

# Conferment of Qualifications Regulations

## 1. Version

- (a) These Regulations came into force on 1 January 2025.
- (b) The previous version came into force on 1 January 2021.

## 2. Authority

The Pouroki | University Registrar holds authority for these Regulations.

## 3. Qualifications of the University

### (a) Te Kaupeka Toi Tangata | Faculty of Arts

Certificate in Arts

Certificate in Indigenous Narrative

Certificate in Languages

Diploma in Arts

Diploma in Languages

Bachelor of Arts

Bachelor of Arts with Honours

Bachelor of Communication

Bachelor of Digital Screen

Bachelor of Digital Screen (Honours)

Bachelor of Fine Arts

Bachelor of Fine Arts with Honours

Bachelor of Māori Innovation

Bachelor of Music

Bachelor of Music with Honours

Bachelor of Social and Environmental Sustainability

Conjoint Bachelor of Arts and Commerce

Conjoint Bachelor of Arts and Science

Conjoint Bachelor of Social and Environmental Sustainability and Arts

Conjoint Bachelor of Social and Environmental Sustainability and Youth and Community Leadership

Graduate Diploma in Arts

Graduate Diploma in Journalism

Graduate Diploma in Strategic Communication

Postgraduate Certificate in Arts

Postgraduate Certificate in Māori and Indigenous Leadership

Postgraduate Certificate in Te Reo Māori

Postgraduate Certificate in Translation and Interpreting

Postgraduate Diploma in Arts

Postgraduate Diploma in Art Curatorship

Postgraduate Diploma in Fine Arts

Postgraduate Diploma in Māori and Indigenous Studies

Postgraduate Diploma in Te Reo Māori

Postgraduate Diploma in Translation and Interpreting

Master of Applied Translation and Interpreting

Master of Arts

Master of Arts (Thesis)

Master of European Union Studies  
 Master of Fine Arts  
 Master of International Relations and Diplomacy  
 Master of Linguistics  
 Master of Māori and Indigenous Leadership  
 Master of Māori and Indigenous Studies  
 Master of Music  
 Master of Policy and Governance  
 Master of Strategic Communication  
 Master of Systems Change  
 Master of Te Reo Māori  
 Master of Writing

(b) **Te Kura Umanga | UC Business School**

Certificate in Commerce  
 Diploma in Commerce  
 Bachelor of Commerce  
 Bachelor of Commerce with Honours  
 Conjoint Bachelor of Commerce and Science  
 Graduate Diploma in Commerce  
 Postgraduate Certificate in Business  
 Postgraduate Certificate in Digital Marketing  
 Postgraduate Certificate in Information Systems and Technology  
 Postgraduate Certificate in Strategic Leadership  
 Postgraduate Diploma in Business  
 Postgraduate Diploma in Business Administration  
 Postgraduate Diploma in Business Information Systems  
 Postgraduate Diploma in Information Systems and Technology  
 Master of Applied Finance and Economics  
 Master of Business  
 Master of Business Administration  
 Master of Business Information Systems  
 Master of Commerce  
 Master of Marketing  
 Master of Professional Accounting

(c) **Te Kaupeka Ako | Faculty of Education**

Certificate in Education and Learning  
 Certificate in Youth and Community Leadership  
 Ako: Bachelor of Teaching and Learning  
 Bachelor of Teaching and Learning (Early Childhood)  
 Bachelor of Teaching and Learning (Primary)  
 Bachelor of Youth and Community Leadership  
 Graduate Certificate in Māori Language and Pedagogies: Aumiri Pounamu  
 Graduate Diploma in Education and Learning  
 Graduate Diploma in Māori Language and Pedagogies: Aumiri Pounamu  
 Graduate Diploma in Teaching and Learning  
 Graduate Diploma in Teaching and Learning (Early Childhood)  
 Graduate Diploma in Teaching and Learning (Secondary)

