

## Part 8 Granting of Qualifications and Awards

### Section 1 Entitlement to a Qualification or Award

- 1.1 A student shall become eligible for the granting of a qualification when the appropriate examination board has determined that the student has met all requirements of the relevant programme regulations and has recommended that the qualification be granted.
- 1.2 Notwithstanding Clause 1.1 above, a student shall become eligible for the granting of a doctoral degree when the University Postgraduate Board has determined that the student has met all requirements of the relevant programme regulations and has recommended that the qualification be granted.
- 1.3 Pursuant to Clause 1.2 above, the Academic Board shall, at their discretion, endorse the names of those students eligible for the granting of a doctoral degree.
- 1.4 Pursuant to Clauses 1.2 and 1.3 above, the Academic Board shall recommend to the Director, Student Administration the names of those students eligible for the granting of a doctoral degree.
- 1.5 Pursuant to Clause 1.1 above, examination boards shall recommend to the Director, Student Administration the names of those students eligible for the granting of the following categories of qualifications:
  - master's degrees
  - postgraduate diplomas
  - postgraduate certificates
  - bachelor's degrees with honours
  - bachelor's degrees
  - graduate diplomas
  - graduate certificates
  - diplomas
  - certificates
  - certificates of proficiency
- 1.6 A student shall become eligible for the receipt of an award when the faculty determines that the requirements have been met.
- 1.7 Pursuant to Clause 1.6 above, faculties may issue the following awards:
  - attendance awards
  - certificates of personal interest
- 1.8 Notwithstanding Clauses 1.1 to 1.7 above, and subject to Part 3, Section 7 of these regulations, all students must have paid any outstanding fees and charges due to the University before being deemed to be eligible to graduate or receive their award.
- 1.9 A student shall lose their entitlement to any qualification previously granted by the University where they surrender their qualification under the provisions of Part 4, Clause 2.5 of these regulations.
- 1.10 The University may rescind a qualification previously granted to a student where it is subsequently found that the requirements for that qualification were not fully met.

## Section 2 Granting of Qualifications and Honorary Qualifications and Awards by Council

- 2.1 In accordance with Clauses 1.1–1.5 above the faculty examination boards and in the case of doctoral degrees, the Academic Board, shall notify the Director, Student Administration of the names of students entitled to receive a University qualification.
- 2.2 Pursuant to Clause 2.1 above, and subject to Clause 1.8 above, the Director, Student Administration shall ensure that the names of all eligible students are formally submitted to Council or its delegated nominee for the formal granting of qualifications.
- 2.3 Qualifications are granted, and the student becomes eligible to graduate, when the Council resolves to grant the qualification.
- 2.4 Honorary qualifications and awards which have been granted by Council in accordance with the General Academic Statute Part 3, Section 4 shall be presented at the next appropriate graduation ceremony.

## Section 3 Ceremonial Presentation of Qualifications

- 3.1 The Director, Student Administration shall organise graduation ceremonies for the ceremonial presentation of qualifications.
- 3.2 Notwithstanding Clause 3.1 above, qualifications may be presented to students at other times.
- 3.3 Degree and Diploma Qualifications
  - 3.3.1 Degrees and diplomas shall normally be granted at the biannual graduation ceremonies pursuant to a resolution of Council.
  - 3.3.2 Notwithstanding Clause 3.3.1 above, students may be granted their degree or diploma in absentia following a resolution of Council and at a meeting of Council.
  - 3.3.3 In order to graduate and receive a degree or diploma parchment, either in person or in absentia, a student shall apply in writing to the Director, Student Administration in accordance with procedures established by the Director, Student Administration.
  - 3.3.4 A student wishing to have their qualification presented at a graduation ceremony shall have gained that qualification and shall have applied to the Director, Student Administration no later than four weeks in advance of the ceremony.
  - 3.3.5 Every degree and diploma qualification to be presented at a ceremony shall be granted by the Chancellor, or in his or her absence by the Pro-Chancellor. The Council may also authorise another person to present degrees or diploma parchments at a particular ceremony.
  - 3.3.6 The form of the words to be used by the Chancellor, Pro-Chancellor or other duly authorised person to present degrees or diplomas shall be as follows:

*By the authority vested in me by resolution of the Auckland University of Technology Council I [NAME] hereby grant the degrees/diplomas upon those here present who have satisfied all requirements of this University.*

3.3.7 The dean or representative of the appropriate faculty shall read the names of the approved graduands receiving their qualification parchment at the graduation ceremony.

