



PROGRAMME COMPLETION AND AWARDS POLICY

1. Purpose

This policy outlines the requirements for the awarding of qualifications.

2. Scope

This policy applies to all academic provision at Unitec.

3. Policy statements

3.1 Awarding of qualifications

1. Subject to Section 3.2 below, all qualifications shall be conferred upon graduands at a Unitec graduation ceremony.
2. Graduands who have outstanding amounts payable to Unitec, including amounts payable for fees, fines, or other items, will be allowed to graduate, but the relevant qualification and transcript will be with-held until the outstanding amount is paid in full.
3. A qualification will be awarded to a student who has:
 - a. accumulated the number and level of credits required for completion of the relevant programme; and who has
 - b. fulfilled all other requirements of the programme, as stated in the *Programme Regulations*.
4. The responsibility for determining whether a student has accumulated the required number and level of credits and fulfilled any other requirements lies with the Te Komiti o ngā Hotaka | Programme Academic Quality Committee (PAQC) responsible for each programme.
5. To be awarded a qualification, a minimum number of credits shall be required. The minimum number of credits for each programme shall be as prescribed in the relevant *Programme Regulations*.
6. Qualifications shall be awarded on the basis of the completion of an approved programme and the accumulation of credits earned by passing courses.
7. Except where specific transition provisions described in the relevant *Programme Regulations*, students may graduate from a programme in accordance with the regulations in force at the time of the student's most recent admission to that programme.

3.2 Qualifications

1. Where a degree qualification is awarded with a specified major, the major must be no fewer than 120 credits of a 360-credit programme (pro-rata for programmes of more than 360 credits).
 - a. A minimum of 40 credits (pro-rata for programmes of more than 360 credits) of the total credits in the major subject area must be offered at Level 7 or 8 for a Bachelor's degree.
2. Credits shall be awarded for the successful completion of a course.
3. Credits shall be allocated to courses on the basis of one credit for each notional 10 hours of student learning or 1/120 of a notional full-time year's work.
4. All courses shall be classified at Levels 1 - 10, according to the level or extent of intellectual demand and the complexity of skills, with levels being congruent with definitions set by the NZQA.
5. Qualifications shall be awarded on completion of an approved programme in which a minimum number of credits have been accumulated as provided below:
 - a. **Certificates:**
 - i. Level 1: a minimum of 40 credits at Level 1 or above;
 - ii. Level 2: a minimum of 40 credits at Level 2 or above;
 - iii. Level 3: a minimum of 40 credits at Level 3 or above;
 - iv. Level 4: a minimum of 40 credits at Level 4 or above;
 - v. Level 5: a minimum of 40 credits at Level 5 or above;
 - vi. Level 6: a minimum of 40 credits at Level 6 or above;
 - vii. Level 7: a minimum of 40 credits at Level 7 or above;
 - b. **Diplomas:**
 - i. Level 5: a minimum of 120 credits from Level 4 or above, including at least 72 credits at Level 5;
 - ii. Level 6: a minimum of 120 credits from Level 5 or above, including at least 72 credits at Level 6;
 - iii. Level 7: a minimum of 120 credits from Level 5 or above, including at least 72 credits at Level 7;
 - c. **Bachelor's degree:** a minimum of 360 credits from Levels 5 - 7, including at least 72 credits at Level 7;
 - d. **Con-joint degree:** a Level 7 qualification with credit values determined on the following basis:

Credits		
Component degree 1	Component degree 2	Con-joint degree
360	360	540
	480	630
	600	720
480	480	720
	600	810
600	600	900

- i. In addition to meeting the credit requirements listed above, students must complete a minimum number of credits at Level 7 as specified in the relevant con-joint degree's *Programme Regulations*.