Postgraduate Certificate in Education  
 Postgraduate Certificate in Specialist Teaching  
 Postgraduate Certificate in Teaching English to Speakers of Other Languages  
 Postgraduate Certificate in Tertiary Teaching  
 Postgraduate Certificate in Youth and Community Leadership  
 Postgraduate Diploma in Education  
 Postgraduate Diploma in Education and Learning  
 Postgraduate Diploma in Hōaka Ponamu I Māori Bilingual and Immersion Teaching and Learning  
 Postgraduate Diploma in Teaching and Learning  
 Postgraduate Diploma in Youth and Community Leadership  
 Master of Education  
 Master of Education (Thesis)  
 Master of Hōaka Ponamu I Māori Bilingual and Immersion Teaching and Learning  
 Master of Specialist Teaching  
 Master of Teaching and Learning  
 Master of Teaching English to Speakers of Other Languages

(d) **Te Kaupeka Pūhanga | Faculty of Engineering**

Diploma in Global Humanitarian Engineering  
 Bachelor of Engineering with Honours  
 Bachelor of Forestry Science  
 Bachelor of Product Design  
 Conjoint Bachelor of Engineering with Honours and Arts  
 Conjoint Bachelor of Engineering with Honours and Commerce  
 Conjoint Bachelor of Engineering with Honours and Data Science  
 Conjoint Bachelor of Engineering with Honours and Health Science  
 Conjoint Bachelor of Engineering with Honours and Product Design  
 Conjoint Bachelor of Engineering with Honours and Science  
 Conjoint Bachelor of Engineering with Honours and Social and Environmental Sustainability  
 Conjoint Bachelor of Engineering with Honours and Sport  
 Conjoint Bachelor of Product Design and Bachelor of Commerce  
 Conjoint Bachelor of Product Design and Bachelor of Science  
 Postgraduate Certificate in Architectural Engineering  
 Postgraduate Certificate in Civil Engineering  
 Postgraduate Certificate in Cyber Security  
 Postgraduate Certificate in Engineering  
 Postgraduate Certificate in Product Design  
 Postgraduate Certificate in Product Innovation  
 Postgraduate Diploma in Engineering Management  
 Postgraduate Diploma in Forestry  
 Master of Aerospace Engineering  
 Master of Architectural Engineering  
 Master of Engineering  
 Master of Civil Engineering  
 Master of Engineering in Fire Engineering  
 Master of Engineering Management  
 Master of Fire Engineering Studies

Master of Engineering Studies  
 Master of Forestry Science  
 Master of Human Interface Technology  
 Master of Mathematical Sciences  
 Master of Product Design  
 Master of Product Innovation

(e) **Te Kaupeka Oranga | Faculty of Health**

Certificate in Health Sciences  
 Certificate in Sport Coaching  
 Diploma in Health Sciences  
 Bachelor of Health Sciences  
 Bachelor of Social Work with Honours  
 Bachelor of Sport  
 Bachelor of Sport Coaching  
 Graduate Certificate in Sport Coaching  
 Postgraduate Certificate in Clinical Exercise Physiology  
 Postgraduate Certificate in Clinical Teaching  
 Postgraduate Certificate in Counselling Studies  
 Postgraduate Certificate in Health Sciences  
 Postgraduate Certificate in Palliative Care  
 Postgraduate Certificate in Sport Science  
 Postgraduate Diploma in Child and Family Psychology  
 Postgraduate Diploma in Clinical Exercise Physiology  
 Postgraduate Diploma in Health Sciences  
 Postgraduate Diploma in Nursing (Registered Nurse Prescriber)  
 Postgraduate Diploma in Sport Science  
 Master of Advanced Nursing (Nurse Practitioner)  
 Master of Counselling  
 Master of Health Sciences  
 Master of Health Sciences Professional Practice  
 Master of Social Work  
 Master of Social Work (Applied)  
 Master of Sport Science

(f) **Te Kaupeka Ture | Faculty of Law**

Certificate in Criminal Justice  
 Bachelor of Criminal Justice  
 Bachelor of Laws  
 Bachelor of Laws with Honours  
 Graduate Certificate in Laws  
 Graduate Diploma in Criminal Justice  
 Graduate Diploma in Laws  
 Postgraduate Certificate in Criminal Justice  
 Postgraduate Certificate in International Law and Politics  
 Postgraduate Diploma in Criminal Justice  
 Master of Criminal Justice  
 Master of Laws  
 Master of Laws (International Law and Politics)

