

Nelson Marlborough Institute of Technology

2017 Academic Statute

Te Ture Akoranga

Section 1: Introduction

Section	Academic Statute		
Approval Date	01.12.2016	Approved by	Council
Next Review	12.10.2017	Responsibility	Director of Learning and Teaching
This Review	/	Key Evaluation Question	6

The **NMIT Academic Statute** applies to all NMIT programmes, whether delivered at NMIT, or in conjunction with another provider or by distance.

The Academic Statute is available from all Programme Area Administration Offices, the Library Learning Centre and on the NMIT website.

Also available on the NMIT website: all **NMIT policies** listed in this Statute.

The website address is: www.nmit.ac.nz

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SECTION 1: INTRODUCTION

1.01 PREAMBLE

This Statute is the Academic Statute of Nelson Marlborough Institute of Technology (NMIT) and is made by the Council of NMIT pursuant to Section 194 of the Education Act 1989. It shall take effect from 1 January 2017.

This Statute applies to all courses and programmes within NMIT for which credits or qualifications may be granted.

This Statute reflects NMIT's commitment to the Treaty of Waitangi.

NMIT has a duty to acknowledge the Treaty of Waitangi, Te Tiriti o Waitangi, and the principles of the Treaty of Waitangi

Additional NMIT regulations or rules, as approved by the Academic Board, may apply in the case of particular programmes. Where there is a conflict between this Statute and specific regulations or rules, this Statute shall prevail unless it is stated otherwise.

Where a programme of study leads to an award granted or approved by an external body, in addition to meeting the requirements established by that body, the programme shall satisfy the requirements of this Statute.

Where a programme is subject to regulations by both NMIT and another regulatory authority, and there is conflict between those regulations, then the regulations of that other authority shall apply in respect of that programme, unless the Academic Board determines otherwise.

Any amendments to this Statute must be endorsed by the Academic Board and approved by Council and, if necessary, be communicated in writing to all students affected by the variation.

1.02 ACADEMIC STATUTE SECTIONS

The Academic Statute comprises seven sections:

Section 1: Introduction

- 1.01 Preamble
- 1.02 Academic Statute Sections
- 1.03 NMIT Quality Management System (QMS)
- 1.04 NMIT Provider Rating
- 1.05 ISO Certification - Quality Management System - Requirements
- 1.06 References

Section 2: Definitions

- 2.01 Academic Terminology
- 2.02 Glossary of Māori Terms - Kupu

Section 3: Academic Regulations

- 3.01 Programme Regulations
- 3.02 Admissions and Enrolment
- 3.03 Withdrawal and Transfer
- 3.04 Fees
- 3.05 Learning and Teaching Overview
- 3.06 Learner Journey (including Literacy and Numeracy)
- 3.07 Te Tiriti o Waitangi
- 3.08 Equal Education Opportunity (EEoO)
- 3.09 Offsite and Workplace Learning
- 3.10 Safety and Risk Management
- 3.11 Core Transferable Skills
- 3.12 Assessment
- 3.13 Special Assessment Circumstances
- 3.14 Results
- 3.15 Student Academic Appeals
- 3.16 Academic Misconduct
- 3.17 Recognition of Academic Credit (RAC)
- 3.18 Continuation in a Programme or Course
- 3.19 Unsatisfactory Progress
- 3.20 Student Guidance and Support
- 3.21 Student Feedback
- 3.22 Problem Resolution (including Complaints and Misconduct)
- Appendix 1: Internationally recognised English Proficiency outcomes for International Students

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- 4.02 Certificate Level 1
- 4.03 Certificate Level 2
- 4.04 Certificate Level 3
- 4.05 Certificate Level 4
- 4.06 Certificate Level 5
- 4.07 Certificate Level 6
- 4.08 Diploma Level 5
- 4.09 Diploma Level 6
- 4.10 Diploma Level 7
- 4.11 Bachelor Degree
- 4.12 Graduate Certificate
- 4.13 Graduate Diploma
- 4.14 Postgraduate Certificate
- 4.15 Postgraduate Diploma
- 4.16 Masters
- 4.17 Record of Participation
- 4.18 Record of Achievement
- 4.19 Certificate of Proficiency
- 4.20 Awarding of Qualifications
- 4.21 NMIT Academic Seal
- 4.22 Academic Regalia

Section 5: Special Honour and Recognition Awards

- 5.01 Special Honour and Recognition Awards
- 5.02 Honorary Fellow
- 5.03 Honorary Degree
- 5.04 Institutional Medal
- 5.05 Privileges granted to retired staff and others
- 5.06 Staff Merit Award
- 5.07 Processes for Approval of Special Honour and Recognition Awards

Section 6: Academic Board

- 6.01 Academic Board Committee Structure
- 6.02 Summary of Academic Board Delegations
- 6.03 Academic Board
- 6.04 Delegations and Standing Committees
- 6.05 Programme Approval Committee (PAC)
- 6.06 Quality Committee
- 6.07 Research and Ethics Committee
- 6.08 Learning and Teaching Committee
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- 6.10 Academic Committees
- 6.11 Academic Board Nominations Committee

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- 7.01 Course Result Key Introduction
- 7.02 Collaborative or Shared Arrangements
- 7.03 Schedule of Course Result Keys – Competency based Assessment
- 7.04 Schedule of Course Result Keys – Achievement based Assessment

1.03 NMIT QUALITY MANAGEMENT SYSTEM (QMS)

Nelson Marlborough Institute of Technology's Quality Management System (QMS) is required by NZQA.

