

Nelson Marlborough Institute of Technology

2018 Academic Statute

Te Ture Akoranga

Section 2: Definitions

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

The Academic Statute is available from all Programme Area Administration Offices, the Library Learning Centre and the [NMIT website](#).

All **NMIT policies** listed in this Statute are also available on the NMIT website.

CONTENTS

SECTION 2: DEFINITIONS	4
2.01 ACADEMIC TERMINOLOGY	4
2.02 GLOSSARY OF MĀORI TERMS – KUPU	23

SECTION 2: DEFINITIONS

2.01 ACADEMIC TERMINOLOGY

In this Statute, unless the context otherwise requires, the following definitions shall apply.

Where possible, definitions from the Tertiary Accord of New Zealand (TANZ) Academic Glossary of Key Terms have been used. Where the TANZ definition has been used, it is indicated thus: [def. TANZ].

Academic Appeal	The process used when a student believes they have grounds for contesting the validity of an academic decision. The review will be carried out by a person/s independent of the original decision.
Academic Audit	A systematic and independent examination and evaluation to determine whether quality activities and results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives. [def. TANZ]
Academic Board	A committee established by the Council of a Tertiary education institution under section 193 (2) (i) of the Education Act 1989. [def. TANZ]
Academic Committee	A standing committee of the Academic Board responsible for ensuring academic standards are consistently met for NMIT programmes and courses.
Academic Credit	Credit granted through successful completion of assessment and/or recognition of prior learning. [def. TANZ] Refer also to Credit .
Academic Misconduct	Any act or omission by a student which breaches academic guidelines, rules or regulations or the specific requirements of a programme or course. [def. TANZ]
Academic Record	A formal record of the course titles, credits, levels and results that were granted, and the qualifications that were awarded, during the period of a student's enrolment at an institute. Refer also to Academic Transcript and Results Notification .
Academic Transcript	The official, authorised document detailing a student's academic record, showing course results and qualifications awarded.
Academic Year	The period of study that a student is enrolled on. The usual Programmes of study span the months Feb – Dec, or July – June.
Accreditation	The status awarded under section 250 of the Education Act 1989 when an education provider has shown that it is capable of delivering

	<p>an approved programme leading to a qualification on the New Zealand Qualifications Framework [def. TANZ]</p> <p><i>Accreditation</i> is a process where a TEO seeks permission to use or deliver an NZQA-approved programme that has already been developed, including one developed by another TEO. [def. NZQA]</p>
Achievement Standards	<p>A coherent set of learning outcomes and associated assessment criteria, together with technical and management information that supports delivery and assessment; achievement standards specify three different standards of performance and the method of assessment, which may include national external assessment. [def. NZQA]</p>
Achievement-based Assessment	<p>Assessment that measures student performance in relation to criteria which are specified in terms of grades or levels.</p>
Administration Office	<p>The office of NMIT, or office of a contracted provider to NMIT, directly associated with administration of the course or programme.</p>
Admission	<p>The process of determining a person's eligibility to enrol and study at NMIT.</p>
ADP	<p>Academic Development Proposal. An internal approval document summarising a planned new or significantly changed programme of study. It requires approval by the Academic Board to enable development to proceed.</p>
Aegrotat Pass	<p>A result which may be granted where student performance in a summative assessment is affected by any circumstance or situation which the student could not have reasonably prevented (including sickness or injury to the student, or bereavement). Refer also to Special Assessment Circumstances, Section 3 of this Statute.</p> <p>Refer also to <i>Impaired Performance</i></p>
ALNAT	<p>Adult Literacy and Numeracy Assessment Tool. ALNAT is an online tool to assess adult reading and numeracy, as required by Tertiary Education Commission (TEC).</p>
APER	<p>Annual Programme Evaluation Report</p> <p>This report replaces NZQA degree monitoring following application from the provider to NZQA once NZQA considers that the programme is stable and all conditions for changing the monitoring status are met.</p>
Application Document	<p>Describes a proposal to NZQA seeking approval for a new programme of study (Levels 1-6) and accreditation to deliver it. The document contains the curriculum, regulations, and funding requirements; and requires Academic Board approval before being submitted to NZQA.</p>