(g) **Te Kaupeka Pūtaiao | Faculty of Science**

Certificate in Science  
 Diploma in Science  
 Bachelor of Data Science  
 Bachelor of Environmental Science with Honours  
 Bachelor of Psychological Science  
 Bachelor of Science  
 Bachelor of Speech and Language Pathology with Honours  
 Graduate Diploma in Psychological Science  
 Graduate Diploma in Science  
 Bachelor of Science with Honours  
 Postgraduate Certificate in Antarctic Studies  
 Postgraduate Certificate in Artificial Intelligence  
 Postgraduate Certificate in Cognitive Behaviour Therapy  
 Postgraduate Certificate in Geospatial Data Science  
 Postgraduate Certificate in Organisational Psychology  
 Postgraduate Certificate in Science  
 Postgraduate Diploma in Applied Data Science  
 Postgraduate Diploma in Artificial Intelligence  
 Postgraduate Diploma in Clinical Psychology  
 Postgraduate Diploma in Cognitive Behaviour Therapy  
 Postgraduate Diploma in Disaster, Risk and Resilience  
 Postgraduate Diploma in Geospatial Data Science  
 Postgraduate Diploma in Organisational Psychology  
 Postgraduate Diploma in Science  
 Postgraduate Diploma in Water Resource Management  
 Postgraduate Diploma in Water Science and Management  
 Master of Antarctic Studies  
 Master of Applied Data Science  
 Master of Artificial Intelligence  
 Master of Audiology  
 Master of Disaster Risk and Resilience  
 Master of Financial Engineering  
 Master of Geospatial Data Science  
 Master of Organisational Psychology  
 Master of Science  
 Master of Speech and Language Pathology  
 Master of Urban Resilience and Renewal  
 Master of Water Resource Management  
 Master of Water Science and Management  
 Professional Master of Computer Science  
 Professional Master of Engineering Geology

(h) **Poari Akoranga | Academic Board**

Certificate in Foundation Studies  
 Certificate in University Preparation  
 Diploma in Advancing University Studies  
 Master of Philosophy

Doctor of Commerce  
Doctor of Education  
Doctor of Engineering  
Doctor of Health Sciences  
Doctor of Laws  
Doctor of Letters  
Doctor of Music  
Doctor of Musical Arts  
Doctor of Philosophy  
Doctor of Science

#### 4. Certificate of Proficiency

Certificates of proficiency will be noted on a student's transcript only and will not be granted at a graduation celebration or by notice of Council.

#### 5. Honorary Degrees

- (a) The Kaunihera | University Council may confer an honorary degree to any person who has been recommended for the degree by an ad-hoc committee of the Kaunihera | University Council.
- (b) Honorary degrees will be conferred in:
  - i. Doctor of Commerce
  - ii. Doctor of Education
  - iii. Doctor of Engineering
  - iv. Doctor of Fine Arts
  - v. Doctor of Laws
  - vi. Doctor of Letters
  - vii. Doctor of Music
  - viii. Doctor of Science

#### 6. Eligibility to Graduate

A student becomes eligible to graduate with a University of Canterbury qualification on the date when the student is credited with all courses and completes all other requirements for the qualification.

#### 7. Conferment of Qualifications

- (a) A student graduates when their qualification is conferred.
- (b) Qualifications will be conferred at a meeting of the Kaunihera | University Council.
- (c) To have a qualification conferred, a student must apply to the Pouraki | University Registrar or Designated Official on the prescribed form no later than 24 months of becoming eligible to graduate or such further time as granted by the Kaunihera | University Council. Any such extension of time will be at the Kaunihera | University Council's sole discretion but relevant circumstances shall include to allow a student to complete a further qualification or the requirements for a further major subject for a qualification.
- (d) If a student who is eligible to graduate does not apply to have their qualification conferred within the time referred to in 7(c) above, then the Kaunihera | University Council may elect to confer the qualification. The Kaunihera | University Council will only do so after taking reasonable steps to notify the student that it has not received an application from the student within the time required and that it intends to confer the qualification at the next meeting of the Kaunihera | University Council.
- (e) If a student eligible to graduate dies before applying then their personal representative or next-of-kin may apply to have the qualification conferred on the student's behalf.
- (f) The Kaunihera | University Council may refuse to confer any qualification if satisfied that the student:
  - i. made any untrue or misleading statement or engaged in any dishonest practice in relation to the qualification; or
  - ii. committed a serious breach of any academic regulation, policy, rule or code of the University in relation to the qualification.