- e. **Bachelor's degree with honours:** a minimum of 120 credits at Level 8, with a research component that represents at least 30 credits at that Level;
- f. **Graduate certificate:** a minimum of 60 credits, including at least 40 credits at Level 7 or above;
- g. **Graduate diploma:** a minimum of 120 credits, including at least 72 credits at Level 7 or above;
- h. **Postgraduate certificate:** a minimum of 60 credits at Level 8;
- i. **Postgraduate diploma:** a minimum of 120 credits from Levels 7 and above, including at least 72 credits at Level 8;
- j. **Master's degree:** a minimum of 40 credits at Level 9 with the remainder at Level 8. The Master's Degree is at least 240 credits except where:
 - i. It builds on a Bachelor's degree with honours or an equivalent qualification, or significant relevant professional experience, in which case it can be less than 240 but no less than 120 credits;
 - ii. It builds on a three-year Bachelor's degree or an equivalent qualification, in which case it can be less than 240 credits but no less than 180 credits.
- k. **Doctoral degree:** at least 360 credits.

3.3 Exit awards

1. To be awarded an exit award:
 - a. its availability must be specified in the *Programme Regulations*; and
 - b. a student must have:
 - i. accumulated the number and level of credits described in the regulations of the qualification;
 - ii. lodged a completed application to be awarded the exit award with the relevant Academic Programme Manager; and
 - iii. as part of the application, declared they do not currently intend to enrol or continue to undertake study in the qualification.
2. An exit award will **not** be awarded to any student who has, at the time of application for the award or at the time of the award, enrolled in future semesters for any course that is part of the qualification.
3. An exit award must be an approved award in its own right.

3.4 Milestone awards

1. The ability of a PAQC to award milestone awards first needs approval from Te Komiti Mātauranga | Academic Committee.
2. To be awarded a milestone award a student must have:
 - a. accumulated the number and level of credits described in the qualification's *Programme Regulations*; and must have
 - b. lodged a completed application to be awarded the milestone award with the relevant Academic Programme Manager.

3.5 Posthumous awards

If a student dies before receiving their qualification the following provisions shall apply:

1. The qualification shall be granted posthumously unless the student's personal representative or next-of-kin has, with the consent of Unitec Board, withdrawn the application.

- a. In any other case, the student's personal representative or next-of-kin may apply and the qualification shall be granted.
2. Notwithstanding 3.5(1) above, Unitec may elect to grant a qualification prior to a student's death where a student has formally been medically diagnosed with a terminal illness. This will be subject to:
 - a. confirmation the student has normally completed greater than 66 per cent of the requirements for the qualification; and
 - b. the approval of the Chief Executive.
3. An honorary certificate, diploma, or degree may be granted in special circumstances or posthumously to any student who died before completing their qualification at the institution. Such a qualification may be granted at the time the student would normally have completed their course of study.

3.6 Senior scholar award

1. A senior scholar award recognises exceptional graduates of Unitec's undergraduate degree programmes.
2. Such awards may be granted in accordance with the *Senior Scholar Award Procedure*

4. Associated procedures

- AC 3.1 *Senior Scholar Award Procedure*
- AC 3.1.1 *Senior Scholar Award Brochure*
- AC 3.2 *Award of Honorary Degree Procedure*

5. Evaluation/Outcomes

The extent to which the implementation of this policy and associated procedures achieve their intended outcomes will be subject to on-going evaluation and review by Te Komiti Mātauranga | Academic Committee or its delegate.

6. Responsibilities

Role	Responsibilities
Academic Programme Manager	<ul style="list-style-type: none"> • Accept and process applications for exit and milestone awards.
Te Komiti o ngā Hotaka Programme Academic Quality Committee (PAQC)	<ul style="list-style-type: none"> • Approve students to graduate with a qualification. • Award milestone awards.
Te Komiti Mātauranga Academic Committee	<ul style="list-style-type: none"> • Approves a PAQC's ability to award a milestone award.
Chief Executive	<ul style="list-style-type: none"> • Approve the awarding of posthumous awards.

7. Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

8. Reference Documents

- *New Zealand Qualifications Framework.*
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9. Approval Details

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