	[At some member ITPs of TANZ, this is known as a Programme Document.]
Articulation	A formal agreement between two or more institutions that allows specific programmes, courses or components of programmes at one institution to be delivered by one or more of the parties. [def. TANZ]
Assessment	The collection and evaluation of evidence to establish the level of an individual's performance. [def. TANZ]
Assessment Criteria	Statements against which the standard of performance of an element/outcome is assessed. [def. TANZ] Also referred to as Assessment Schedule
Assessment of Prior Learning (APL)	See Recognition of Prior Learning (RPL)
Assessment Standards	The collective term for unit standards and achievement standards listed on the NZQA Directory of Assessment Standards (DAS). [def. NZQA]
Award	A certificate, diploma or other qualification that is listed on the Qualifications Framework; A certificate or other document granted in recognition of a student's achievement and completion of a training scheme [def. TANZ]
Blended Learning	Blended learning is a formal education programme in which a student learns: 1. at least in part through online learning, with some element of student control over time, place, path, and/or pace; 2. at least in part in a supervised brick-and-mortar location away from home; and the modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience.
Candidate	Person entered for an examination.
Capability Document	Document outlining NMIT's capacity to deliver a new or substantially changed programme of study in terms of physical and academic resources. The Capability Document requires Academic Board approval and supports the application to NZQA for approval and accreditation to deliver the programme.
Capability Letter	Brief description of NMIT's capacity to deliver a new or substantially changed programme of study in terms of physical and academic resources where NMIT has a successful track record of delivery of a similar level and approved programme.

	The Capability Letter requires Academic Board approval and supports the application to NZQA for approval and accreditation to deliver the programme.
CE	See: Chief Executive
Certificate of Personal Interest	Relates to an enrolment in one or more courses from an approved qualification where the student is not subject to the assessment regulations for that course and no academic credit is granted. [def. TANZ]
Certificate of Proficiency	Relates to an enrolment in one or more courses from an approved qualification which is assessed and the student's academic record shall show the result achieved. Credit is not assigned to a specific qualification at the time of application; however, credit may be awarded at a later date. [def. TANZ]
Chief Executive (CE)	The person appointed by Council to manage the academic and administrative affairs of the institution as required under Section 196 of the Education Act 1989. [def. TANZ]
Collaborative Academic Regulations	The academic rules for the partner institutes of the Tertiary Accord of New Zealand (TANZ) to align academic systems, regulations, courses and programmes of study for the benefit of students and institutions. [def. TANZ]
Collaborative Academic Requirement (CAR)	A requirement specified in the Programme Regulations which must be met by students independent of the summative assessments of any course. [def. TANZ]
Collaborative Arrangement	This term is generally applied to programme development and/or delivery arrangements between NMIT and another Tertiary Education Organisation (TEO) e.g. where NMIT is delivering a programme of study from another TEO or <i>vice versa</i> , or where NMIT is engaging in a shared delivery arrangement.
Competency-based Assessment	Assessments in which the criteria are worded in terms of a competence – what a student should be able to do. The results used are 'criteria met' (Achieved or Pass) and 'criteria not yet met' (Not Achieved or No Pass). <i>Note: Some Assessment Regulations and Course Result Keys also allow for Pass with Merit.</i>
Compulsory Courses	Courses that must be taken within the programme of study in order to meet the qualification requirements. [def. TANZ]
Compulsory Fee	The NMIT Compulsory Fee includes: <ul style="list-style-type: none"> • Enrolment Fee • Student Services Levy

Refer also to ***Enrolment Fee, Student Services Levy, and Course-related Costs.***

Conceded Pass	A result awarded in exceptional circumstances where there is evidence that failure in one course is compensated by good overall performance. The level of failure in the course must be marginal. The conceded pass may only be granted to allow the student to be awarded a qualification.
Conditional Pass	Awarded subject to the satisfactory completion of an agreed portion of work or assessment where a student has narrowly failed to meet the required academic standard. Where a conditional pass has been granted for a particular course, the course will not be credited until the pass has been confirmed following the satisfactory completion of the agreed portion of work or assessment. [def. TANZ]
Conjoint Programme	An institutional or an inter-institutional arrangement which provides for two programmes to be completed simultaneously, in a shorter timeframe than would be required to complete the individual programmes consecutively. [def. TANZ]
Consent and Moderation Requirements (CMR)	An approved document, listed on the Directory of Assessment Standards (DAS) that sets out, for the standards listed in its scope: <ul style="list-style-type: none">• The nature of the process for granting consent to assess• Involvement of the Standard Setting Body (SSB) and others in the process• Requirements for the Consent – industry or sector-specific requirements for granting organisations consent to assess against standards in the scope of CMR• Moderation Requirements – the national external moderation process which organisation with consent to assess will need to engage in. [def. TANZ]
Consent to Assess against Standards	<p>Certifies education organisations to assess unit or achievement standards and award credit for them [def. TANZ]</p> <p>Refer to 'Consent to assess against standards on the Directory of Assessment Standards Rules 2011' at http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/standards-and-assessment-rules/consent-to-assess/</p>
Consistency Review	A process facilitated by NZQA to ascertain that the graduate outcomes from all NZ qualifications meet an equivalent, nationally accepted standard of the qualification
Consortium Arrangement	An association of one or more education institutions that provides a way of participating in common objectives such as delivering and/or programmes. [def. TANZ]
Co-deliver	A situation where more than one institute delivers shared courses and/or programmes. [def. TANZ]

