

SA.37		GRADUATION	
APPROVED BY	ACADEMIC BOARD	VERSION	2019
REVIEW STAKEHOLDERS	▪ TE TAIURUNGI/PRINCIPAL	Last reviewed	2016
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	▪ TEAM LEADER ADMINISTRATION	Review period	3 YEARS
	▪ ACADEMIC DEAN	Next review	2022
PURPOSE	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 graduands.		

POLICY

1 Criteria for Graduation

- 1.1 The student must fulfil all requirements of their programme as they were at the time the student first enrolled, or as amended at any subsequent time.
- 1.2 A candidate qualifies for an award on the date when he or she is credited with all courses and completes all other requirements for the award.
- 1.3 Students are expected to assume responsibility for monitoring their progress towards the fulfillment of all their programme requirements.
- 1.4 Awards shall be conferred or presented at a graduation ceremony called for that purpose or during a meeting of the BTI Board of Directors.
- 1.5 In order to receive an award at the BTI graduation ceremony (in person or in absentia), a candidate must have:
 - a been approved by the Board of Directors, the final meeting of which will be no later than three (3) working weeks prior to graduation; AND
 - b applied to graduate by the advertised date, which is available at www.bti.ac.nz; AND
 - c paid all course and administration related fees.
- 1.6 Every candidate who has qualified and applied for the conferment of a degree or presentation of a diploma or certificate shall receive a document under the hand of Te Taiurungi/Principal, or in the absence of Te Taiurungi/Principal, a delegate of Te Taiurungi/Principal, sealed with BTI's seal and certifying that the degree/diploma/certificate has been conferred or presented.
- 1.7 If a candidate who qualifies for an award dies before receiving the award, the following provisions shall apply:
 - a If the candidate has before death applied to receive the award, then 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unless the candidate's personal representative or next-of-kin has, with the consent of the Board of Directors, withdrawn the application.
 - b 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 so wish.
- 1.8 The 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 Modes of Graduation

- 2.1 Eligible graduands who have fulfilled all their course requirements by the cut-off date and applied to graduate by the indicated date can attend the BTI annual graduation ceremony and receive their award in person. There will be an administration cost applied to the conferment of all degrees/diplomas/certificates (as advised on BTIOOnline under Administration fees).
- 2.2 Eligible graduands who have fulfilled all their course requirements by the cut-off date and have applied to graduate but 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 (including offshore students).
- 2.3 There will be an administration cost applied to the conferment of all degrees/diplomas/certificates in absentia (as advised on BTIOOnline under Administration fees).
- 2.4 Eligible graduands who have fulfilled all their course requirements by the cut-off date but 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.
- 2.5 Candidates who have not fulfilled all of their programme requirements by the cut-off date, as per 1.5 above, 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 this means and students will be asked to sign an acknowledgement of this.
- 2.6 Candidates 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 in line with 2.2 above.