

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP1006.04
Title:	Award Certificates for Qualifications	
ITPNZ Std:	10 Reporting and Certification	
Chief Executive Approval:	Approval Date: 1 February 2016	Effective Date: 1 February 2016
Previous Policy No:	AP1000; AP1001; AP1004; AP1007; AP1009	Review Date: as required
Contact Authority:	Director: Quality	Status: CURRENT

Purpose

This policy specifies the requirements, format and procedures for the issuance of award certificates for qualifications including national qualifications, certificates of proficiency, records of achievement and records of attendance. An award certificate recognises the successful completion of a programme of learning which results in a qualification. A certificate of proficiency, record of achievement or record of attendance will be issued on successful completion of course(s).

The policy also specifies the requirements for the use of the Otago Polytechnic logo on other provider qualifications and replacement certificates.

Note: This policy does not cover results notices or academic transcripts. (See AP1008 Student Results and AP1010 Producing Results Notices and Academic Transcripts.)

Compliance

New Zealand Qualifications Framework

Policy and Procedures

1. Students studying at Otago Polytechnic may achieve one of the following awards/certificates by completing the necessary academic requirements:
 - Certificate
 - Diploma
 - Graduate Certificate
 - Bachelors Degree
 - Bachelors Degree with Honours
 - Graduate Diploma
 - Postgraduate Certificate
 - Postgraduate Diploma
 - Masters Degree
2. A Certificate of Proficiency will be awarded on completion of the academic requirements for the approved programme of study of a course(s) in already approved programmes.
3. A Head of School, or equivalent, may authorise the issuance of a Record of Attendance or a Record of Achievement to students who meet the attendance or assessment requirements of any course or group of courses. The approved template must be used (see Appendix 1), which is generated out of the SMS, and a copy of the record of attendance or achievement scanned to the student's record in the SMS.
4. Formats of all awards are as per the physical samples held by the Director: Quality which conform to the specifications below;
 - 4.1 All local awards - Certificates, Diplomas, Degrees
 Design, colour and fonts: as in sample held by Director: Quality
 Size: Custom paper size 250mm x 346mm landscape
 Signed by: Chief Executive and Chair of Council.



- 4.2 Graduate Certificates, Graduate Diplomas, Postgraduate Certificates, Postgraduate Diplomas and Bachelors Degrees with Honours, Masters degrees.
Design, colour and fonts, size and signing are the same as for Bachelors degrees, but with a different name for the award and different wording in the paragraph which appears directly underneath the graduand's name (this does not apply to Bachelors Degree with Honours which retains the same paragraph wording as Bachelors Degree).
Signed by: Chief Executive and Chair of Council.
- 4.3 New Zealand Certificates and New Zealand Diplomas including NZ Diploma in Engineering and NZ Diploma in Business need to meet New Zealand Qualifications Authority (NZQA) specifications as stated in Appendix 1, but are produced locally by Uniprint, Dunedin.
- 4.4 National Certificates and National Diplomas are obtained directly from NZQA according to NZQA internal specifications.
- 4.5 NZQA Annotation
Award certificates will contain the words 'Otago Polytechnic is accredited to provide the [name of programme] by the New Zealand Qualifications Authority under section 259 of the Education Act 1989.
National awards will not carry the annotation.
- 4.6 Otago Polytechnic Seal
All award certificates will be impressed with the Polytechnic seal.
- 4.7 Permissible variations
Some awards may have variations from the basic formats above, including the use of partner logos on Otago Polytechnic award certification. Any such variation must be specified in the programme document, have partner approval, and be specifically approved by Academic Board, as well as being listed in the database of academic awards.
- 4.8 Certificate of Proficiency, Record of Achievement, Record of Attendance
Design, colour and fonts: as in sample held by Director: Quality
Size: A5
Signed by: Head of School, or equivalent.
5. Sample certificates for variations are obtained from Uniprint and are included in the appendices of all approved programme documents.
6. The Graduation Coordinator is notified by the School/SMS at the end of every programme to produce a list of eligible graduates which is forwarded to the Head of School, or equivalent, for confirmation.
7. The Graduation Coordinator, in conjunction with the Results Coordinator, arranges the production of local Otago Polytechnic award certificates, including New Zealand Certificate and New Zealand Diplomas, for graduations. Those graduating in absentia will have their certificate couriered by either the Results Coordinator or Graduation Coordinator following the graduation ceremony
8. Where a student becomes eligible for a National award through study at Otago Polytechnic, the Polytechnic will obtain the certificate from NZQA.
9. To be able to obtain the National* awards from NZQA Customer Services receives the required request form (CS503 Application Form for NZQA Certificates/Diplomas) from the School/College at least three weeks before a

graduation ceremony, a presentation, or a student is expecting to receive their national/New Zealand award. Customer Services will then process the request with NZQA to obtain the awards.

