

SA.37	GRADUATION		
APPROVED BY	ACADEMIC BOARD	Reviewed	Apr 2025
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Minor edit	
	▪ HEADS OF SCHOOL	Review period	3 years
	▪ TEAM LEADER ADMINISTRATION	Next review	2028
	▪ ACADEMIC DEAN		
Related Documents			

1. PURPOSE

- 1.1. This policy outlines the criteria BTI students are required to meet in order to be eligible for graduation. The policy also outlines the modes of graduation available to BTI graduates.

2. POLICY

- 2.1. Students must fulfil all requirements specified in their programme regulations as they were at the time the student first enrolled, or as amended at any subsequent time. The Board of Examiners meeting will determine if these requirements have been met.
- 2.2. A student is eligible to graduate on the date they complete all programme requirements.
- 2.3. Students, together with Cohort mentors/Ngā Maunga Āwhina, and with support from BTI processes, are expected to assume responsibility for monitoring their progress towards the fulfillment of all programme requirements.
- 2.4. Awards shall be conferred or presented at a graduation ceremony, called for that purpose, or during a meeting of the BTI Board of Directors.
- 2.5. Candidates are then approved by the BTI Academic Board, followed by the BTI Board of Directors, AND must have;
 - 2.5.1. applied to graduate by the advertised date, which is available at www.bti.ac.nz
 - AND
 - 2.5.2. paid all outstanding course and administration related fees.
- 2.6. Every candidate who has qualified and applied to graduate shall have their qualification conferred under the hand of the Principal, or a delegate of the Principal, and shall receive a document with BTI's seal, certifying that the degree/diploma/certificate has been conferred.
- 2.7. Upon the death of a candidate prior to graduation, the following provisions shall apply:
 - 2.7.1. 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unless the candidate's personal representative or next-of-kin has, with the consent of the Board of Directors, withdrawn the application.
 - 2.7.2. 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 wish.
- 2.8. The Academic Board or 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.
- 2.9. There will be an administration cost applied to the conferment of all degrees/diplomas/certificates (as advised on BTI Online under Administration fees).
- 2.10. There will be an administration cost applied to the conferment of all degrees/ diplomas/ certificates in absentia (as advised on BTI Online under Administration fees).

3. MODES OF GRADUATION

- 3.1. Eligible graduands who 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 degree/diploma/certificate is couriered to them after the ceremony. This also applies to offshore candidates.
- 3.2. Eligible graduands who have not applied to graduate shall not have their name included in the graduation ceremony or receive their degree/diploma/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 degree/diploma/certificate at that time.
- 3.3. Candidates who have not fulfilled all of their programme requirements by the cut-off date, as per 2.1, 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. The award is then conferred during a Board of Directors meeting and the degree/diploma/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 these means and students will be asked to sign an acknowledgement of this.
- 3.4. Students 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.