Co-requisite	A specified course that must be undertaken in conjunction with another course to gain credit within a programme of study. [def. TANZ]
Council	The governing body of a tertiary education institution as defined by the Education Act 1989 (165) [def. TANZ]
Course	The smallest component of a programme that contributes credit toward the completion of the qualification. Other terms used to describe a course include 'unit', 'paper' or 'module'.
Course Descriptor	Describes a course, including size (credits and EFTS), level, hours, aim, content, learning outcomes, assessment, course completion requirements, results available, teaching and learning approaches and resources, self-directed learning activities.
Course-related Costs	<p>The cost of items necessary for a course and supplied by students such as textbooks; a camera or art materials; charges for photocopying or paper for computer printers beyond a reasonable amount allowed within course materials.</p> <p>Students are responsible for obtaining or purchasing these items and have discretion as to the extent and cost; for example, using textbooks from the library or purchasing new or second-hand books; supplying their own camera.</p> <p>Students studying full time may apply for course-related costs in addition to the compulsory fees as part of a Student Loan (up to a set limit and with evidence of purchase). www.studylink.govt.nz</p> <p><i>Note: Programme Areas may need to verify course-related costs to support Student Loan applications. Course-related costs are not invoiced by NMIT.</i></p>
Course Result Key	<p>A list of results available for a course, and the description of what each result represents. Generally the same Result Key applies to all the courses in a programme, but in some cases the Result Key may differ between courses in the same programme.</p> <p>The Result Key is specified in the Programme Regulations.</p> <p>Refer to: <i>Section 7 –Schedule of Course Result Keys</i></p>
Credit	A numerical value assigned to assessment standards, courses and programmes of study that reflects the estimated student time/effort required to meet the assessment requirements. In most cases, one credit represents approximately 10 hours of student learning time (inclusive of scheduled class contact, assessment time, work experience or internships, other directed time and independent/self-directed study).
Credit Transfer	The granting of academic credit towards a qualification on the basis of

	<ul style="list-style-type: none"> • credit from the same course already completed in another qualification at NMIT (Internal Credit Transfer) or • credit from the same course already earned in another qualification at another institution (External Credit Transfer).
Cross Credit	The granting of academic credit towards a qualification delivered by NMIT, from a similar course already completed as part of another approved qualification from NMIT or another institution.
DAS	The Directory of Assessment Standards (DAS) lists all quality assured unit and achievement standards, known collectively as ‘assessment standards’. [def. TANZ]
Degree Monitor	<p>The external Monitor appointed either by NZQA or by NMIT to monitor a degree programme delivered by NMIT.</p> <p>An NZQA or other accrediting-body-appointed person who monitors graduate and postgraduate degree, related qualifications and Level 7 Diplomas and Training Schemes, to reassure NZQA and all stakeholders that the qualification is being implemented and managed as approved and planned.</p> <p>See Degree Monitoring</p>
Directorate	<p>NMIT’s executive management consisting of:</p> <ul style="list-style-type: none"> • Chief Executive (CE) • Chief Operating Officer (COO) • Director of Māori Education • Director of Learning, Teaching and Quality • Director of People and Organisation Development • Director of Finance and Business Improvement • Director of Learner Services • Director of Marketing and International Development
Distinction	<p>Recognition of a student’s high achievement/exemplary performance in a course, or programme. Details are outlined in Programme Regulations. [def. TANZ]</p> <p>See also: Endorsement</p>
Domestic Student	A student, as defined by the TEC, for whom NMIT is eligible to receive the Student Achievement Component of TEC funding.
EFTS	<p>Equivalent Full-Time Student.</p> <p>The Tertiary Education Commission decides if a course is either full-time or part-time by applying what is called an EFTS value to each course. The EFTS value is a measure of the amount of study or the workload involved in undertaking a particular course.</p> <p>A year of full-time study is usually between 0.8 EFTS and 1.2 EFTS.</p>

