



## Surrender of Qualification Procedures

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## 1. Title

Surrender of Qualification Procedures

## 2. Purpose

The procedures describe the process for surrendering conferred Auckland University of Technology qualifications towards another qualification.

## 3. Definitions

Surrender of a qualification: the cancelling of the conferment and returning of the parchment (or scroll) of a completed qualification. The courses credited for that first qualification may be allocated towards another qualification provided that such courses comply with the regulations of the second qualification.

## 4. General Principles

- Only certificates and diplomas may be surrendered; degrees may not be surrendered.
- AKCOPs are exempt from the surrender process.
- Courses within the qualification being surrendered are not available for use in another qualification until the surrender process is complete.
- Surrender must be initiated by the student by formal application.
- Surrender will only occur once the student has had faculty confirmation in writing that subject to the surrender of the qualification all other course requirements for their other qualification have been met.
- Surrender requires the formal approval of both the faculty responsible for the surrendered qualification and the faculty responsible for the new qualification.
- All instances of surrender must be noted on the student's official academic transcript.
- The graduation history of the student must not be altered.
- Surrender is completed when the parchment has been returned to Academic Registry.
- Surrender of a qualification should be regarded as final; re-conferment of the surrendered qualification would be approved only in exceptional circumstances.
- For any surrender towards degrees, application must normally be made within five years from the date of completion of the qualification to be surrendered. Surrender towards a degree can extend beyond five years but is dependent on the relevance of the course content of the previous qualification.

## 5. Actions

The General Academic Regulations Part 4 Recognition of Prior Learning regulation 2.5 states that:

*Unless otherwise specified in the Programme Regulations for a specific qualification, a student wishing to use the points of one AUT qualification towards another AUT qualification may under certain circumstances surrender the qualification in order to credit more than the maximum permitted under these regulations.*

Part 8 Granting of Qualifications and Awards regulation 1.9 states that:

*A student shall lose their entitlement to any qualification previously granted by the University where they surrender their qualification under the provisions of Part 4, Clause 2.5 of these regulations.*

This means that under certain circumstances a student can surrender a qualification already granted in order to use the points from that qualification to gain more than the maximum credit normally allowed under the regulations, towards another qualification. In doing so the student surrenders their parchment back to the University and normally cannot have the qualification reinstated in the future.

## **6. Undergraduate certificates and undergraduate diplomas**

A qualification may be surrendered towards an undergraduate degree of the University.

Surrender is required when the student seeks to credit more than the maximum permitted under the RPL regulations.

AKCOPs are exempt from the surrender process, meaning that *all* credits gained through one or more Certificate(s) of Proficiency can be credited towards another relevant qualification and that this process is not bound by the 'maximum' limit as are other transfer of credits (that are not surrendered).

## **7. Graduate certificates and graduate diplomas**

A qualification may be surrendered towards an undergraduate degree of the University.

Undergraduate courses completed in the graduate certificate or graduate diploma may be credited towards an undergraduate degree of the University provided that any such courses comply with the regulations for that degree.

Surrender is required when the student seeks to credit courses from a graduate certificate or graduate diploma to a degree, where cross-credit from the graduate certificate or graduate diploma is not permitted or the student seeks to credit more than the maximum permitted under the RPL regulations.

## **8. Postgraduate certificates and postgraduate diplomas**

- a) Normally the advanced standing provisions will accommodate most students but under certain conditions detailed in b) below, a postgraduate certificate or diploma may be surrendered towards a postgraduate qualification of the University.
- b) Surrender is required when the student seeks to credit courses from a postgraduate certificate or postgraduate diploma to a master's degree, where cross-credit from the postgraduate certificate or postgraduate diploma is not permitted, or the student seeks to credit more than the maximum permitted under the RPL regulations.
- c) Time limits for honours or distinction or for completion of master's degrees will generally be reduced to take into account the time spent on courses transferred from the surrendered qualification.

## **9. Process for application for the surrender of a qualification**

The process for the surrender of qualifications is described below and summarised in Appendix 1.

1. The student instigates the application to surrender the qualification and contacts the school/faculty/department for advice. The faculty advises the student that their earlier qualification must be surrendered.
2. If the regulations permit surrender the student completes the 'Surrender of Qualification Application Form' and returns it to the faculty office together with the original parchment. If the parchment has been lost then the student must complete the statutory declaration of lost parchment before a solicitor, Justice of the Peace or notary public.
3. The Faculty validates the application form and forwards the form (and parchment if returned) to Records Registry.
4. Following receipt of the parchment by Records Registry:
  - An invoice is raised and all processes are held until payment is made
  - When the requirements for the higher qualification are achieved, the rescind is enacted as follows:
    - the student record is updated
    - the student name and qualification are put on the 'Surrendered' list for Council approval.
5. Subsequent production of the academic history report and/or transcript for the student will include:
  - the name of the surrendered qualification
  - the date the qualification was surrendered.

Note that the date of original granting will be retained.

