

Schedule 3 Format of Parchments and Statements

1. The parchment for a degree shall bear the following information:
 - The crest and name of the University
 - The legal name of the person receiving the qualification
 - The name of the qualification
 - The name of any relevant major subject(s)
 - The date of granting the qualification
 - The gold embossed seal of the University
 - The signature of the Chancellor
 - The signature of the Vice-Chancellor
 - The signature of the Director, Student Administration
2. The parchment for a diploma shall bear the following information:
 - The crest and name of the University
 - The legal name of the person receiving the qualification
 - The name of the qualification
 - The level of the qualification
 - The number of points achieved
 - The date of granting the qualification
 - The plain embossed seal of the University
 - The signature of the Chancellor
 - The signature of the Vice-Chancellor
 - The signature of the Director, Student Administration
3. The parchment for a certificate shall bear the following information:
 - The crest and name of the University
 - The legal name of the person receiving the qualification
 - The name of the qualification
 - The level of the qualification
 - The number of points achieved
 - The date of granting the qualification
 - The plain embossed seal of the University
 - The signature of the Chancellor
 - The signature of the Vice-Chancellor
 - The signature of the Director, Student Administration
 - The plain embossed seal of the University

4. Notwithstanding Clauses 1–3 above, students who were granted their qualification by the Auckland Institute of Technology prior to 1 January 2000, and require a replacement of their parchment, shall receive parchments as detailed in Part 8, Clauses 6.3, 6.4 and 6.5 above with the addition of the following statement:

This qualification was originally granted by the Auckland Institute of Technology which subsequently became the Auckland University of Technology on 1 January 2000.

5. The parchment for a certificate of proficiency shall bear the following information:
- The crest and name of the University
 - The legal name of the person receiving the statement
 - The code and title of the course
 - The level of the course
 - The number of points achieved
 - The date of granting the award
 - The signature of the Chancellor
 - The signature of the Vice-Chancellor
 - The signature of the Director, Student Administration
6. The statement for an attendance award shall bear the following information:
- The crest and name of the University
 - The legal name of the person receiving the award
 - The name of the award
 - The number of hours of the course duration
 - The date of granting the award
 - The signature of the dean of faculty or representative
7. The statement for a certificate of personal interest shall bear the following information:
- The crest and name of the University
 - The legal name of the person receiving the statement
 - The code and title of the course
 - The date of issuing the award
 - The signature of the head of school