	EFTS is also a unit of measure used in statistical reporting, funding and StudyLink (loans and allowances) criteria.
Elective Course	A course selected from a range stated in the programme regulations to meet qualification requirements. (Note: not all programmes have elective courses.) [def. TANZ]
Elective Credit	Credits for the elective component of a qualification.
Embedded Qualification	A separately enrollable qualification that is completed after a student has successfully completed a prescribed set of courses which are part of a larger programme of study.
Endorsement	<ol style="list-style-type: none"> 1. The formal decision by a committee (e.g. Academic Committee or Quality Committee) expressing support for a submission. 2. An added provision to a qualification, indicating where a graduate has met qualification outcomes in a specific context. e.g. New Zealand Certificate in Tourism (Level 4) (Operations) 3. Recognition for students who perform exceptionally well in individual courses and/or qualifications. Refer to <i>Distinction</i> or <i>Merit</i>.
Enrolment	The completion of formal processes, including the payment of fees and charges, whereby a person is formally registered for one or more courses and entitled to attend classes.
Enrolment Cancellation	The withdrawal of a learner (student) from a programme or course(s) without academic penalty (i.e. without the cancellation showing on the student's Academic Transcript). An enrolment cancellation may be initiated by NMIT or by the student concerned.
Enrolment Fee	<p>A fee charged to students for a course or programme of study. The enrolment fee covers <i>tuition and course materials</i>.</p> <p>Note: <i>The enrolment fee does not include:</i></p> <ul style="list-style-type: none"> • <i>the Student Services Levy</i> • the 'charges' or 'other administration charges' listed in <i>Domestic Student Fees, Charges and Refunds</i> and <i>International Student Fees, Charges and Refunds</i> • <i>course-related costs</i> • <i>the cost of additional (optional) credits</i> <p>The <i>enrolment fee</i> represents part of the <i>compulsory fees</i> component of a Student Loan.</p> <p><i>Tuition</i> is a component of the NMIT <i>enrolment fee</i> which represents staffing costs and overheads for the course or programme.</p> <p><i>Course materials</i> is a component of the NMIT <i>enrolment fee</i> which represents cost of materials necessary and compulsory for the course, e.g. handouts, field trips, NZQA charges.</p>

Refer also to **Compulsory Fee and Student Services Levy**.

Enrolment Status	Description of the stage an applicant has reached in the enrolment process. Identified in the Student Management System by an enrolment status code.
Entry Criteria	The criteria for admission to a specific programme of study as set out in the related Programme Regulations. [def. TANZ]
Entry Requirements	The minimum requirements that an applicant must meet in order to be considered for enrolment on a course or programme, including any process for exceptions where applicants do not meet the normal entry requirements.
ESOL	English for Speakers of Other Languages.
Excluded Student	A student who has been removed from a course or programme and is not permitted to reenrol without the prior permission of the institute. [def. TANZ]
Exemption	Recognition (but not a cross credit) for a substantially equivalent prescribed course for which the student may then choose an alternative course of study. [def. TANZ]
Exit Qualification (Exit Award)	An award that may be applied for following successful completion of a prescribed set of courses within a qualification when a student has elected not to complete the qualification for which he or she has enrolled. [def. TANZ]
External Moderator	A person external to an institute who provides verification that the institute's assessment activities are fair, valid, reliable and consistently applied. [def. TANZ]
External Monitor	A person or body external to the institute and not limited to the ITP sector, who may be appointed by NZQA or the institute to assist in the continuous improvement of academic standards through regular review of an identified programme of study. [def. TANZ] Refer also to Degree Monitor
Extension	A written agreement between a student(s) and tutor/lecturer/facilitator for a piece of assessment to be submitted late – at an agreed, specified date – usually on medical or compassionate grounds. Supporting information/evidence (eg medical certificate) may be required. [def. TANZ]
External Moderator	A person or body external to the institute who provides verification that the institute's assessment activities are fair, valid, reliable and consistently applied. [def. TANZ]
External Monitor	A person or body external to the institute, who may be appointed by NZQA or the institute to assist in the continuous improvement of

