

Honours, Merit and Distinction Procedures

For decisions relating to awarding Honours, Merit and Distinction

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Approval Authority	Deputy Vice-Chancellor (Academic)
Contact Officer	Academic Quality Team Leader, Academic Quality – Office of the Deputy Vice-Chancellor (Academic)

Introduction

These procedures have been developed to assist with the award of Honours, Merit, and Distinction for all degrees where appropriate.

Definitions

Grade Point Average (GPA) – A system of recording academic achievement based on an averaging process of the grades. The process is defined in the [General Conditions for Credit Regulations \(University Regulations website\)](#).

Procedures

Award rules

1. Honours may only be awarded to Honours Degrees.
2. All postgraduate qualifications, other than Honours degrees, may be awarded with Merit or Distinction, unless otherwise specified in individual qualifications. Undergraduate degrees, other than Honours degrees, and graduate qualifications are not awarded with Honours, Merit or Distinction.

Making an award

1. After a student's GPA has been calculated, recommendations for the award of Honours, Distinction and Merit are made by the relevant Dean or nominee in conjunction with:

- i. the requirements as set out in the notes to regulation 11 of the [General Conditions for Credit Regulations \(University Regulations website\)](#); and
 - ii. the requirements as set out in regulation 6 (Time Limits) and regulation 9 (Honours, Distinction and Merit) of the relevant qualification regulation requirement.
2. The specification of the break-points for various classes of Honours, Merit or Distinction is given in regulation 11 of the [General Conditions for Credit Regulations \(University Regulations website\)](#).

As a guideline, deviations of up to 0.05 Grade Points can be approved at the discretion of the relevant Dean, while deviations above this would normally only be made in consultation with the Academic Administration Committee or its executive.

Information to be supplied and shared

1. Colleges must provide information for students on the calculation of Honours for its particular degrees. This information must include details of which courses are or are not included in the calculations and the weightings given to courses and parts of degree programmes, as per either the general or specific qualification regulations.
2. College Offices must ensure that all departments and schools are aware of
 - i. the need to inform students on the normal practice for calculating Honours, including any special weightings applied to particular courses or parts of degree programmes; and
 - ii. the requirement that all recommendations for the award of Honours be approved by the relevant Dean or nominee.

Related Documents and Information

Regulations

- [General Conditions for Credit Regulations \(University Regulations website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Major review of document and conversion into new format. Change of title from <i>Honours, Award of to Masters Degrees - Award of Honours, Merit and Distinction Guidelines</i>	Chair, Academic Board	Sep 2013
1.01	A/A changed from Chair, Academic Board	Policy Unit	Mar 2014

	to DVC(A&I).		
1.02	Hyperlinks updated.	Policy Unit	Aug 2014
1.03	'Faculty' references changed to 'College' to reflect College-Faculty merger; scheduled review date moved to June 2017 to align with regulations review.	DVC(A)	Jun 2016
2.00	Scheduled review by Contact Officer following regulations review. Approval Authority changed to AVC(A) from DVC(A) and Contact Officer changed from the Office of the DVC(A) to the Office of the AVC(A).	AVC(A)	Feb 2018
3.00	Scheduled review by Contact Officer, major changes to content, sub-headings added.	DVC(A)	Nov 2020