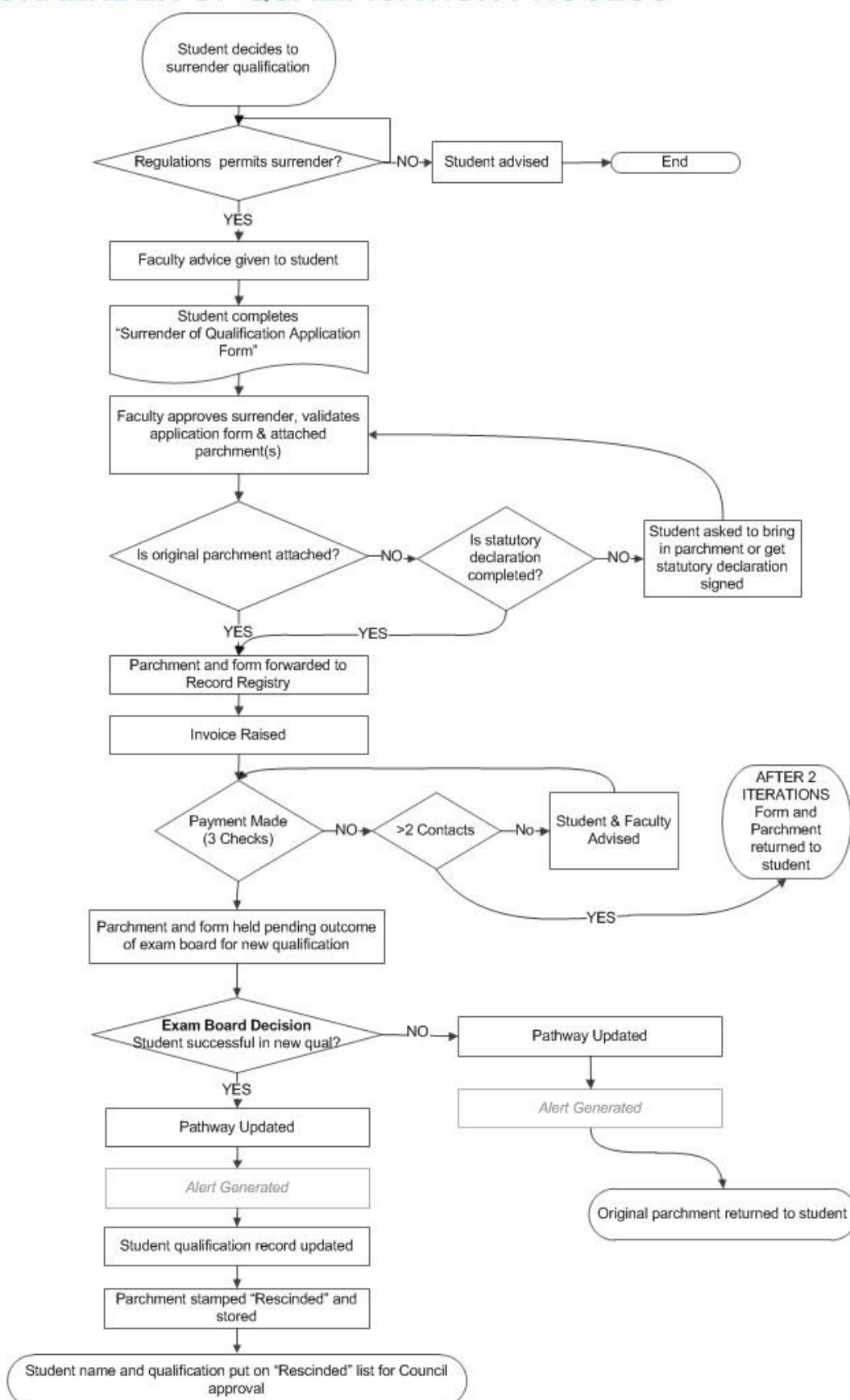
If there are any courses from the surrendered qualification that are surplus to the new qualification, these remain on the student's record with a note verifying their status.

## **10. Related policy or regulations**

Recognition of Prior Learning Regulations

## Appendix 1: Flowchart of processes

### SURRENDER OF QUALIFICATION PROCESS



## Appendix 2: Surrender of Qualification Application Form



# Surrender of Qualification Application Form

Full Legal Name:	
Date of birth:	Student ID:
Title of existing qualification to be surrendered:	
Legal name on qualification:	
Date qualification was granted:	
Title of new qualification being sought:	
<b>Parchment Surrender</b> Please tick <b>one</b> of the following boxes <input type="checkbox"/> I have never received my parchment from AUT. <input type="checkbox"/> I have included my original parchment with this application. <input type="checkbox"/> I have lost my original parchment and have completed the <b>Statutory Declaration of Lost Parchment</b> section below.  I understand that I will be <b>invoiced</b> and must pay the surrender of qualification processing fee of <b>\$45</b> . I hereby declare that I wish to surrender the above detailed qualification. I understand that, once surrendered, the above detailed qualification cannot be reinstated.  Signature: _____ Date: _____	

**STATUTORY DECLARATION OF LOST PARCHMENT \***

I, .....  
(Name)

Of ..... do solemnly and sincerely declare:  
(Address)

- That I am the person named above.
- That the original parchment for the qualification named above has been lost and I undertake to return it to AUT if it ever comes into my possession.

DECLARED AT ..... This. .... day of ..... 20.....

SIGNATURE OF APPLICANT .....

DECLARED THIS DAY BEFORE ME \* .....

ADDRESS .....

**\*This declaration must be made before a Solicitor, Justice of the Peace or Notary Public**

Faculty Use Only	
Received in faculty by (name):	Date Received:
Faculty Registrar Approval (name and signature):	Date Approved:
Student meets requirements for other qualification YES/NO	
Registry Use Only	
Received by (name):	Date Received:
Invoice Raised & Date:	Parchment number:
SRND set Date:	

This application is considered provisional until the higher qualification has been awarded