#### 3.4 Certificate Qualifications

3.4.1 Certificates shall normally be granted and issued following the completion of the qualification unless deemed by the dean of faculty to be part of the graduation ceremonies, whereupon the provisions of Clause 3.3 above apply.

3.4.2 A certificate parchment will be issued to a student once the qualification has been approved by the appropriate faculty office in accordance with procedures established by the faculty registrar. That office shall notify the Director, Student Administration in accordance with procedures established by the Director, Student Administration.

3.4.3 When certificates are to be presented as part of the graduation ceremonies, the form of the words to be used by the Chancellor, Pro-Chancellor or other person authorised to present certificates shall be in similar form to the statement defined in Clause 3.3.6 above.

#### 3.5 Deferral of Presentation of Qualification

3.5.1 Students who have been granted their qualification, under the provisions of Section 2 above, may elect to defer the ceremonial presentation of their qualification.

3.5.2 Such a deferral will not alter the formally recorded date of granting of the qualification.

3.5.3 A deferral shall be formally applied for in writing to the Director, Student Administration in accordance with procedures established by the Director, Student Administration.

3.5.4 A student may elect to defer the ceremonial presentation of their qualification for up to 12 months after the date of the granting of their qualification. Any further extension must be for reasons of exceptional circumstance and must be specifically approved by the Director, Student Administration.

### Section 4 Posthumous Granting of Qualifications

4.1 Pursuant to Sections 1, 2 and 3 above if a student dies after completion of the academic requirements of their programme of study but before receiving their qualification the following provisions shall apply:

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

4.1.2 In any other case, the student's personal representative or next-of-kin may apply and the qualification shall be granted.

4.2 Notwithstanding Clauses 1.1 and 4.1 above, the University may elect to grant a qualification to a student who died before they completed the academic requirements of their programme of study. This will be subject to:

- (a) the relevant examination board confirming that the student has normally completed greater than two thirds of the requirements for the qualification; and
  - (b) the approval of the Vice-Chancellor.
- 4.3 Notwithstanding Clauses 1.1 and 4.1 above, the University may elect to grant a qualification prior to a student's death where a student has been formally medically diagnosed with a terminal illness. This will be subject to:
- (a) the relevant examination board confirming that the student has normally completed greater than two thirds of the requirements for the qualification; and
  - (b) the approval of the Vice-Chancellor.

## **Section 5 Granting of Other Qualifications and Awards**

- 5.1 Certificates of Proficiency
- 5.1.1 Certificates of proficiency shall normally be granted following the successful completion of the paper assessment requirements.
  - 5.1.2 The manner of presentation of certificates of proficiency shall be determined by the relevant faculty.
- 5.2 Attendance Awards
- 5.2.1 Attendance awards shall normally be granted following the completion of the required number of hours.
  - 5.2.2 The manner of presentation of the attendance award shall be determined by the relevant faculty.
- 5.3 Certificates of Personal Interest
- 5.3.1 Certificates of personal interest shall normally be issued following the end date of the paper.
  - 5.3.2 The manner of presentation of certificates of personal interest shall be determined by the relevant faculty.

## **Section 6 Parchments and Statements**

- 6.1 The document certifying that the requirements for a qualification have been met is called a parchment.
- 6.2 The document certifying that the requirements for a certificate of personal interest or certificate of attendance have been met is called a statement.
- 6.3 The student's legally documented name shall appear on parchments and statements in accordance with the University's official records.
- 6.4 Notwithstanding Clause 6.3 above, graduands wishing to modify their name shall provide verified proof of such name change with their graduation application.
- 6.5 The format for parchments and statements is prescribed in Schedule Three of these regulations.
- 6.6 The Director, Student Administration shall establish procedures for the production of parchments and statements.

- 6.7 Students may receive their parchment at a graduation ceremony or at other times deemed appropriate by the University, subject to them meeting the requirements of Part 8 of these regulations.
- 6.8 Students may receive their statement at a time deemed appropriate by the University, subject to them meeting the requirements of Part 8 of these regulations.
- 6.9 Where a student is eligible to receive their award and has not applied to receive their parchment, or has outstanding fees resulting in the withholding of their parchment, the University will retain their parchment for a period of five years. Thereafter it will be destroyed and the student must apply and pay for a replacement parchment.