	academic standards through regular review of an identified programme of study. [def. TANZ]
Fee Maxima	Annual Maximum Fee Movement (AMFM) as set by the Tertiary Education Commission.
Flexible Education/Learning	Flexible Education is a learner-centred approach to education and training that encompasses a range of pedagogies, delivery modes and teaching strategies. Flexible education is, above all else, about increased choice for the learner – choice about time, place, access, learning style, mode, tools, pace, sequence of experiences, institution and content.
Formative Assessment	Assessment which facilitate learning and allows students to obtain feedback on progress, levels of skill and /or knowledge acquired without contributing to a final grade. [def. TANZ]
Full-time Study	<p>For most purposes, a study load of 120 credits is equivalent to one standard full-time year of study or 1 EFTS.</p> <p>For some purposes, e.g. Student Loans and Allowances, a study load of between 0.8 EFTS and 1.0 EFTS is treated as full time.</p> <p>Where a student is enrolled on a programme that runs for part of a year, to be full time the number of credits must be sufficient to give the equivalent of full-time study for the period e.g. 60 credits studied over half a year.</p> <p>Programmes of study are assigned a study status as full time or not for the purposes of determining StudyLink eligibility for loans and allowances.</p>
Head of Department	Person responsible for the academic delivery for a group of programmes. The HoD reports directly to the Director of Learning, Teaching and Quality.
IELTS	<p>International English Language Testing System.</p> <p>A series of standardised tests of English language proficiency used widely in higher education, immigration and employment. [def. TANZ]</p>
IESOL	International English for Speakers of Other Languages.
ILP	<p>Individual Learning Plan (ILP) identifies a student’s learning goals, personal goals, timescales, resources and any support required to meet those goals.</p> <p>Refer also to <i>Learner Journey</i>.</p>
Impaired Performance	Impaired Performance applies when a student believes that their performance in or preparation for an assessment task or activity that occurred at a fixed time and place has been seriously impaired due to exceptional circumstances beyond the student’s control.

	<p>Circumstances considered ‘exceptional’ may include illness, injury, bereavement, family crisis, or other serious personal circumstances. [def. TANZ]</p> <p>Refer also to <i>Aegrotat</i>.</p>
Institute	An educational institute constituted under the Education Act. [def. TANZ]
International English Language Testing System (IELTS)	A series of standardised tests of English language proficiency used widely in higher education, immigration and employment. [def. TANZ]
International Student	A Foreign Student under the Education Act 1989.
Investment Plan	<p>An Investment Plan describes:</p> <ul style="list-style-type: none"> • how a tertiary education organisation (TEO) will achieve Government priorities set out in the Tertiary Education Strategy • a TEO’s mission and role in the tertiary sector • all the tertiary education programmes and activities run or undertaken by a TEO • the outcomes proposed by a TEO, including performance indicators. <p>To receive Government funding, NMIT is required to have an Investment Plan.</p> <p>Refer to tec.govt.nz</p>
ISO	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.
ITO	<p>Industry Training Organisations (ITOs) are recognised by the Associate Minister of Education (Tertiary Education) under the Industry Training Act 1992. They are established by particular industries and are responsible for:</p> <ul style="list-style-type: none"> • setting national skill standards for their industry • providing information and advice to trainees and their employers • arranging for the delivery of on- and off-job training (including developing training packages for employers) • arranging for the assessment of trainees and arranging the monitoring of quality training <p>Refer to nzqa.govt.nz</p>
ITP	<p>Institutes of Technology and Polytechnics in New Zealand.</p> <p>For a full list, refer http://www.nzqa.govt.nz/providers-partners/about-education-organisations/itps-in-new-zealand/</p>

LDF – Learning Design Framework	Outlines the education principles and design methodologies, consistent with NMIT’s Learning and Teaching policy, to enable developers create programmes and courses.
Learner Journey	The Learner Journey is a holistic approach to learning which recognises diversity and puts learners at the centre of their own unique learning experience. The NMIT Learner Journey begins when a person starts to consider studying with NMIT, and continues beyond graduation.
Learning Conversations	Regular dialogue between the student and their allocated tutor and / or Learning Advisor. These conversations are personalised to the individual student and used for the student to review and agree their progress, SMART targets and actions, resulting in maximising the best possible success outcomes for the student.
Level	Refer to NZQF Level .
Literacy and Numeracy Assessment	See ALNAT .
Living Costs	A category of costs in a Student Loan application. Administered by StudyLink Refer to studylink.govt.nz
Major	A major identifies a substantial component of an approved qualification (usually a degree) and is part of the approved title of the qualification. The outcome statements for different majors within a degree will be different. The Programme Regulations must specify the specific courses and credits required for the award of the major. Normally 120 credits across levels 6 and 7 are specified. [def. TANZ]
Merit	Recognition of above-average performance in a course or programme where a student exceeds the requirements for a pass. Details are written in the programme regulations.
Mode of delivery	The way in which learning experiences, including content and context, resources, staff, learning and teaching strategies and assessment activities, are delivered. [def. NZQA]
Moderation	The process of confirming that assessment activities are, valid, fair, reliable and consistent.
Module	See Course
Monitor	See Degree Monitor and External Monitor
NCEA	New Zealand's National Certificates of Educational Achievement (NCEA) are national qualifications for senior Secondary School students. [def. NZQA]