## 8. Receipt of a Testamur

- (a) A graduand who has qualified and applied for a qualification to be conferred, will receive a testamur (certificate) under the hand of the Tumu Kaunihera | Chancellor, or in the absence of the Tumu Kaunihera | Chancellor, the Tumu Tuarua Kaunihera | Pro-Chancellor or Te Tumu Whakarae | Vice-Chancellor, signed by the Pouroki | University Registrar and sealed with the University seal, certifying that the qualification has been conferred.
- (b) The testamur will show where appropriate:
  - i. the qualification conferred; and
  - ii. the subject or subjects for which the qualification has majors, minors or endorsements; and
  - iii. the meritorious annotation of Honours or Distinction including the class achieved.
- (c) Where the qualification subsumes other qualifications, these will not be shown on the testamur but will be noted on the transcript.
- (d) A student may elect to receive their testamur at a graduation celebration if they apply by the required deadline for that celebration. Alternatively, a graduate may receive their testamur in absentia.
- (e) For a qualification, a student may only attend one graduation celebration and receive a single testamur. A student who has applied to attend a graduation celebration may defer that application to a later graduation celebration only once. If a graduate fails to attend a celebration they were registered to attend, they will not be permitted to attend a later graduation celebration and will receive their testamur in absentia.

## 9. Death of Graduand

- (a) If a student eligible to graduate dies after applying for the qualification to be awarded, the qualification will be conferred posthumously, unless the student's personal representative or next-of-kin withdraws the application.
- (b) If a student eligible to graduate dies after applying to attend a graduation celebration but before the date of that celebration, the application to attend the graduation celebration will be withdrawn, unless the student's personal representative or next-of-kin applies to attend the graduation celebration as the student's representative.

## 10. Surrendering or Withdrawal of Qualifications

- (a) The Kaunihera | University Council may withdraw any qualification conferred in error.
- (b) The Kaunihera | University Council may withdraw any qualification from a graduate, remove them from the list of graduates, and update their transcript, if satisfied that the student:
  - i. made any untrue or misleading statement or engaged in any dishonest practice in relation to the qualification; or
  - ii. committed a serious breach of any academic regulation, policy, rule or code of the University in relation to the qualification.

If the Kaunihera | University Council decides not to exercise its discretion to withdraw any qualification from a graduate, the Kaunihera | University Council may decide to resolve the matter in any other reasonable way.
- (c) The Kaunihera | University Council may withdraw any honorary qualification from a graduate or other person and remove them from the honours list if satisfied that the person:
  - i. has criminal offence charges or fraud against them; or
  - ii. is engaged in activities which bring or have brought the University into disrepute.
- (d) A graduate may surrender their qualification and be removed from the list of graduates by application to the Pouroki | University Registrar. Surrender of a qualification is final and may not be reversed. For the avoidance of doubt, a qualification that is surrendered may not be conferred again and the student may not credit the courses completed for that qualification towards a further qualification unless the requirements for subsuming a qualification are met.
- (e) Surrender of a qualification shall be recorded on the student's transcript.

## 11. Jointly Conferred Qualifications

The following additional Regulations apply to qualifications that are to be conferred by the University of Canterbury and another institution (a jointly conferred qualification):

- (a) A student becomes eligible to graduate with a jointly conferred qualification when the student is credited with all courses and completes all other requirements of each institution conferring the qualification.
- (b) A student graduates with a jointly conferred qualification when their qualification has been conferred by both institutions conferring the qualification.
- (c) In addition to the information referred to in Regulation 8(b), the testamur for a jointly conferred qualification will show the seal and signatures of authorised persons for the other institution.
- (d) A student may only attend a graduation celebration or ceremony of one of the institutions conferring the jointly conferred qualification.
- (e) The Kaunihera | University Council will withdraw a jointly conferred qualification from a graduate, remove them from the list of graduates, and update their transcript, if the other institution that conferred the qualification makes a decision to withdraw the qualification from the graduate for any reason.