

## Part 9 Standard Qualification Regulations

### Section 1 Introduction

- 1.1 These regulations define each type of qualification offered by the University.
- 1.2 The definitions in these regulations are based on the New Zealand Register of Quality Assured Qualifications and the Handbook of the New Zealand Vice-Chancellors' Committee on University Academic Programmes.
- 1.3 Specific qualifications are further defined by the individual programme regulations.

### Section 2 Doctoral Degrees

#### 1 Character of Doctoral Degrees

- 1.1 The doctorate is a research degree of 360 points at Level 10 that is granted on the basis of an original and substantial contribution to knowledge as judged by independent experts applying contemporary international standards.
- 1.2 Doctorates may be of two types as follows:
  - 1.2.1 Doctor of Philosophy (PhD): the thesis constitutes the entire body of work on which the qualification is judged.
  - 1.2.2 Doctorate in a specified field or discipline (professional doctorate): coursework may contribute to the assessed programme of study, but research and its associated thesis must constitute at least two thirds of the total points required for the qualification.

#### 2 Admission to Doctoral Degrees

- 2.1 Admission shall be subject to the approval of University Postgraduate Board which shall consider recommendations for admission from the faculty postgraduate committee.
- 2.2 Prior to recommending the admission of an applicant the faculty postgraduate committee shall be satisfied that the following requirements have been met:
  - 2.2.1 the applicant has the appropriate qualification
  - 2.2.2 the proposed programme of research is viable
  - 2.2.3 the arrangements for supervision are appropriate and able to be sustained
- 2.3 In order to be admitted to a doctoral degree, an applicant shall normally have completed the requirements of either a master's degree with honours or a bachelor's degree with honours (equivalent to four years of study) in a discipline which is appropriate to the proposed research.
  - 2.3.1 The degree must normally have been gained at the standard of first or second class (first division) honours from this University or a recognised equivalent.
  - 2.3.2 The degree must also have included advanced learning in research, the execution of a research project and the writing of a report on that research.
  - 2.3.3 In addition a professional doctorate applicant must provide evidence of having a minimum of five years' professional experience in their specific area of study.
  - 2.3.4 The admission status will be determined by the University Postgraduate Board as either provisional or confirmed.

### 3 Time Limits

- 3.1 The total time from first enrolment in a doctoral degree programme until the completion of all requirements must not be less than three years and must not exceed six years.
- 3.2 Where a candidate is prevented by ill health or exceptional circumstances from making progress with the research, the University Postgraduate Board may recommend adjournment of registration or an extension to the timeframe for completion in accordance with processes set out in the Postgraduate Handbook.
- 3.3 The University Postgraduate Board may approve the early submission of a thesis for examination under exceptional circumstances.
- 3.4 The University Postgraduate Board may grant an extension of time to a candidate who has not completed the thesis by the end of their period of enrolment.

### 4 Theses

- 4.1 A thesis is defined as a programme of study in which the candidate's own work forms, as a point of origin or reference, a significant part of the intellectual enquiry of an appropriate topic.
- 4.2 Before beginning work on a thesis the applicant or candidate shall submit a proposal for approval to the University Postgraduate Board.
- 4.3 The University Postgraduate Board approves the appointment of a minimum of two supervisors for theses.
  - 4.3.1 If the supervisor (or where there is more than one, the primary supervisor) is absent for an extended period because of illness, leave or other reasons, either the second supervisor or an appropriately qualified replacement supervisor shall be appointed on the recommendation of the faculty postgraduate committee by the University Postgraduate Board.
  - 4.3.2 In the case of a candidate whose work is not proceeding satisfactorily for reasons outside their control, or who does not have an effective working relationship with a supervisor, the programme leader may arrange for a suitably qualified replacement supervisor to be appointed by the University Postgraduate Board.
  - 4.3.3 If a candidate is dissatisfied with the decision of the University Postgraduate Board, the candidate may appeal directly to the Academic Board for a change in supervision arrangements.
- 4.4 A candidate shall apply to the University Postgraduate Board for permission to undertake research at a location other than the University.
  - 4.4.1 In such circumstances the University Postgraduate Board must be assured that supervision arrangements will be satisfactory for both the University and the candidate and shall appoint an appropriate external supervisor.
- 4.5 A candidate may apply to the University Postgraduate Board to undertake a part of their research with an approved collaborating establishment, such as an industrial, commercial, professional or research establishment.
  - 4.5.1 Such formal collaboration should normally involve a candidate using facilities and other resources provided jointly by the University and the collaborating establishment(s), and include joint supervision of the candidate.

