
Resolution of Council, the 28th day of June 1999, pursuant to clause 17 of the Institute Constitution.

1. DEFINITIONS

In this Rule, definitions contained in the Constitution shall apply, together with the following definitions, unless inconsistent with the context or the subject matter.

- 1.1 **"Award"** means the certificate for which a student may apply on completion of all the necessary units or components of statewide or nationally accredited courses.
- 1.2 **"Institute Award"** means the certificate which may be given to a student on completion of an Institute accredited course.

2. ELIGIBILITY

- 2.1 A candidate for an award shall have completed all prescribed requirements as laid down in the course source document for the issue of the award. A student must complete at least one module or subject at the final year or stage of the course at or under the auspices of Northern Melbourne Institute of Technical and Further Education before the student is eligible to receive a certificate from Northern Melbourne Institute of Technical and Further Education.
- 2.2 A candidate for an award shall have passed or been exempted from the assessment or been granted credit in each subject or module of the course.
- 2.3 No certificate shall be issued to students who have completed a course more than ten (10) years prior to the application for an award.
- 2.4 A candidate for an Institute award must have completed all requirements as laid down in the Institute accredited source document.

3. PROCEDURES

- 3.1 All students upon completion of a statewide or nationally accredited course should make application on the appropriate form to either the program Head of Department or Academic Registry by the end of

INSTITUTE RULE



TITLE: GRANTING OF AWARDS

DOC ID: NMIT/IR/09

APPROVED FOR USE: Institute Board

PAGE: 2 OF 2

EDITION: NA

DATE: 28/6/1999

February or August each year.

- 3.2 The names of all applicants will be tabled at the relevant Institute Faculty Board meeting for verification that all course requirements have been completed. Recommendations for awards are then referred to the Academic Registrar for forwarding to the Board of Studies and Institute Council for approval.
 - 3.3 Awards will be presented at the graduation ceremonies held each year in May. If no presentation is planned, graduates will be notified by mail informing them when certificates are available for collection.
 - 3.4 Unclaimed awards shall be retained in the Academic Registry for a period of 12 months from the date of application.
 - 3.5 The Associate Director of each Faculty is responsible for processing and verification of Institute awards.
 - 3.6 Institute awards for Institute accredited courses are hand delivered or mailed to students on completion of the course.
4. Notwithstanding the fact that a candidate for an award has complied with preceding paragraphs, Council may in its discretion refuse to grant or confer an award.