## Section 7 Academic Dress

### 7.1 General

- 7.1.1 Academic dress shall be worn in accordance with Section 3, Part 3 of the General Academic Statute.
- 7.1.2 Graduates of other universities may wear the academic dress appropriate to their qualification from that university at University graduation ceremonies in addition to the prescribed AUT academic dress.
- 7.1.3 Where staff of the University hold qualifications from institutions that do not prescribe academic dress, the equivalent AUT academic dress may be worn. The hood shall be of AUT special design in black cloth with bone satin lining and curved full neckband.
- 7.1.4 Staff of the University who do not hold a tertiary qualification shall wear a gown as for the Cambridge Bachelor of Arts at University graduation ceremonies.
- 7.1.5 Guests of the University who are part of the official stage party at graduation ceremonies may optionally wear academic dress appropriate to their qualification. Likewise members of the armed forces may wear their military uniforms and those holding civil office may wear any special attire related to their office.

### 7.2 Doctoral Degrees

- 7.2.1 The gown for a doctoral graduate shall be as for the Cambridge Master of Arts, but with a satin facing cloth in “post office red” (BCC No 209) 100 mm wide for the full length of the front.
- 7.2.2 The hood for a professional doctorate shall be Cambridge style and made of satin of the colour “post office red” (BCC No 209) lined with a colour appropriate to the subject area in which the degree was taken. The hood for a PhD or honorary doctorate of the University shall be Cambridge style and made of satin of the colour “post office red” (BCC No 209) lined with burgundy (PMS193U).
- 7.2.3 The cap for a doctoral graduate shall be a black velveteen Tudor bonnet with a gold cord around the crown, the cord ending in tassels.

- 7.3 Master's Degrees
- 7.3.1 The gown for a master's graduate shall be as for the Cambridge Master of Arts.
- 7.3.2 The hood for a master's graduate shall be of AUT special design in black cloth with coloured satin lining appropriate to the qualification. In the case of a Master of Philosophy or honorary master's degree of the University, the hood shall be lined with burgundy (PMS193U).
- 7.3.3 The cap for a master's graduate shall be a black trencher with a bone-coloured tassel.
- 7.4 Postgraduate Diplomas and Postgraduate Certificates
- 7.4.1 The gown for a postgraduate diploma or postgraduate certificate graduate shall be as for the Cambridge Bachelor of Arts.
- 7.4.2 Postgraduate diploma or postgraduate certificate graduates shall wear a stole in colour appropriate to the qualification and may optionally also wear the hood from their previous qualification.
- 7.4.3 The cap for a postgraduate diploma or postgraduate certificate graduate shall be a black trencher with a tassel in the appropriate faculty colour.
- 7.5 Bachelor's Degrees
- 7.5.1 The gown for a bachelor's graduate shall be as for the Cambridge Bachelor of Arts.
- 7.5.2 The gown for a Bachelor of Māori Development graduate shall incorporate a poutama design that shall be attached prior to the day of graduation and removed following the ceremony.
- 7.5.3 The cap for a bachelor's graduate shall be a black trencher with a black tassel.
- 7.5.4 The hood for a bachelor's graduate shall be of AUT special design in black cloth with bone satin lining and curved full neckband, edged with faculty or qualification colour satin.
- 7.5.5 The colour of the edging of the hood for a bachelor's graduate shall be in colour appropriate to the qualification.
- 7.6 Graduate Diplomas and Graduate Certificates
- 7.6.1 The gown for a graduate diploma or graduate certificate graduate shall be as for the Cambridge Bachelor of Arts.
- 7.6.2 Graduate diploma or graduate certificate graduates shall wear a stole in colour appropriate to the qualification.
- 7.6.3 No cap shall be worn.
- 7.7 Diplomas
- 7.7.1 The gown for a diploma graduate shall be a black Cambridge undergraduate gown.
- 7.7.2 Diploma graduates shall wear a stole in colour appropriate to the qualification.
- 7.7.3 No cap shall be worn.