- 4.6 When a candidate undertakes a thesis for which the principal focus is the preparation of a scholarly edition of text(s) or original artefacts or creative work, the completed submission shall include the following as appropriate:
- 4.6.1 a copy of the edited text(s) or collection of artefacts with appropriate textual and explanatory annotations and a substantial introduction and critical commentary which sets the text(s) in the relevant historical, theoretical or critical context
  - 4.6.2 an exegesis set in its relevant theoretical, historical, critical or design context
  - 4.6.3 a permanent record of the creative work which is, where practicable, bound with the exegesis.
- 4.7 In circumstances where the research undertaken for a thesis may have commercial sensitivity:
- 4.7.1 The candidate and the supervisor(s) may, on application, be permitted by the University Postgraduate Board to treat all, or part, of the thesis as a confidential document for such period as is deemed appropriate.
  - 4.7.2 In such cases access to the confidential material shall be restricted to the supervisor(s), candidate, examiner(s), the Convenor of the oral examination and University staff who are involved in the examination and lodgement processes.
  - 4.7.3 The intellectual property policy of the University shall be followed.
- 4.8 A candidate whose programme includes coursework shall not be permitted to submit the thesis for examination until assessment of the coursework has been completed to the satisfaction of the University Postgraduate Board.

*For information and procedures governing doctoral programmes, reference should be made to the current Postgraduate Handbook.*

### **Section 3 Master's Degrees**

- 1 Character of Master's Degrees
  - 1.1 The master's degree is at least 180 points, except where it builds on four years of prior study at bachelor's degree or above, in which case it can be fewer than 180 points but no fewer than 120 points. The master's degree must comprise a minimum of 40 points at Level 9 with the remainder at Level 8.
- 2 Admission to Master's Degrees
  - 2.1 In order to be admitted to a master's degree of 240 points, an applicant shall have completed the requirements of one of the following in a relevant field from this University or a recognised equivalent:
    - 2.1.1 a bachelor's degree or higher qualification
    - 2.1.2 a graduate diploma recognised by the University as being equivalent to a bachelor's degree
    - 2.1.3 a professional qualification recognised by the University as being equivalent to a bachelor's degree

- 2.2 In exceptional circumstances an applicant may be admitted on the basis of extensive professional and/or scholarly experience of an appropriate kind recognised by the University as being equivalent to a bachelor's degree.
  - 2.3 In order to be admitted to a master's degree of 180 points, an applicant shall have completed at least a three-year bachelor's degree or equivalent at a specified level of attainment.
  - 2.4 In exceptional circumstances an applicant may be admitted on the basis of extensive professional and/or scholarly experience of an appropriate kind recognised by the University as being equivalent to a three-year bachelor's degree at a specified level of attainment.
  - 2.5 In order to be admitted to a master's degree of 120 points, an applicant shall have completed one of the following in a relevant field from this University or a recognised equivalent:
    - 2.5.1 a three-year bachelor's degree and one year of advanced study
    - 2.5.2 a four-year bachelor's degree.
    - 2.5.3 a postgraduate diploma
    - 2.5.4 a bachelor's honours degree
  - 2.6 In exceptional circumstances an applicant may be admitted on the basis of a bachelor's degree and professional and/or scholarly experience of an appropriate kind recognised by the University as equivalent to one year of advanced study
  - 2.7 An applicant for a master's degree is normally expected to have completed the admission qualification to a merit standard, and met any requirements specified in the individual programme regulations.
- 3 Time Limits
- 3.1 The total time from first enrolment in a 240-point master's degree programme until the completion of all requirements must not normally exceed two years of full-time or five years of part-time study.
  - 3.2 The total time from first enrolment in a 180-point master's degree programme until the completion of all requirements must not normally exceed one and a half years of full-time or four years of part-time study.
  - 3.3 The total time from first enrolment in a 120-point master's degree programme until the completion of all requirements must not normally exceed one year of full-time or three years of part-time study.
  - 3.4 The dean (or representative) may grant a short extension of time (up to 2 months) to a student who has not completed the thesis or dissertation by the end of their period of enrolment.
    - 3.4.1 The student shall pay the appropriate additional fees on a pro-rata basis.
  - 3.5 The examination board may approve the extension of a student's period of registration, or suspension of a student's registration by reason of ill health or exceptional circumstances beyond the student's control.
    - 3.5.1 The extension shall not normally exceed one semester.
    - 3.5.2 The student shall re-enrol and pay the appropriate fee.

