AWARD OF ALTERNATIVE QUALIFICATION PROCEDURES

Section	Student Management
Contact	Academic Policy and Regulations Unit
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Purpose:

The procedures describe the circumstances and conditions under which a Massey University qualification or specialisation, that is alternative to the qualification or specialisation in which the student was enrolled, may be awarded.

Principles guiding the award of alternative qualifications are found in the section on Qualification Articulation Pathways in the Massey University Qualification Framework.

Definitions:

Alternative qualification: A qualification that may be awarded to a student, provided that admission and regulatory criteria are met, although the student has not been formally enrolled in the qualification that is awarded.

Alternative specialisation: A specialisation within a qualification that may be awarded to a student, provided that admission and regulatory criteria are met, although the student has not been formally enrolled in the specialisation that is awarded.

Conferral: The award of a qualification to a student.

Enrolled qualification: The qualification(s) in which the student has been formally enrolled during their study at Massey University.

Exit qualification: The use of a qualification, which is generally of a lesser credit value or at a lower level on the NZQF, as an award where a student is unable to, or who may choose not to, meet the completion requirements for the qualification in which they are, or have been, formally enrolled.

Graduation: The process by which a qualification is conferred on a student.

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Process for Application for the Award of an Alternative Qualification:

The process for the award of an alternative qualification can be initiated in one of two ways:

Either (a) The student applies to graduate with an alternative qualification/ specialisation
Or (b) The University recommends that the student be conferred with an exit qualification/specialisation, and notifies the student of its intent to award such.

PROCEDURES:

1. Student Administration will undertake an assessment to ensure that:

   (a) The candidate has met the admission criteria for the alternative qualification/ specialisation, including where relevant, selection, and/or eligibility criteria for professional registration, *and;*
   (b) Papers passed towards the enrolled qualification/ specialisation are available for use in the alternative qualification/ specialisation (i.e. have not been transferred to another qualification or institution), *and*
   (c) The requirements of the alternative qualification/ specialisation as specified in the regulations are satisfied, or a Personal Course Variation has been approved, *and;*
   (d) The approved commencement date for teaching the alternative qualification/ specialisation has passed; generally award of a new or amended qualification can only occur in the year following CUAP and/or other approval, *and;*
   (e) The alternative qualification/specialisation is one that Student Administration has delegated authority to confirm eligibility, *and*;
   (f) Such action would not place the University in breach of any other regulatory or compliance requirements.

2. If all of the above conditions are met Student Administration will notify the student of the University's intent to award the qualification and/or complete the clearance process for the award of an alternative qualification.

3. If any of the above conditions are not met, Student Administration will refer to:

   (a) *Undergraduate and Postgraduate qualifications* – The College Pro Vice Chancellor or nominee.
   (b) *Doctoral Qualifications* – The College Pro Vice Chancellor or nominee who will investigate and confirm eligibility for the award of an Alternative Qualification in association with the Main Supervisor and Doctoral Research Committee who will oversee the withdrawal from the Doctoral degree.

4. In the case of a College recommendation to award an Alternative Qualification, Student Administration will ensure that:

   (a) Eligibility for the award of the alternative qualification/ specialisation is recorded on the student's official transcript;
   (b) Any Personal Course Variations are recorded on the student record;
   (c) The linking of papers from the enrolled qualification to the alternative qualification/specialisation is recorded on the student's record (paper consumption);
   (d) The management of the graduation application follows established procedures.

5. If the award of an alternative qualification is not recommended the College will advise the student and recommend a study pathway to completion.

6. In the case of a University-initiated exit award, Student Administration will advise the student that:

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(a) The student has 30 days to respond to the notification of intent to award the qualification; or they will be recommended for an award 'in Council' at the next opportunity;
(b) In accordance with the Recognition of Formal and Informal Prior Learning regulations governing the surrender of qualifications, the alternative qualification/ specialisation may later be surrendered towards another qualification at Massey University, should the criteria for surrender be met.

Audience:

All staff and students.

Relevant legislation:

None.

Legal compliance:

None.

Related procedures / documents:

Massey University Calendar
Massey University Qualifications Policy
Massey University Qualifications Framework
Descriptors, Definitions and Funding - A Resource to guide Academic Staff (March 2014)
Recognition of Formal and Information Prior Learning Regulations

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