**As National qualifications are being replaced with New Zealand Qualifications this process will become redundant in the next 4-5 years.*

10. All National awards issued by NZQA for students completing their qualifications at Otago Polytechnic are to carry the Otago Polytechnic logo
11. Pre-printed A5 certificate base stock (blank except for the complete Otago Polytechnic logo in blue and green) for issuance as Certificate of Proficiency, Record of Achievement, or Record of Attendance can be ordered from Otago Polytechnic Customer Services by Heads of School, or equivalent. Heads of School, or equivalent, authorise the printing of the relevant awards with the student's name and relevant course details.
12. Where a student has completed the majority of the qualification requirements through another provider, the student may request the certificate to be issued the other provider.
13. **Use of Otago Polytechnic logo on other provider qualifications**
 - 13.1 The use of the Otago Polytechnic logo on certification of other provider qualifications requires approval from the Director: Quality on a case by case basis.
 - 13.2 A mock-up certificate which includes any wording should accompany any application for use showing the placement of the logo.
 - 13.3 A register of approvals of use of the Otago Polytechnic logo will be maintained by the Director: Quality.
 - 13.4 The Otago Polytechnic logo must not be altered in any way.
14. **Replacement certificates**
 - 14.1 Otago Polytechnic will replace certificates that have been lost or damaged or issued with incorrect details. Requests for a replacement certificate must be received in writing on the appropriate form CUS504 Application for Replacement or Verified Copy of Award, available from Customer Services or School/College office. The application should include the reasons for the replacement being required and, if possible, the original certificate or evidence that the original has been destroyed or defaced. There is a charge for the replacement except where the original certificate contains errors.
 - 14.2 The replacement certificate will be issued for the qualification under the title that it was originally awarded (even if the same or similar qualification is now known by a different title) and in the original name of the recipient as it appeared on the original certificate.
 - 14.3 Replacement certificates will be issued in the format applicable at the time of replacement.
 - 14.4 Signatories: Current relevant office holders will sign replacement certificates.
 - 14.5 The replacement will carry the date on which it was originally awarded,

and the date on which the replacement was printed.

- 14.6 The replacement certificate will be issued with a new serial number.
- 14.7 No duplicate certificates will be issued. However, verified copies will be available on request.
- 14.8 Central copies will be maintained for all replacement certificates and verified copies.
- 14.9 The authorisation for issuing replacement certificates is delegated to the Director: Quality.
- 14.10 The request should be made by the student for whom the replacement is required and forwarded to the Director: Quality.
- 14.11 Verified copies signed by the Director: Quality will be issued on written request using the appropriate form. There is a charge for a verified copy.

**Related
Policy,
Forms and
Documents**

Results notice
Transcripts
Certificate of Proficiency
Record of Attendance and Record of Achievement
CUSServ504 Application for Replacement Certificate or Verified Copy of Award
(available from Customer Services or School/College office)
New Zealand Qualifications Framework
CS503 Application Form for NZQA Certificates/Diplomas (available from
School/College office) Rights and Responsibilities of Students at Otago Polytechnic
AP1003 Graduation

**Delegation of
Procedures**

AP0101 Academic Board

**Approved by Chief Executive
Date: 1 February 2016**





New Zealand Certificate/Diploma Specifications

General Specifications

Qualification Title Centred directly under the New Zealand Qualifications Framework (NZQF) logo. Must be displayed in full with each part of the title on a separate line. The level of the Qualification and NZQF reference number should also be included.

Legislation Statement The certificate and/or diploma must include the following statement centred directly above the Qualification title:

**Under Part 20 of the Education Act 1989,
[Qualification title]**

Qualification Statement The certificate and/or diploma must include the following statement centred directly under the Qualification title:

**This is to certify that on [Day] [Month] [Year]
[Name of learner]**

**has met the requirements of the programme leading to the above qualification
and was awarded this qualification by [Awarding organisation name]**

Name of student Must be the full, legal name of the student

Format Landscape

Size A4

NZQF Logo

New Zealand Certificates and Diplomas must use the New Zealand Qualifications Framework (NZQF) logo.

Placement Centred directly above the qualification title of the certificate and/or diploma

Colour Red – Pantone 186c/186u and Black

Size No smaller than 3.95cm wide by 2.15cm high and no bigger than 8 cm wide and 4 cm high.

Awarding organisation logo usage

As specified in the qualification award section of the qualification document, the logo of the awarding organisation must be included.

Placement Top right-hand corner of certificate and/or diploma

Colour As supplied

Size No larger than 6cm by 2cm

Qualification developer logo usage

As specified in the qualification award section of the qualification document, the relevant qualification developer logo may be included.

Placement Top left-hand corner of certificate and/or diploma

Colour As supplied

Size No larger than 6cm by 2cm

Signatures of verification

A signature from a representative of the awarding organisation and role/job title is required. The use of NZQA staff signatures (such as used on National Certificates and Diplomas) are not permitted. This field must be completed by the Chief Executive or other senior staff with authority to confirm award on behalf of the organisation.

Placement Bottom left-hand corner (above date of issue)

Colour Black

Font Arial, size 11

Date of issue

The date of issue of the certificate/diploma is required. This should include the following statement:

Issued on xx/xx/xxxx

Placement Bottom left-hand corner, below signature of verification

NSN: xxxxxxxxxxxx

Placement Bottom right-hand corner, same line as Date of Issue

Colour Black

Font Arial, size 11