#### 4 Theses and Dissertations

- 4.1 A thesis is defined as a programme of study in which the student's own work forms, as a point of origin or reference, a significant part of the intellectual enquiry of an appropriate topic, deemed equivalent to a minimum of 90 points.
- 4.2 A dissertation is a programme of study in which the student undertakes an independent scholarly investigation of an appropriate topic, and/or a small scale research project deemed equivalent to a minimum of 30 points.
- 4.3 Before beginning work on a thesis or dissertation the student shall normally have completed the coursework requirements for their master's degree where applicable, and shall submit a proposal for approval to the board of studies.
- 4.4 The board of studies approves the appointment of supervisor(s) for theses and dissertations.
- 4.5 Each student who undertakes a thesis shall normally have one supervisor who shall have experience of supervising students to the successful completion of a postgraduate degree.
  - 4.5.1 A thesis which is practice-focused shall normally have two supervisors appointed.
  - 4.5.2 The primary supervisor who has responsibility to supervise the student on a regular and frequent basis shall normally be a staff member of the University.
- 4.6 Each student who undertakes a dissertation shall normally have one supervisor.
- 4.7 If the supervisor (or where there is more than one, the primary supervisor) is absent for an extended period because of illness, leave or other reasons, either the second supervisor or an appropriately qualified replacement supervisor shall be appointed on the recommendation of the board of studies.
- 4.8 In the case of a student whose work is not proceeding satisfactorily for reasons outside the student's control, or who does not have an effective working relationship with a supervisor, the programme leader may arrange for a suitably qualified replacement supervisor to be appointed by the board of studies.
  - 4.8.1 If a student is dissatisfied with the decision of the board of studies, the student may appeal directly to the University Postgraduate Board for a change in supervision arrangements.
- 4.9 Students shall apply to the board of studies for permission to undertake the thesis or dissertation at a location other than the University.
  - 4.9.1 Where such permission is granted, an appropriate external supervisor shall be appointed on the recommendation of the board of studies.
- 4.10 When a student undertakes a thesis or dissertation for which the principal focus is the preparation of a scholarly edition of text(s) or original artefacts or creative work, the completed submission shall include the following as appropriate:
  - 4.10.1 A copy of the edited text(s) or collection of artefacts, appropriate textual and explanatory annotations and a substantial introduction and critical commentary which sets the text(s) in the relevant historical, theoretical or critical context
  - 4.10.2 An exegesis set in its relevant theoretical, historical, critical or design context

- 4.10.3 A permanent record of the creative work which is, where practicable, bound with the exegesis
- 4.11 In circumstances where the research undertaken for a thesis or dissertation may have commercial sensitivity:
- 4.11.1 The student and the supervisor(s) may, on application, be permitted by the University Postgraduate Board to treat all, or part, of the thesis or dissertation as a confidential document for such period as is deemed appropriate.
- 4.11.2 In such cases access to the confidential material shall be restricted to the supervisor(s), student, examiner(s) and University staff who are involved in the examination and lodgement processes.
- 4.11.3 The intellectual property policy of the University shall be followed.
- 5 Honours
- 5.1 A student who completes the requirements of a master's degree with an independent research project of at least 40 points within the normal time limit allowed may be awarded the degree with honours.
- 5.2 The award of honours will be made in classes:
- 5.2.1 Honours (First Class)
- 5.2.2 Honours (Second Class, First Division)
- 5.2.3 Honours (Second Class, Second Division)
- 5.3 In establishing the class of honours to be awarded, all grades for papers/thesis/dissertation will be taken into account.
- 5.4 Where the requirements for the degree have not been completed within the maximum allowable timeframe, a student will not normally be eligible for the award of honours without the prior approval of the University Postgraduate Board.
- 5.5 A student will not be eligible for the award of honours where the examiners have required the resubmission of the thesis.
- 5.6 Where the requirements for the award of honours are specified in the programme regulations, a student who has met those requirements will be eligible for the award of honours.
- 5.7 The University Postgraduate Board will consider all programme-specific requirements for the award of honours.
- 5.8 The University Postgraduate Board, upon the recommendation of the examination board, decides the class of honours to be granted to a master's student.
- 6 Distinction and Merit
- 6.1 Where provided for in the specific programme regulations a master's degree may be awarded with distinction or merit where the student fulfils the completion requirements within the normal time limits.
- 6.2 The degree will be awarded with distinction where overall achievement falls within the A grade range.
- 6.3 The degree will be awarded with merit where overall achievement is a B+ grade.
- 6.4 In establishing the award of distinction or merit all grades for papers will be taken into account.

- 6.5 Where the requirements for the degree have not been completed within the maximum allowable timeframe, a student will not normally be eligible for the award of distinction or merit without the prior approval of the examination board.
- 6.6 The University Postgraduate Board, upon the recommendation of the examination board, decides the award of distinction or merit to be granted to a master's student.

