opportunity to attend a Graduation

Ceremony held closest to their completion date. Students will be informed of this date and will be invited to attend a graduation in their state of completion.

Students who are unable to or do not wish to attend the graduation ceremony may elect to graduate *In Absentia*. In this case, they may contact AIT to collect their testamur in person after the Graduation ceremony, or they can advise AIT of a mailing address.

5. Issuing Qualifications

When a student has satisfied all the requirements for an Award, they will be issued with a qualification that conforms with the relevant AQF requirements.

Each testamur issued will state the full title of the qualification awarded, including the field or discipline of study, and any subsidiary components, such as specialisation.

Testamurs or Certificates for qualifications recognised in the Australian Qualifications Framework (AQF) will include either the AQF logo or the statement: 'This qualification is recognised within the Australian Qualifications Framework'.

Qualifications are issued at a graduation ceremony or mailed to students who are unable to attend the ceremony.

6. Issuing Interim Transcripts

An interim transcript can be issued upon request, which includes a list of attempted/ credited subjects and their corresponding results, along with the title of the accredited higher education qualification from which these were drawn.

7. Issuing Awards with Distinction

AIT recognises outstanding academic achievement by conferring Awards with Distinction and Awards for Excellence upon graduating Students. Specific eligibility criteria for Awards with Distinction are based on GPA outcomes.

The Academic Director, having due regard for information concerning each particular student's performance, will recommend to the Chair of the Academic Board, Students to become eligible for Awards for Excellence and Awards with Distinction.

8. Posthumous Awards

AIT may recognise the achievements of a student who has died after the completion of the requirements for an Award, and is yet to graduate from AIT, by posthumously conferring the Award.

AIT may also recognise a student who has died whilst in the final stages of his or her program of study by posthumously conferring the Award in which they were enrolled or a lesser/embedded Award. If the Student is not eligible to receive a lesser/embedded Award, then the student may be posthumously awarded a Certificate of Achievement by AIT.

9. Replacement of Testamur

Applications for the replacement must be made in writing to Student Services. It must set out the circumstances of the loss, damage or destruction of the original testamur. Damaged testamurs must be returned with the application. All issued certification documentation, including testamurs and records of results, will include security features designed to prevent unauthorised reproduction and

ensure authenticity. The cost to replace a testamur is \$50, which must be paid prior to collection.

10. Request for Official Information

All enquiries should be directed to Student Services. Any student requesting official information must fill in a Request Form (minimum five working days prior) at reception. This includes requests for:

- i) Academic Transcripts
- ii) Interim Transcripts
- iii) Letters of Enrolment
- iv) Replacement Testamurs

Fees may be applied, details of which will be clearly made available to Students.

11. Eligibility for Graduation - Misconduct Provisions

The institution reserves the right to withhold or delay graduation where a student has been found guilty of a major breach of institutional policy or code of conduct through formal disciplinary proceedings.

The Academic Director, in consultation with the Academic Board, will determine whether graduation should proceed based on:

- i) The severity of the breach or offence
- ii) The timing of the incident in relation to course completion
- iii) Any mitigating circumstances
- iv) Impact on the integrity of the qualification

Students affected by this provision will be:

- i) Notified in writing of any decision to withhold or delay graduation
- ii) Provided with the reasons for the decision
- iii) Informed of their right to appeal via the AIT Grievances Complaints & Appeals Policy (Non-Academic)

12. Revocation of Award

Under authority granted to it by the AIT Board, the Academic Board reserves the right to revoke an Award that has been conferred on the basis that the individual:

- i) did not complete the necessary requirements for the Award; or
- ii) achieved conferral through Academic Misconduct, fraudulent or dishonest means.

Upon revocation of the Award by AIT, the individual is advised in writing that they are no longer permitted to cite or imply that they are a recipient of the Award, and a noting including the date the Award was revoked will be placed on the individual's academic record.

13. Publication

This procedure is published on the web sites of AIT to ensure students have up-to-date and accurate information publicly available to them.

Section 3 – Reference and Supporting Information

Document name	Document type	Location
Fees Policy	Policy	Internal
Higher Education Standards Framework (Threshold Standards) 2021 - Standard 1.5	External Legislation	External
Australian Qualifications Framework (AQF)	External Legislation	External

Section 4 – Change History

Version	Approval date	Department	Approved by	Change
V1.0	15 August 2013	Group Accreditation & Compliance	Group Manager	Development procedure
		Technology & Design Division	General Manager	
V1.1	17 August 2015	Group Accreditation & Compliance	Compliance Manager	
		Technology & Design Division	General Manager	
V1.2	31 August 2017	Group Accreditation & Compliance	Group Manager	
		Technology & Design Division	General Manager	
V1.1	10 October 2019	Group Accreditation & Compliance	Compliance Manager	Update to new template
		Technology & Design Division	General Manager	
V2.0	16 March 2023	EGM, Group Quality, Accreditation & Compliance		Update to new template
V2.1	6 Dec 2024	GM, Group Quality, Accreditation &		Updates to logo



		Compliance	branding, graduation, ceremony, issuing qualifications, definitions, removed VET references, added eligibility for Graduation - Misconduct Provisions.
V2.2	18 Sept 2025	GM, Group Quality, Accreditation & Compliance	Update to include reference to 'Greenwich Higher Education'