



Waterford Institute *of* Technology  
 INSTITIÚID TEICNEOLAÍOCHTA PHORT LÁIRGE

## Policy on Completing, Granting and Presentation of Awards

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<b>Purpose:</b>	This document sets-out the Institute's policy on granting and presenting of undergraduate and postgraduate awards. The policy distinguishes between the completion of a programme, the granting of an award and the presentation of a parchment.
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# Policy on Completing, Granting and Presentation of Awards

## 1. Context

This document sets-out the Institute's policy on granting and presenting of undergraduate and postgraduate awards. The policy distinguishes between the completion of a programme, the granting of an award and the presentation of a parchment.

## 2. Completion of programme

A programme of study is completed for a student when the learner has met all the requirements of the programme and his/her set of module marks are approved by the programme board.

## 3. Granting of awards

An award is granted to the learner when;

1. The learner has completed his/her programme of study;
2. The Academic Council or approved sub-committee have ratified the results of the Programme Board and have passed a motion permitting the granting of the award;
3. An order of granting the award is signed by the Director on behalf of Governing Body.

The learner becomes a graduate of the Institute once the order of granting is signed and the student is entitled to describe themselves as such. The date of the signing of the order is the date that will be recorded on the parchment as the date of graduation.

## 4. Presentation of awards

No less frequently than once per academic year the Institute shall convene a meeting to present awards to graduates. The presentation of awards is a celebration of the success of the learners and the Institute's recognition of their achievement. Parchments are presented (in person or *in absentia*) at the presentation of awards or they may be presented at another time by special agreement of the Registrar.