*For information and procedures governing the assessment of theses and dissertations reference should be made to the current Postgraduate Handbook.*

#### **Section 4 Postgraduate Diplomas and Postgraduate Certificates**

- 1 Character of Postgraduate Diplomas and Postgraduate Certificates
  - 1.1 A postgraduate diploma must comprise a minimum of 120 points at or above Level 8.
  - 1.2 A postgraduate certificate must comprise a minimum of 60 points at or above Level 8.
- 2 Admission to Postgraduate Diplomas and Postgraduate Certificates
  - 2.1 In order to be admitted to a postgraduate diploma or a postgraduate certificate, an applicant shall normally have completed the requirements of one of the following in a relevant field from this University or recognised equivalent:
    - 2.1.1 a bachelor's degree.
    - 2.1.2 a professional qualification recognised by the University as being equivalent to a bachelor's degree.
    - 2.1.3 evidence of professional experience deemed by the University to be equivalent to a bachelor's degree.
  - 2.2 Where the admission qualification does not provide a basis for study at postgraduate level, enrolment in transitional studies may be required before the applicant is admitted to the programme.
- 3 Time Limits
  - 3.1 The total time from first enrolment in a postgraduate diploma programme until the completion of all requirements must not exceed three years.
  - 3.2 The total time from first enrolment in a postgraduate certificate programme until the completion of all requirements must not exceed two years.

#### **Section 5 Bachelor's Degrees with Honours**

- 1 Character of Bachelor's Degrees with Honours
  - 1.1 A one-year bachelor's degree with honours must comprise a minimum of 120 points at Level 8, including a research component of at least 30 points.
  - 1.2 A four-year bachelor's degree with honours must comprise a minimum of 480 points, normally with a minimum of 120 points at Level 8, in no case fewer than 60 points at Level 8, including a research component of at least 30 points. A minimum of 75 points at or above Level 7, and a minimum of 225 points in total at Levels 6, 7, and 8 is required.

## 2 Admission to Bachelor's Degrees with Honours

- 2.1 In order to be admitted to a one-year bachelor's degree with honours, an applicant shall normally have completed a bachelor's degree gained with a minimum of a B average in the relevant field of study over 75 points at Level 7 from this University or recognised equivalent.
- 2.2 The normal admission requirements for a four-year bachelor's degree with honours are stated in Part 3, Section 3 "Admission into Bachelor's Degrees" on page 97 and in conjunction with the individual programme regulations.

## 3 Time Limits

- 3.1 The total time from first enrolment in a one-year bachelor's degree with honours until the completion of all requirements must not exceed two years.
- 3.2 The total time from first enrolment in a four-year bachelor's degree with honours until the completion of all requirements must not exceed eight years.

## 4 Dissertations

- 4.1 A dissertation undertaken towards a bachelor's degree with honours is a programme of study in which the student undertakes an independent scholarly investigation of an appropriate topic, and/or a small-scale research project deemed equivalent to a minimum of 30 points.

*For information and procedures governing the assessment of dissertations reference should be made to the current Postgraduate Handbook.*

## 5 Honours

- 5.1 The award of honours will be made in classes:
  - 5.1.1 Honours (First Class)
  - 5.1.2 Honours (Second Class, First Division)
  - 5.1.3 Honours (Second Class, Second Division)
- 5.2 The University Postgraduate Board, upon the recommendation of the examination board, decides the class of honours to be granted to a student in a 120 point bachelor's degree with honours.

## Section 6 Graduate Diplomas and Graduate Certificates

### 1 Character of Graduate Diplomas and Graduate Certificates

- 1.1 A graduate diploma must comprise a minimum of 120 points with at least 72 points at or above Level 7.
- 1.2 A graduate certificate must comprise a minimum of 60 points with at least 40 points at or above Level 7.

### 2 Admission to Graduate Diplomas and Graduate Certificates

- 2.1 In order to be admitted to a graduate diploma or a graduate certificate, an applicant shall normally have completed the requirements of one of the following:
  - 2.1.1 a bachelor's degree from this University or recognised equivalent.
  - 2.1.2 evidence of relevant professional experience deemed by the University to be equivalent to a bachelor's degree.



### 3 Time Limits

- 3.1 The total time from first enrolment in a graduate diploma programme until the completion of all requirements must not normally exceed three years.
- 3.2 The total time from first enrolment in a graduate certificate programme until the completion of all requirements must not normally exceed two years.