- 7.8 Certificates
- 7.8.1 The gown for a certificate graduate shall be a black Cambridge undergraduate gown.
- 7.8.2 No hood, stole or cap shall be worn.
- 7.9 Posthumous Awards
- 7.9.1 Individuals receiving a qualification on behalf of a deceased graduand shall wear a gown as for the Cambridge Bachelor of Arts.
- 7.9.2 No hood, stole or cap shall be worn.
- 7.10 Korowai
- 7.10.1 Any Māori staff member or graduate may wear a korowai (cloak) in addition to the gown appropriate to their qualification.
- 7.11 University Stoles
- 7.11.1 Stoles for University graduations shall normally conform to the following dimensions:
- |                       |                      |
|-----------------------|----------------------|
| Width of tails:       | 16 cm                |
| Length of tails:      | 95 cm                |
| Edging of tails:      | 2 cm depth each side |
| Length of back piece: | 43 cm                |
- 7.11.2 Stoles for University graduations shall normally conform to the following colour design:
- |                        |                                  |
|------------------------|----------------------------------|
| Centre of tails:       | black                            |
| Edge of tails:         | appropriate qualification colour |
| Reverse side of tails: | appropriate qualification colour |
| Back piece:            | black                            |
- 7.12 Colours for University qualifications shall be as prescribed in Schedule Four of these regulations
- 7.13 Office Holders and Graduation Officials of the University
- 7.13.1 The office holders and graduation officials of the University shall wear the following ceremonial dress at University graduation ceremonies:
- The robe for the Chancellor of the University is an ankle length black gown with sleeves lined with gold satin. The back piece of the gown shall be trimmed with gold braid. The gown shall have full-length 105mm satin front facings, comprising 20mm bone next to front opening, followed by 10mm black and 75mm gold. The crest of the University shall be at the top of each of the facings. The base of the gown shall be hemmed with 75mm gold satin. The cap is a black velveteen Tudor bonnet with gold braid.
  - The robe for the Pro Chancellor of the University is an ankle length black gown with sleeves lined with gold satin. The back piece of the gown shall be trimmed with gold braid. The gown shall have full-length 95mm satin front facings, comprising 20mm black next to front opening, followed by 75mm gold. The crest of the University shall be at the top of each of the facings. The cap is a black velveteen Tudor bonnet with gold braid.

- (c) The robe for the Vice-Chancellor of the University is an ankle length black gown with sleeves lined with gold satin. The back piece of the gown shall be trimmed with gold braid. The gown shall have full-length 105mm satin front facings, comprising 20mm gold next to front opening, followed by 85mm black. The crest of the University shall be at the top of each of the facings. The base of the gown shall be hemmed with 20mm gold satin. The cap is a black velveteen Tudor bonnet with gold braid.
- (d) The robe for the Deputy Vice-Chancellor of the University is an ankle length black gown with sleeves lined with gold satin. The back piece of the gown shall be trimmed with gold braid. The gown shall have full-length 105mm satin front facings, comprising 20mm gold next to front opening, followed by 85mm black. The crest of the University shall be at the top of each of the facings. The cap is a black velveteen Tudor bonnet with gold braid.
- (e) The robe for the senior graduation stage official of the University is an ankle length black gown with sleeves lined with blue satin. The back piece of the gown shall be trimmed with blue braid. The gown shall have full-length 105mm satin front facings, comprising 20mm bone next to front opening, followed by 10mm black and 75mm blue. The crest of the University shall be at the top of each of the facings. The base of the gown shall be hemmed with 75mm blue satin. The cap is a black velveteen Tudor bonnet with blue braid.
- (f) The robe for the Kaikorero of the University is an ankle length black gown with sleeves lined with blue satin. The back piece of the gown shall be trimmed with blue braid. The gown shall have full-length 105mm satin front facings, incorporating a poutama design. The crest of the University shall be at the top of each of the facings. The base of the gown shall be hemmed with 25mm blue satin. The cap is a black velveteen Tudor bonnet with blue braid.
- (g) The robe for the Chief Procession Marshal is an ankle length blue gown with sleeves lined with bone coloured satin. The back piece of the gown shall be trimmed with bone coloured braid. The gown shall have full-length 105mm satin front facings, comprising 20mm bone next to front opening, followed by 10mm black and 75mm blue. The crest of the University shall be at the top of each of the facings. The base of the gown shall be hemmed with 75mm bone coloured satin. The cap is a blue velveteen Tudor bonnet with bone coloured braid.
- (h) The robe for Procession Marshals is blue and is as for the Cambridge Bachelor of Arts, but bearing at the top of each sleeve the crest of the University.
- (i) The robe for the Graduation Marshals is blue and is as for the Cambridge Bachelor of Arts, but bearing at the top of each sleeve the crest of the University.

*Note:*

*Official robe makers to the University are Étude Classique  
Phone 64 9 522 5241.*