

## Graduation Ceremony Policy and Procedure

### Policy

The Higher Education Board and Academic Board of Blue Mountains International Hotel Management School Pty Limited (BMIHMS PL) trading as Blue Mountains International Hotel Management School (BMIHMS) to be known as 'the School' is governed by the Higher Education Board (HEB), which is committed to ensuring that the student graduation ceremonies are available to all eligible graduands and is an appropriate climax to their academic program.

### Coverage

This policy and procedure applies to Quality Assured (QA) delivery of accredited BMIHMS programs at the following campuses:

Australia (Leura, Sydney)



China (STFI)



Malaysia (INTI)



If applicable, this policy and procedure will also apply in future, wherever QA BMIHMS programs are approved for delivery elsewhere in Australia or overseas.

### Purpose and Scope

The purpose of this procedure is to define the process for student graduation.

### Responsibilities

**Academic Board** will recommend to the **Higher Education Board** the final list of Graduands eligible to graduate at the forthcoming Graduation Ceremony.

**Chair of the Higher Education Board and Chief Executive Officer:** sign the Testamurs for accredited programs.

**Head of School/ Director Academic Affairs and Assistant Director of Student Services:** signs the Record of Results (Transcripts).

**Head of School/ Director Academic Affairs:** signs the Australian Higher Education Graduation Statements (AHEGS).

**Head of School/Director Academic Affairs and Director of Operations** are responsible for the overall preparation for and conduct of the Graduation Ceremony, assisted by the **Administration Manager**.

**Student Services Department:** before each Graduation Ceremony will finalise the relevant undergraduate and postgraduate graduation cohorts; issues academic *Record of Results* (Transcripts); issues all award *Testamurs* including the Les Roches Diploma in Hotel Operations for eligible students.

### Glossary

N/A

### Procedure

#### Graduation Eligibility

Course completion requirements include achievement of the required number of credit points (including Industry Placements/Work-integrated Learning) for each award and, for students to have fully paid their student account. Students who have not met the course completion requirements will not be eligible to participate in the Graduation Ceremony.

Students who have met all course completion requirements are permitted to attend the graduation ceremony where they will receive their award Testamur, signed Record of Results (Transcript), AHEGS and Les Roches Diploma (if applicable). Please note that only a student's legal name will appear on the Testamur. In the instance of a request for name change, the student will be required to provide a certified copy of his or her birth or marriage certificate, or deed poll, as evidence of the true name or name change. A student's appellation such as Mr, Miss, Dr, will not be recorded on the testamur.

Students are required to ensure all outstanding course completion requirements have been met by no later than 21 days prior to the Graduation Ceremony date. If outstanding course completion requirements have not been met prior to the 21-day cut-off period, award conferral and eligibility for graduation will be deferred to the following graduation ceremony.

### **Application and Invitation to Graduate**

Graduands will be asked to submit a *Graduation Application Form* at the end of their last term of study on campus. These forms include important information relevant to preparing for the Graduation Ceremony and should be returned when requested.

Once the eligible list of Graduands is determined by the Student Services and Academic Departments, each eligible student will be sent an Invitation to Graduate nearer to the actual Graduation Ceremony date; again students are asked to return the acceptance (RSVP) of the invite as quickly as possible. Failure to provide this information could affect a student's participation in the Graduation Ceremony. The cut-off for finalising the Graduation List is 21 days before the Graduation Ceremony.

All Bachelor and Master degree graduands are required to wear academic dress; Diploma and Associate Degree graduands are not permitted to wear academic dress and are required to wear business attire or national costume.

### **Course Withdrawal or Incomplete Studies**

If a student withdraws from the program and fails to complete all course requirements, a notation of 'Program Incomplete' will be added to the *Record of Results*. A *Statement of Attainment* may also be applied for.

If a student withdraws from a course they may be entitled to receive an 'early exit' award appropriate to the level of the course successfully completed. At the time of withdrawal, students must apply for a [Change of Program](#) candidature and to graduate with the appropriate award. A \$500 [Change of Program](#) candidature fee will apply.

If in the event a student applies for a [Change of Program](#) candidature subsequent to withdrawing from the School, all course requirements must be met as per the prescribed course curriculum current at the time the application is lodged.

Students who are taking an 'exit award', and have otherwise met course completion requirements including the 21 day cut-off, will be eligible to participate in the next Graduation Ceremony.

### **Academic Excellence Awards**

The Academic Excellence Award will be awarded to students eligible for awards of ordinary Bachelor Degrees of 2.5 years, or course work Master Degrees of two years fulltime (or part-time equivalent) duration for each cohort of students.

### **Criteria for the Academic Excellence Award**

**Created:** July 2013

**Modified:** February 2015

**Review Date:** August 2015

**Policy Owner:** HOSDAA

**Version:** 4

**Page** 2 of 4

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The following criteria will be applied four times per calendar year for the total number of eligible graduating students, in each of the undergraduate and postgraduate cohorts and who have a cumulative GPA of 6.0 and above.

- To be eligible, as an undergraduate, the student must be a graduand:
  - of a 2.5 year undergraduate program offered by BMIHMS PL; and
  - have studied for a minimum of 1.5 years at the School and successfully completed a minimum of 12 units (excluding Industry Practicum (IP101 & IP201); and
  - the Gold Academic Excellence Award will awarded to the top student(s) meeting the above criteria. Other students meeting these criteria will be awarded the Silver Academic Excellence Award.
- To be eligible, as a postgraduate, the student must be a graduand:
  - of a two year Master course work degree offered by BMIHMS PL; and
  - have studied a minimum of 6 units (excluding Management Practicum MHC609); and
  - the Gold Academic Excellence Award will awarded to the top student(s) meeting the above criteria. Other students meeting these criteria will be awarded the Silver Academic Excellence Award

#### Other Awards

Other Awards may be announced at each Graduation Ceremony, including the Graduate Partner Privilege Program (GPP) Awards. These Awards are at the discretion of our Industry partners and criteria for these Awards includes Leadership, Teamwork, Academic Performance, Innovation and the like.

The Les Roches Diploma in Hotel Operations is awarded, on behalf of Les Roches, at the Graduation Ceremony to graduands who meet the following criteria:

- Bachelor of Business (IHRM) students only – Bachelor of Business (IEM) students will only be eligible if they undertake the double degree program.
- Students must complete the first two years of their study at BM Leura, including undertaking two industry placements. Students who have entered the course direct into year 2 or 3, via an advanced standing pathway are not eligible to receive the award.
- Not available to Masters students.

#### Associated Forms

[Change of Program](#)

[Application to Graduate](#)

#### Related Information

[Issuance of Certification Documentation](#)

#### Review

Policies and procedures are reviewed on a yearly basis. Staff can submit recommendations for change on the [Improvement Request Form](#).

#### Comments

**July 2013:** Separate Policy created following review of The Conferring of Awards Policy

**September 2013:** 'Transcript' now known as *Record of Results; Statement of Attainment* may also be issued; responsibilities updated as per the *Issuance of Certification Documentation*

**August 2014:** content reviewed and confirmed.

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**Page** 3 of 4

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**February 2015:** Include campus logos under 'Coverage'; added 'Approvals' section

**Approvals**

<b>Version</b>	<b>Approved by</b>	<b>Date</b>	<b>Details</b>
4	Academic Board	February 2015	Minutes of Meeting