NZSCED	<p>New Zealand Standard Classification of Education.</p> <p>A subject-based classification system for courses and qualifications at universities, polytechnics, colleges of education, wananga and private training establishments in receipt of Government funding</p>
NZQA	<p>New Zealand Qualifications Authority. A Crown Entity whose role in the education sector is to ensure New Zealand qualifications are regarded as credible and robust, nationally and internationally, in order to help learner succeed in their chosen endeavours and to contribute to New Zealand society.</p> <p>Key aspects of the NZQA role are to:</p> <ul style="list-style-type: none"> • develop, register and support the New Zealand Qualifications Framework • manage the external assessment of secondary school students and moderate secondary schools' internal assessment activities and processes • quality assure non-university tertiary education organisations and their courses, and moderate assessment activities and processes for national qualifications for NZQA-owned assessment standards • maintain effective liaison with overseas certifying and validating bodies in order to recognise overseas educational and vocational qualifications in New Zealand, and to achieve recognition of New Zealand educational and vocational qualifications overseas • act as a standard-setting body
NZQF	<p>New Zealand Qualifications Framework. The list of all quality assured qualifications in New Zealand. The framework is the definitive source for accurate and current information on each qualification. [def. TANZ]</p>
NZQF Level	<p>This refers to the 10 levels of the New Zealand Qualifications Framework (NZQF). Levels are based on complexity, with Level 1 being the least complex and level 10 the most complex. All qualifications on the NZQF are assigned one of the 10 levels. [def. NZQA].</p>
NMIT Seal	<p>The NMIT Seal (gold, embossed) is present on award documents for qualifications having a minimum total credit value of 120 with at least 40 at level 3 or above.</p>
Notional Learning Hours	<p>Include direct contact time with teachers and trainers (“directed learning”); time spent in studying and doing assignments and undertaking practical tasks (“self-directed” or “on-task” learning); and time spent on assessment. 10 notional learning hours equals 1 credit (NZQA). [def. TANZ]</p>
OCP	<p>Organisational Counselling Programmes.</p>

	A free professional counselling service available to all NMIT students.
Paper	Refer to Course .
Part-time Study	A study load which does not reach the relevant threshold for full-time study. Refer also to Full-time Study .
Plagiarism	A form of academic misconduct whereby someone else's work, designs or ideas are presented as if they were one's own original work, without clear acknowledgement of the original source. [def. TANZ]
Policy	A written statement that provides direction, sets parameters and defines the expected practices/outcomes for significant activities of an institution. [def. TANZ]
PLATO	Programme Learning and Teaching Observation
Pre-requisite	A specified course that shall be successfully completed before a student is permitted to proceed to another course. [def. TANZ]
Programme	See Programme of Study .
Programme Approval	A process, defined by an institute, whereby a proposed or changed programme is approved either internally or by NZQA. [def. TANZ]
PAC	Programme Approval Committee. A standing committee of the Academic Board, responsible for scrutinising applications for approval and accreditation of new and substantially changed programmes of study, and applications for NZQF 'Consent to Assess'. The PAC provides a recommendation (or not) for approval by the Academic Board.
Programme Area Administrator	The Administrator associated with a Programme Area.
Programme Coordinator	Person responsible for the operational activities linked to a programme area within a department. For example, Hairdressing. The coordinator reports directly to the HoD.
Programme Document	See Application Document
Programme of Study / Programme	A coherent arrangement of learning or training that is based on clear and consistent aims, content, outcomes and assessment practices, which usually leads to a qualification listed on the NZQF. Note: a programme of study may also be simply referred to as a ' Programme '. [def. TANZ]

Programme Regulations	<p>Document describing the formal rules for the completion of the programme and its constituent courses.</p> <p>Programme Regulations are the legally binding contractual obligations of staff and enrolled students. They are used by academic staff to guide delivery of the Programme and its courses.</p>
Provider	The tertiary education institution supplying education and/or training and/or assessment services (NZQA). [def. TANZ]
QMS	Quality Management System. Coherent management activity that ensures quality policies and objectives are set, implemented and evaluated. [def. TANZ]
Qualification	A degree, diploma or certificate awarded by the NMIT Academic Board or by another agency with the approval of the Academic Board.
Quality Management System	See QMS
Reassessment	Also known as re-sit. An opportunity for a student to undertake an assessment or part of an assessment task or activity a second time (or more) within the timing of the programme or course. [def. TANZ]
Recognition of Academic Credit (RAC)	<p>The process for formally recognising relevant experience and/or study achieved prior to completion of a qualification offered by NMIT, as academic credit for a course or courses at NMIT.</p> <p>Includes Cross Credit, Credit Transfer and Recognition of Prior Learning</p>
Recognition of Prior Learning (RPL)	<p>A process that involves formal assessment of a student’s relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification for the purpose of awarding credit towards that qualification. RPL does not include credit recognition and transfer. [def. TANZ].</p> <p>Also referred to as Assessment of Prior Learning (APL)</p>
Reconsideration of Assessment	The investigating into marking of an assessment task when a student has reason to believe the grade or mark does not reflect the standard of performance demonstrated in the item of work submitted. [def. TANZ]
Re-count	A check of the calculation of marks recorded by assessors. [def. TANZ]
Re-mark	The marking of an item of assessment by a subject specialist other than the academic staff member who initially marked the item, independent of the original marking, followed by a recalculation of the final grade where appropriate. [def. TANZ]
Research	An intellectually controlled investigation that leads to advances in knowledge through the discovery and codification of new information

