

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP1012.01	
Title:	Graduation at Other Institutions		
ITPNZ Std:	10 Reporting and Certification		
Academic Board Approval:	Ac Bd Paper No A26/07	Ac Bd Date: 21 Mar 07	Effective Date: 21 Mar 07
Previous Policy No:	n/a	Review Date:	as required
Contact Authority:	Director: Quality		Status: Current

Purpose To provide a clear process for when Otago Polytechnic graduates are able to graduate at the graduation ceremony of another institution.

Background On occasion some programmes have delivery options where students are studying an Otago Polytechnic accredited and approved programme at another host institution. In these cases the student would be eligible to graduate at Otago Polytechnic, however through partnership arrangements it is possible that the host institution confers the award on behalf of Otago Polytechnic.

Statutory Compliance

National Guidelines NZQA Quality assurance guidelines

- Policy and Procedures**
1. Otago Polytechnic Graduands can graduate at a host partner graduation ceremony only when
 - 1.1 They have met all the requirements to be eligible to graduate
 - 1.2 There is an agreement in place with the host institution that indicates that the students will graduate at a ceremony held at the host institution
 - 1.3 The graduands have completed their study predominantly at the host institution
 2. The graduation award document, transcript and academic record will be that of Otago Polytechnic and will follow all academic quality processes of Otago Polytechnic.
 3. Any use of the partner logo or any accompanying wording on the award document will be determined by Otago Polytechnic (policy AP1006)
 4. The graduands will be listed in the Otago Polytechnic Graduation Ceremony Booklet and will be listed as graduating at the "host" institution.
 5. A senior academic staff member representing the responsible school should attend the host graduation ceremony. There should also be provision for the CE or nominated delegate to attend the host institution graduation ceremony.

Referral Documents AP1006 Award Certificates for Qualifications

Delegation of Procedures