This reflects the links that have been established by NMIT between tertiary education reforms, compliance requirements, NMIT's mission, vision and values.

The QMS includes all the activities at NMIT that contribute to agreed, quality outcomes for students and other stakeholders:

- NMIT's commitment to the Treaty of Waitangi
- It encompasses NZQA Key Evaluation Questions (incorporated within NMIT Self-Assessment Policy and related documents)
- Compliance with the Guidelines for the Education (Pastoral Care of International Students) Code of Practice 2016
- Programme approval and review
- External Evaluation and Review (EER) as set by NZQA.

This Academic Statute acts as an overarching policy document for all Quality Management documentation relating to academic matters within NMIT.

1.04 NMIT PROVIDER RATING

An External Evaluation and Review (EER) was carried out by NZQA at NMIT in November 2012, and reported in February 2013.

“External evaluation and review is a periodic evaluation of an Institute of Technology and Polytechnic (ITP) to provide a statement of confidence (judgement) about the organisation’s educational performance and capability in self-assessment. It uses a systematic process to make independent judgements about the following:

- **Educational performance** is the extent to which the educational outcomes achieved by the ITP represent quality and value for learners and other stakeholders. An evaluation of educational performance involves answering questions focused primarily on the quality of learning and teaching, and the achievements of learners.
- **Capability in self-assessment** is the extent to which the ITP uses self-assessment information to understand performance and bring about improvement. It reflects the extent to which an organisation effectively manages its accountability and improvement responsibilities.”

Refer to: *Policy and Guidelines for the Conduct of External Evaluation and Review of Institutes of Technology and Polytechnics, NZQA, December 2012.*

Outcomes of the External Evaluation and Review:

- NZQA is **Highly Confident** in the educational performance of Nelson Marlborough Institute of Technology.
- NZQA is **Confident** in the capability in self-assessment of Nelson Marlborough Institute of Technology.
- NMIT was given a **Category 1 Provider Rating** by NZQA.

1.05 ISO CERTIFICATION

The International Organisation for Standardisation (ISO) develops International Standards. ISO Certification is the provision, by an independent body, of written assurance (a certificate) that the product, service or system in question meets specific requirements.

In 2013 NMIT first received ISO Certification for the following ISO Quality Management System Standard:

- **AS/NZ ISO 9001:2008 – Quality Management Systems – Requirements**

In 2014, 2015 and 2016 the revalidation assessment was carried out by Telarc to determine the status and level of compliance of the management system against its internal requirements and those of AS/NZ ISO 9001:2008. The recommendation from this audit was that NMIT’s certification continues.

This standard covers:

- QMS processes and documentation
- Management responsibility
- Resource Management
- Product realisation
- Measurement, analysis and improvement

1.06 REFERENCES

INTERNAL

- Assessment Policy
- Complaints Procedure
- Degree Monitoring Policy
- Domestic Student Fees, Charges and Refunds Policy
- Equal Education Opportunities Policy
- Examination Guidelines
- Industry Advisory Committees Policy
- Internal Review Policy
- International Student Fees, Charges and Refunds Policy
- Learning and Teaching at NMIT Policy
- Moderation of Assessment Policy
- NMIT Tutor Guide to Assessment
- Offsite and Workplace Learning Policy
- Problem Resolution Framework
- Quality Management System Policy
- Recognition of Academic Credit Policy
- Recognition of Academic Credit Procedure
- Safety, Health and Wellbeing Policy
- Self-Assessment Policy
- Self-Assessment Procedure
- Student Academic Appeals Policy
- Student Academic Support and Progression Policy
- Student Charter
- Student Feedback 'The Student Voice' Policy
- Student Misconduct Procedure
- Student Results and Awards Policy
- Treaty of Waitangi Policy
- Withdrawal from NMIT Programmes and Courses Policy

Note: The above documents are available on the NMIT website

EXTERNAL

- Education Act 1989
- Privacy Act
- Public Records Act 2005
- Copyright Act 1994
- Health and Safety at Work Act 2015 and associated Regulations

- Principles of Natural Justice – NZ Bill of Rights Act 1990 Section 27(1)
- Tertiary Accord of New Zealand - Collaborative Academic Glossary - <http://www.tanz.ac.nz/>
- New Zealand Qualifications Authority - <http://www.nzqa.govt.nz/>
- Ministry of Education - <http://www.education.govt.nz/>
- Tertiary Education Commission - <http://www.tec.govt.nz/>