	or the development of further understanding about existing information, and practice (shortened version of the NZQA definition. For a full definition refer to http://www.nzqa.govt.nz and documentation relating to the approval and accreditation of degrees). [def. TANZ]
Re-sit	See Reassessment
Restricted Pass	Awarded where the student has narrowly failed to meet the required standard for the course and one which, when awarded, does not qualify a student to enrol in a subsequent course / programme for which a pass in the original course is a pre-requisite. [def. TANZ]
Resubmission	The opportunity for a student to re-submit an assessment following a rework of part/s of the original assessment; usually within a short time frame and within the duration of the course or programme. [def: TANZ] <i>Note: resubmissions are not automatically available.</i>
Result Key	See Course Result Key .
Results Notification	An unofficial record of assessment standard and/or course results available for a student on request. Used to monitor academic progress.
RPL	see Recognition of Prior Learning
SANITI (Student Association Nelson- Marlborough Institute of Technology Incorporated)	Student Association of NMIT. (Incorporated Society operating independently of the institute.)
Selection Criteria	The criteria for determining eligibility to enrol and study at NMIT (admission) and any criteria for accepting applications to enrol in a particular course or programme, including criteria to be used if the number of applicants who meet the entry requirements exceeds the number of places available.
Selection Process	The process by which selection criteria are applied in order to make admission and enrolment decisions.
Self-Assessment	The ongoing process a tertiary education organisation uses to gain evidence of its own effectiveness in providing quality education. [def. TANZ]
Special Passes	A set of passes for a course: Restricted Pass, Conceded Pass, Aegrotat Pass, Unfinished Pass which may be granted to students in exceptional circumstances at the discretion of the Academic Board delegated committee [def. TANZ]

Specialisation	Identifies a focus within an approved qualification that is less than that of a major, is not included in the title and does not have a unique outcome statement. [def. TANZ]
Standard-Setting Body (SSB)	Collectively, the developers of assessment standards are known as standard-setting bodies (SSBs). [def. NZQA]
STAR (Secondary Tertiary Alignment Resource)	STAR courses are run by NMIT in a wide range of subject areas for Secondary School students while they are still at school. Students can get a ‘taste’ of a subject or job area that interests them, and learn new skills that can help them move into study or work.
Strand	A specialisation within a qualification that represents a major component of the qualification, and is at the level of the qualification. Strands are documented through strand-specific outcomes in the graduate profile. Strands may be elective or optional and include Strand Compulsory or Strand Elective Sets. Qualification titles may include strands that recognise specific skill sets. [def. TANZ]
Student	A person enrolled in one or more courses at an institute. [def. TANZ] Also known as Learner.
Student Learning Advisor	Person acting as a conduit between students and academic staff. Responsible for supporting students with their individual learning plans, assisting students with study selections, and overall student progression.
Student Services Levy	A compulsory fee charged to all students to cover student services such as advocacy and legal advice, careers information advice and guidance, employment opportunities, financial support and advice, pastoral care and counselling. The Student Services Levy is part of the compulsory fees component of a Student Loan. <i>Refer also to Enrolment Fee.</i>
Summative Assessment	Assessment activities that contribute to a student’s final results for a course. Summative assessment provides students with a specific measure of their achievement in relation to course learning outcomes. Successful completion of a summative assessment demonstrates that students have met the requirements for specific learning outcomes which may lead to progression and/or completion within the programme. [def. TANZ]
TANZ	The Tertiary Accord of New Zealand (TANZ - a network of polytechnics and institutes of technology that works collaboratively to strengthen/enhance the performance of member institutions and the ITP sector, comprising: <ul style="list-style-type: none"> • Northland Polytechnic (NorthTec) • Toi Ohomai

