Issue of Awards Policy

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Category: Academic	Date Created: September 1997
Responsibility: Director Academic Development	Date Last Reviewed: March 2016
Approval: Academic Board	Version: 16.1

Purpose

This policy provides the framework for the issuing of awards within UCOL in accordance with the Academic Statute.

Scope

Institutional wide.

Responsibility

Student Information staff have specific responsibility for implementing sections 1 to 10 of the policy. Marketing staff have specific responsibility for implementing section 11 of the policy.

Policy Statements

1. ***UCOL Awards***

    1.1 **The awards offered by UCOL shall be:**
    - Training Schemes
    - Certificates
    - Diplomas
    - Bachelor Degrees
    - Graduate Certificates
    - Graduate Diplomas
    - Bachelor Honours Degrees
    - Postgraduate Certificates
    - Postgraduate Diplomas
    - Master's Degrees
    - Doctoral Degrees

    1.2 Every qualification shall be conferred in accordance with the powers of the UCOL Council as delegated in the Academic Statute.

    1.3 Every programme leading to an award requires the defined programme of study to be approved by the appropriate internal and external approval bodies in accordance with Academic Statute.

2. Academic Records

Subject to 8.2 (below):

2.1 On successful completion of a qualification, each student shall receive the appropriate award and an Academic Record.

2.2 Students who successfully complete at least one course will be issued a UCOL Academic Record showing the results of all courses in which they enrolled in the current academic year.

2.3 An Academic Record will detail the year of study, course code, course title, unit standard code and title (if appropriate), credits and results achieved.

2.4 Students enrolled in UCOL programmes with unit standards, except STAR programmes, will be registered on the National Qualifications Framework and given a unique NZQA learner identification number, if they don't already have one. Unit standards completed will be reported to NZQA for inclusion on the student's NZQA Record of Learning, subject to debt checks. Unit standard completions are not reported to NZQA for STAR programmes – the relevant secondary school reports those results themselves.

3. Non-UCOL Awards

Subject to 8.2 (below)

3.1 For students who successfully complete UCOL programmes which lead to national or other awards as detailed in the curriculum for those programmes, Student Information will procure the awards to be presented to the students.

4. Statements of Attendance

4.1 A Statement of Attendance is a UCOL document that may be issued to students enrolled in any UCOL programme where credit has not been assessed or awarded, and provided that 80% of the programme was attended. A Statement of Attendance will identify the programme title, describe course content, and provide the total number of hours attended by that student out of the potential hours offered. A Statement of Attendance is not an award.

4.2 A Statement of Attendance will be issued by Student Information following a request from the person responsible for that programme, upon receiving the relevant attendance information.

5. Statements of Competency

5.1 A Statement of Competency is a UCOL document that may be issued to a student who successfully completes an assessed programme of study that does not lead to a NZQA accredited award. A Statement of Competency provides a list of the programme's content and may also include details concerning the duration of the programme and assessment methods.

5.2 A Statement of Competency will be issued by Student Information following a request from the person responsible for that programme, upon receiving the relevant information and after the results have been approved by Faculty Board of Educational Improvement.

6. Exit Awards

6.1 An Exit Award means an award that a student may apply for after successful completion of a prescribed set of courses within a qualification when that student elects not to complete the qualification for which he or she has enrolled.

6.2 An Exit Award will be issued by Student Information following a request from the student concerned and after the results have been approved by Faculty Board of Educational Improvement.

6.3 UCOL may charge a fee for the issue of an exit award.

7. Certificates of Proficiency

7.1 Students may enrol in Certificates of Proficiency that have been approved by Academic Board. The Certificate of Proficiency is chosen by an individual student from an already approved programme(s) of study consisting of an assessed course(s) between levels 4 and 7.

7.2 A Certificate of Proficiency will be issued by Student Information after the results have been approved by Faculty Board of Educational Improvement.

8. Certificates of Personal Interest

8.1 Students may enrol in Certificates of Personal Interest that have been approved by Academic Board. Certificates of Personal Interest are not assessed, therefore the student does not receive any credits.

8.2 Students enrolled in a Certificate of Personal Interest may receive a Statement of Attendance.

9. Issuing of Awards

9.1 Students who complete the required credits for their programme of study will be issued with the appropriate award after the approval from Faculty Board of Educational Improvement and ratification process has been completed.

9.2 No awards, statements of attendance, statements of competency, exit awards, certificates of proficiency, certificates of personal interest or academic records will be issued to students who have any outstanding UCOL debts or non-returned resources, or who for whatever reason have "Withhold Academic Record" flags entered against their record by Student Finance.

10. Recording of Awards

10.1 Achievement of any of the following awards will be recorded in the Student Management System on that student's record:

- All UCOL awards at Certificate level or higher, including Training Schemes
- National awards at Certificate level and higher
- New Zealand Diploma in Business (NZDipBus) Level 6
- New Zealand Certificate in Nanny Education (NZCNE) Level 5
- Any New Zealand qualifications or other external awards approved by Academic Board

11. Promotional Material

11.1 Promotional material should not make reference to 'Certificate' where the programme does not lead to that award i.e. the programme may lead to a Statement of Attendance, or simply have unit standard completions reported to NZQA.

Relevant Legislation

- Education and Training Act 2020 and amendments
- Public Records Act 2005

Related Documentation

- [UCOL Academic Statute](#)
- [Issue of Awards Procedure](#)
- [UCOL Recordkeeping Policy](#)
- [Academic Results Storage Policy](#)