## Section 7 Bachelor's Degrees

### 1 Character of Bachelor's Degrees

- 1.1 A bachelor's degree comprises a minimum of 360 points with at least 72 points at or above Level 7, and at least 150 points in total at or above Levels 6 and 7, and not more than 20 points at Level 4.
- 1.2 A conjoint programme is an approved course of study which comprises two bachelor's degrees completed with no less than seventy percent of the total points of the component degrees.

### 2 Admission to Bachelor's Degrees

- 2.1 The normal admission requirements for a bachelor's degree are as detailed in Part A of Schedule Two of these Regulations
- 2.2 An applicant to a conjoint programme shall meet the admission requirements for each of the component degrees.
  - 2.2.1 Admission may occur:
    - (a) at initial enrolment
    - (b) after enrolment in either component degree, provided the student has not achieved more than 240 points towards that degree
  - 2.2.2 A student who has already graduated with one of the component degrees is not eligible for admission to a conjoint programme.
  - 2.2.3 A student must normally enrol in at least one paper of the component degrees each year.
  - 2.2.4 Each year of enrolment is subject to the approval of the board of studies and is normally dependent on a student achieving a B grade average in papers completed in the previous year of study.

### 3 Time Limits

- 3.1 The total time from first enrolment in a bachelor's degree programme until the completion of all requirements must not normally exceed six years in the case of a degree requiring a minimum of 360 points, or eight years in the case of a degree requiring a minimum of 480 points.
- 3.2 The total time from first enrolment in a conjoint programme until the completion of all requirements must not normally exceed eight years.
- 3.3 The requirements of both component degrees in a conjoint programme must be satisfied before the two degrees can be conferred upon the student.

## Section 8 Diplomas

- 1 Character of Diplomas
  - 1.1 A diploma must be registered at Level 5, 6, or 7.
  - 1.2 A diploma must comprise a minimum of 120 points at Level 4 or above with a minimum of 72 points at or above the level of the qualification.
- 2 Admission to Diploma Programmes
  - 2.1 In order to be admitted to a diploma, applicants shall normally have completed the requirements as detailed in Part B of Schedule Two of these Regulations.
- 3 Time Limits
  - 3.1 The total time from first enrolment in a diploma programme until the successful completion of all requirements must not normally exceed:
    - 3.1.1 two years for diplomas of 120 points
    - 3.1.2 four years for diplomas of 240 points.

## Section 9 Certificates

- 1 Character of Certificates
  - 1.1 A certificate must comprise at least 60 points with a minimum of 40 points at or above the level of the qualification.
- 2 Admission to Certificate Programmes
  - 2.1 In order to be admitted to a certificate an applicant shall normally have completed the requirements as detailed in Part B of Schedule Two of these Regulations.
- 3 Time Limits
  - 3.1 The total time from first enrolment in a certificate programme until the successful completion of all requirements must not normally exceed:
    - 3.1.1 one year for certificates of 60 points
    - 3.1.2 two years for certificates of greater than 60 points but fewer than or equal to 120 points
    - 3.1.3 four years for certificates of more than 120 points.

## Section 10 Certificates of Proficiency

- 1 Character of Certificates of Proficiency
  - 1.1 Any paper that is available for any programme may be taken for a Certificate of Proficiency.
  - 1.2 A student who successfully completes a paper under a Certificate of Proficiency may subsequently have that paper credited to a relevant qualification, subject to meeting the admission requirements for that qualification, and conforming to the regulations for Recognition of Prior Learning.

## 2 Admission to a Certificate of Proficiency

*These regulations are to be read in conjunction with the Admission and Enrolment requirements Part 3 of the General Academic Regulations and the requirements in the related Schedules.*

- 2.1 In order to be admitted for enrolment in a paper for a Certificate of Proficiency, applicants shall normally meet any requirements for entry into the qualification that the paper is listed under.
- 2.2 Admission to a Certificate of Proficiency is at the discretion of the dean (or representative).
- 2.3 The prerequisite and corequisite requirements and any other conditions of the paper may be waived where the dean (or representative) is satisfied that there is a reasonable prospect of success.
- 2.4 An applicant may normally enrol for no more than 30 points a year.
- 2.5 Students enrolled in a paper for a Certificate of Proficiency are subject to the assessment requirements for that paper.

## Section 11 Certificates of Personal Interest

### 1 Character of Certificates of Personal Interest

- 1.1 Any paper that is available for any programme may be taken for a certificate of personal interest.
- 1.2 A student enrolled in a paper for a certificate of personal interest is not subject to the assessment requirements for that paper and no academic credit is granted.
- 1.3 A paper completed under a certificate of personal interest may not subsequently be credited to any qualification.

### 2 Admission to a Certificate of Personal Interest

- 2.1 Admission to a certificate of personal interest is at the discretion of the programme leader.