STUDENT RULES

Section	Learning and Teaching		
Approval Date	13.07.2009	**Approved by**	Executive Team
Next Review	04.12.2020	**Responsibility**	Chief Executive
Last Reviewed	10.12.2018	**Key Evaluation Question**	5

The following rules have been developed in conjunction with the Students' Association (SANITI), to ensure that all students are clear about their obligations during their time at Nelson Marlborough Institute of Technology (NMIT).

These Student Rules apply, as appropriate, to all NMIT enrolled students, including those studying with NMIT joint venture partners; and distance students. Where students are studying at non-NMIT sites, safety, health and wellbeing policies and procedures at those sites will apply, also any site-specific rules relating to smoking, and food and drink for example.

ENROLMENT AND PAYMENT OF FEES

Applications to enrol must be made on the official NMIT Application Form or via the NMIT website, www.nmit.ac.nz. Enrolment fees must be paid in full, or an approved alternative arrangement in place by the end of the second week of the course. On completing enrolment, each student is issued with a GST Enrolment Receipt. Students who have not paid their fees by the required date may lose their position on the course.

REGULATIONS

Teaching programmes within Programme Areas have specific Programme Regulations. It is the responsibility of NMIT programme areas to signpost students to where any specific regulations that relate to their programme are and ensure ongoing open access to them throughout the programme.

It is the responsibility of students to familiarise themselves with these Programme Regulations and abide by them where applicable.

EMERGENCIES, FIRES ETC.

In an emergency - indicated by a continuous alarm - the buildings must be evacuated immediately and all students must proceed to the designated assembly area. Every room has a visible sign detailing Emergency Procedures. In the case of an emergency, you must follow the instructions given to you by a warden.

WORKSHOP

Students will be notified of any requirements regarding suitable clothing and footwear and will be required to adhere to these requirements.

Materials required for projects must be paid for as soon as possible after they have been issued. Completed projects must not be removed from the premises until the tutor's approval is given.

Note: Workshop Safety - Students using **any** workshop **must** observe all safety precautions. Students with hair of a dangerous length must provide suitable protective covering otherwise they will **not** be allowed into the workshop.

Students are expected to acquire their own textbooks, stationery, drawing instruments, etc (unless specifically included in the course fee).

SMOKING

Smoking (including the use of e-cigarettes, vaping, or any other apparatus which vaporises substances for the purpose of inhalation) is not permitted anywhere on campus.
Refer: *SmokeFree Policy*

FOOD AND DRINK

Computer labs and other specialist labs
Consumption of food and drink is **not** permitted.

Classrooms
Consumption of food and drink **is** permitted

Library Learning Centre

Covered drinks and cold snacks are permitted in all areas.

Fishbowl Computer Café
Hot food and meals are also permitted.

Where food or drink is consumed, students are responsible for ensuring that they clean up after themselves and use recycle bins/rubbish bins provided and are expected to report any spillages via the Service Desk. A request can be logged through SANITI, a Tutor, Programme Coordinator, administrator or by going to Campus Services in H Block

ALCOHOL AND OTHER DRUGS

Consumption of alcohol is prohibited on campus except where prior approval is given by the Chief Executive for special occasions. If such approval is given, a licence may also be required in certain circumstances. Refer: *Alcohol at Functions on NMIT Campus*.

The use of illegal drugs is prohibited in all areas at all times.

ABSENCE

Refer to your Programme Regulations or student handbook.

For International Students, visa conditions require students to: attend the course of study at all times, as required, at the place of study as endorsed on the visa, unless there are genuine reasons for absences. (Refer, Immigration New Zealand: E3.20 Conditions of student visa, limited visa and interim visa for study purposes)

Directed apprentices are required by their apprenticeship order to attend continuously for the period stated in their contracts.

In order to meet Nursing Council requirements, nursing students will be required to complete make-up time to compensate for classroom or practice absences.

Refer to StudyLink for attendance requirements in order to access loans and allowances: www.studylink.govt.nz

MISCONDUCT

For breaches of NMIT rules, misconduct or serious offences, students may be suspended or excluded from the Institute. Refer: *Student Misconduct Procedure*.

EXTERNAL EXAMINATIONS

A significant proportion of courses provided by NMIT prepare students for examinations controlled by outside examining bodies.

It is the responsibility of individual students to check the policies and procedures and handbooks issued by these bodies and see that they forward examination entry forms by the correct closing date. NMIT will endeavour to be of assistance, by distributing to tutors any notices received from these outside bodies, but the prime responsibility rests with the student.

COMPUTER SOFTWARE AND MOBILE DEVICES

Students should familiarise themselves with the rules governing acceptable use of the NMIT computer network (Refer: NMIT Help pages – Student guide to using NMIT Moodle). Students are responsible for all activities under their individual network account, which are monitored, and should therefore not divulge their password to anyone.

Students are expected to come to study with charge on their mobile devices. There are a limited number of power outlets around the Campus for re-charging.

Also refer: *Copyright Policy.*

PARKING

All vehicles entering an NMIT car park need to park in accordance with the parking rules displayed on signage in the car parks – in brief the rules are as follows;

1) You must display a valid NMIT parking permit on the windscreen at all times. They are available from Information & Enrolments

2) You must not obstruct other persons or vehicles using the car park

3) You must not park in any area marked "no parking" or restricted by traffic cones.

4) You must not occupy more than one parking bay

5) You must not park in a mobility bay without a current mobility window pass

6) No overnight stays, or camping, in any vehicle self-contained or non-self-contained is permitted in NMIT carparks. The local Councils have information on where freedom camping is allowed in their region and other camping options.
Please contact SANITI if this affects your situation as they may have some options for assistance.

Vehicles that breach the parking rules in NMIT car parks may be liable to a fine. Breach fees to the value of $65 will be issued, the vehicle owner will have 20 days to pay the breach fee, and after that period they will be issued with a 30 day reminder in which they have to settle the breach fee with the enforcement company.

The parking management policy operates Monday – Friday 08:00 – 17:00hrs.

It applies to all NMIT car parks and these areas will display clear signage to ensure all vehicle owners are aware of the parking rules.

There is alternative car parking off site. See links below.

HARASSMENT

NMIT is committed to providing an environment where all students and staff can learn and work without harassment. Harassment of students and staff on any NMIT Campus or non-NMIT site is considered unacceptable. Harassment may include bullying (verbal, text or internet), discrimination based on gender, race, age, sexuality or religious beliefs, or sexual harassment. Refer: *Harassment (Prevention and Management)*

REFERENCES

EXTERNAL

Nelson City Council
Nelson Car parking
Marlborough District Council
Tasman District Council