

1. Purpose and Management

- 1.1 The Certificate in Genealogical Research is awarded by the Board of the Society of Australian Genealogists (Society) in recognition of the proficiency of candidates in genealogical research.
- 1.2 The Board has established a Diploma & Certificate Committee (Committee) to assist it in the administration of the Certificate Course. The Committee may delegate authority to staff of the Society of Australian Genealogists to support the administration of the Certificate in Genealogical Research.
- 1.3 The Board will confer the Certificate on the successful candidates on the recommendation of the Committee.
- 1.4 The Committee shall consist of a Convenor and such other members as the Board may appoint.
- 1.5 The Committee shall act as a board of examiners. It may appoint such additional examiners and assistants it thinks fit.
- 1.6 The Committee has the authority to admit candidates, and to determine whether a candidate's performance is to a satisfactory standard.
- 1.7 The Committee shall determine the date upon which a candidate is deemed to have commenced the program and may fix the dates for submission for all course work. The committee may vary the dates of submission of specific work for an individual candidate.
- 1.8 The Committee shall have the power to discontinue any candidate's candidature for any reason it considers proper. The candidate will have the right of appeal to the SAG Board.

2. Application for admission

Each candidate for the Certificate in Genealogical Research shall:

- 2.1 Be considered by the Committee for admission to the program.
- 2.2 Be a member of the Society prior to making application for admission as a candidate and retain membership up to and including the date upon which they are awarded the Certificate in Genealogical Research or withdraws from candidacy.
- 2.3 Pay to the Society the prescribed fee upon acceptance to the course. All fees paid to the Society are non-refundable and are GST inclusive.
- 2.4 Provide as part of their application for the course their educational background, and their reason for wishing to undertake the course.
- 2.5 Confirm in their application that they have been undertaking personal family history research for at least three years.
- 2.6 The Society may accept or reject the application to undertake the Certificate in Genealogical Research course if limits on course numbers have been exceeded or it considers that the candidate has not enough family history research experience to pass the course. In either case, the applicant will be provided a pathway to support future course entry.

3. Administration and Structure

- 3.1 The Committee will review the applications received and select which applicants will be offered a place in the next available program based on suitability and time of application (on a first-in basis).
- 3.2 If accepted, the candidate will complete the course components within eighteen months of admission according to a timetable set by the Committee.
- 3.3 These components will consist of written assignments, reviews, genealogical case studies and such other exercises as the Committee determines.

- 3.4 Each component of the Certificate Course will be marked with a numerical result so that the components make up a total of 100 points.
- 3.5 Candidates who complete the required components and who score an aggregate total of 60 percentage points or above will be awarded the Certificate in Genealogical Research.
- 3.6 Candidates who complete the required components and who score an aggregate total of 75 percentage points or above will be awarded the Certificate in Genealogical Research and will be eligible to apply for admission to the Diploma in Family Historical Studies course under the Regulations in force at that time, should they choose to do so.
- 3.7 The Candidate will have the right to appeal against any decision of the Committee to the SAG Board of the Society
- 3.8 In the case of an appeal, the Board or the Committee may, at their discretion, permit candidates to resubmit written material for re-examination.
- 3.9 The Board or the Committee may, at their discretion, readmit former candidates.
- 3.10 A candidate is deemed to have withdrawn from candidacy in the event that their annual membership fee is not paid within 3 months of the date upon which it falls due.
- 3.11 The Board may reduce or waive any course fees payable to the Society.
- 3.12 The Board may revoke the award of the Certificate in any circumstances of fraud or plagiarism that are identified.

4. Regulations

- 4.1 These regulations shall come into force on 22 October 2021 in relation to all candidates.
- 4.2 The Board may amend these regulations from time to time and the amended regulations shall thereafter apply to all candidates irrespective of the date of their admission to candidature.