

STUDENT CHARTER

Section	Learning and Teaching		
Approval Date	07.10.2008	Approved by	Council and Student Association (SANITI)
Next Review	10.06.2019	Responsibility	Chief Executive
This review	10.12.2018	Key Evaluation Question	1-5

PURPOSE

Nelson Marlborough Institute of Technology (NMIT) acknowledges that the learning needs of students are of primary importance to the institute.

STUDENT RIGHTS

1. To be treated as mature, responsible individuals regardless of age, gender, culture or ethnic origin, sexual orientation, political or religious belief.
2. To receive information about the programme they wish to enrol on, including course objectives, duration, costs and assessment procedures, **before enrolment**; together with information on student support available to them,
3. To have access to information and resources required to enable them to complete their studies.
4. To be assured that all methods of student assessment are valid, reliable and authentic.
5. To be informed of formative assessment results/outcomes and/or to receive feedback of their progress during their programme.
6. To have the workload for any programme or course:
 - i) indicated prior to study
 - ii) appropriate to the level of the programme or course
 - iii) comparable with workloads in other parts of the programme or course
 - iv) that is achievable while still meeting approval or registration requirements.
7. To be given in writing within the first two weeks of commencing the programme, in respect of all internally assessed or examination courses, the following information:
 - i) Subject outline, objectives and assessment criteria.
 - ii) Assessment timetable, textbook/resource list (including e-books) and other course requirements.
8. To be given access to all policies and procedures relating to students, including complaints and appeal procedures.
9. To be shown NMIT processes for contacting tutors and support staff.

10. To have assessments marked and feedback provided within a specified period as described by each Programme Area's protocol or Programme Regulations, and to have access to all assessments after marking.
11. To have adequate revision/study time to prepare for end-of-course examinations after the completion of prescribed course work.
12. To be free from harassment, victimisation and abuse by all members of the NMIT community, including physical, sexual, racial or disadvantaged-based harassment, and verbal abuse.
13. To have access to their personal information held by NMIT.
14. To have student representation on, or input to, bodies within NMIT which make policy decisions affecting students.
15. To provide feedback on courses and programmes including course content and delivery, and to receive feedback from NMIT on actions taken in response to student programme evaluation.
16. To receive effective teaching from competent staff.
17. To be treated in a culturally sensitive and respectful manner by all members of the NMIT community.
18. To have input into all rules and regulations governing the conduct of students within the NMIT learning environment.
19. To have access to Learner Services (academic and support services) which complement guidance offered by tutors, support staff or are self-identified issues including:

for all students:

- Learning assistance
- Counselling
- Financial advice and information on how to access loans and allowances
- Library Learning Centre
- Website access
- Advice regarding IT support
- Student Association

for on-campus students:

- Student amenities
- Access to support services for Māori and Pacific peoples
- Pastoral care for International students
- Equity Coordinator
- Recreational space
- Health Service information
- Accommodation service information
- English language support
- Representatives from students' own cultural or ethnic group within the Institute or local community where possible.

for students with disabilities:

- access to any available support to enable them to participate fully in the learning and social opportunities at NMIT.

20. To have ownership of their work unless otherwise specified by the Programme Area prior to the commencement of work.
21. To lodge complaints within approved procedures without being subject to subsequent harassment or victimisation. The management of the complaint and complaint investigation to be implemented in accordance with the principles of natural justice and the timescales described in [NMIT's Formal Complaints Resolution Procedure](#).

STUDENT RESPONSIBILITIES

1. To act as mature, self-directing and responsible individuals.
2. To abide by the rules and regulations governing student conduct at NMIT.
3. To abide by the principles of Academic Integrity (see APPENDIX ONE)
3. To contribute to a dynamic learning environment at NMIT.
4. To afford respect and consideration for the rights and cultural differences of all members of the NMIT community.
5. To respect the environment and property of the NMIT.
6. To refrain from harassment of other members of the NMIT community including physical, sexual or racial harassment, disability based harassment, victimisation or verbal abuse.
7. To refrain from making unjustifiable allegations against other members of the NMIT community.

PROCEDURE FOR ACTION IF EITHER PARTY BELIEVES THAT THE INTENT OF THE CHARTER IS BEING BREACHED OR NOT ADHERED TO

INDIVIDUAL STUDENT

Initially, the student should approach the person/s who have the authority to rectify the situation. For course-related matters, this might be the tutor, Curriculum Manager or Executive Director - Learning Innovation and Delivery.

If the student is dissatisfied with the result, s/he can refer the problem to the Director of Learner Services.

INSTITUTE

The Institute may invoke student disciplinary procedures.

TERM OF THE CHARTER

This Charter shall stand for three years and may be amended by mutual consent within that time.

DISPUTES

Where the Institute and the student or the student's representative fail to agree on any matter contained in this Charter, both parties undertake to use a mutually acceptable independent mediator with an aim to resolve their differences.

REFERENCES

INTERNAL

[Formal Complaints Resolution Procedure](#)

[Student Misconduct Procedure](#)

EXTERNAL

Human Rights Act (1993)

APPENDICES

[APPENDIX ONE: Academic Integrity](#)

ACADEMIC INTEGRITY

Academic Integrity is central to the learning culture valued at NMIT. Students are expected to apply the fundamental values of honesty, trust, fairness, respect and responsibility to every aspect of their learning.

Breaching those values is known as **academic misconduct** and is unacceptable.

Academic Misconduct includes:

- a) Cheating, defined as any fraudulent response whatsoever by students to any item of assessment, including any action which may otherwise defeat the purpose of the assessment.
- b) Plagiarism, defined as the act of taking and using another's work as one's own without proper acknowledgment and includes:
 - i. copying the work of another student
 - ii. copying any part of another's work
 - iii. summarising another's work
 - iv. using experimental results obtained by another
- c) Submitting work for summative assessment which has been jointly prepared for presentation, in circumstances where this has not been communicated to students as legitimate.
- d) Submitting work for summative assessment which has previously been submitted elsewhere, without the prior permission of the Curriculum Director or delegate
- e) Using notes during a closed book test.

NMIT reserves the right to use electronic systems to detect academic misconduct. Students will be notified where such systems are in place.

PENALTIES FOR ACADEMIC MISCONDUCT

If an allegation of misconduct is proved, NMIT may impose any or all of the following penalties:

- a) Award a fail grade or a nil mark for the affected summative assessment event.
- b) Disqualify the student from sitting for any summative assessments for a specified period.
- c) Cancel any course credit for a course connected to the misconduct
- d) Suspend the student from any course for a specified period.
- e) Exclude the student from the programme for a specified period.
- f) Reprimand the student.
- g) Record the penalty imposed, on the student's personal file for a specified length of time. This timeframe would be dependent on the level of seriousness of the academic misconduct, but would usually be the end of the academic year in which the academic misconduct occurred.
- h) Exclusion from any NMIT programme.