	<ul style="list-style-type: none"> • Universal College of Learning (UCOL Polytechnic) • Eastern Institute of Technology (EIT) • Nelson Marlborough Institute of Technology (NMIT) • Ara Institute of Canterbury (ARA). Otago Polytechnic.
TANZ Academic Committee	Representatives of the TANZ Accord Board and TANZ senior Academic and Quality Managers whose purpose is to give effect to the decision of the TANZ Accord Board relating to the promotion of academic efficiency and effectiveness across the TANZ collaboration. [def. TANZ]
Te Ara Wai	NMIT’s Māori Strategy
TEC	Tertiary Education Commission constituted by the Education Act 1989. [def. TANZ]
TEO	Tertiary Education Organisation
Tertiary Education Strategy (TES)	<p>The Tertiary Education Strategy 2014-2019 sets out the Government’s expectations and priorities for New Zealand’s tertiary education system.</p> <p>Refer to http://www.education.govt.nz/further-education/policies-and-strategies/tertiary-education-strategy/</p>
Tertiary Pathways	<p>Secondary-tertiary options that provide Secondary School students with pathways to a smooth transition to tertiary study, including:</p> <ul style="list-style-type: none"> • STAR • Student for a Day • Student for a Day+ • Trades Academy • Youth Guarantee <p>Gateway</p>
Testamur	See Award .
TOEFL	Test of English as a Foreign Language. A standardised test of English language proficiency.
TOTSTA	Top of the South Trades Academy (see Trades Academy)
Trades Academy	Regular practical and hands-on training courses run by NMIT for year 11 - 13 high school students. Students attend classes one day a week and gain credits which count towards a NCEA qualification at levels 1, 2 or 3.
Training Scheme	<p>Defined in section 159(1) of the Education Act (1989), as study or training that:</p> <p>(a) leads to an award; but</p>

(b) does not, of itself, lead to an award of a qualification listed on the NZQF. [def. NZQA]

A Training Scheme cannot exceed 39 credits.

Refer to the pdf "[Guidelines to the Training Scheme Rules 2012](http://nzqa.govt.nz)" at nzqa.govt.nz.

Type 1 Change

A change that has minimal impact on the overall intention, structure and/or delivery of programme and therefore requires internal re-evaluation, approval by Academic Board and notifications to NZQA. [def. TANZ]

Type 2 Change

A change that has a considerable impact on the overall intention, title, level, structure and/or delivery of a programme and therefore requires internal re-evaluation, approval by Academic Board and approval by NZQA. [def. TANZ]

Unfinished at time of Reporting pass

Awarded, subject to approval, for an extension beyond the programme completion date to allow time for the satisfactory completion of an agreed portion of work. [def. TANZ]

(Unit) Standard

A nationally registered, coherent set of learning outcomes and associated performance criteria, together with technical and management information that supports delivery and assessment. All (unit) standards are registered in the NZQA Directory of Assessment Standards, assigned a level and a credit value, and may continue to the award of a qualification (NZQA). [def. TANZ]

Unspecified credit

Credits at a particular level that are not assigned to a specific course, that may, where Programme Regulations allow, be used to contribute towards the general elective component of a qualification.

Withdrawal

Students may withdraw from a course or programme at any time before 60% of their course or programme is complete and their Academic Record will show 'withdrawn'. After this period a student cannot withdraw and where they do not continue with their studies for that course or programme, their academic record will show a fail grade/no pass.

Students who formally withdraw from a course or programme within the first three weeks (*or two weeks for a course or programme less than 12 weeks*) of the start of the course or programme will have no record for that course or programme made on their Academic Record. This is termed an **Enrolment Cancellation**.

2.02 GLOSSARY OF MĀORI TERMS – KUPU

Te Reo Māori terms listed below are used in Programme Regulations where appropriate:

Āhua	Shape, appearance, form
Ako	Learning
Ākona	To learn, study, instruct, teach, advise
Ākonga	Student (tauirā)
Hapū	Sub-tribe
Iwi	Tribe
Kaihautu	A person with the delegated responsibility for the cultural leadership, review and development of the programme.
Kāwai	New beginning
Kaiako	Tutor
Kaiako Matua	Lead tutor - The person with delegated authority at the NMIT campus for coordinating the teaching of the programme, and who is the primary contact person for students (tauirā).
Kaiāwhina Māori	Support staff for Māori students
Kaitiakitanga	Guardianship
Kaiwhakahaere	Supervisor
Kaupapa	Philosophy
Kōnae ako	Course
Kura	School – classroom or campus based delivery
Mana	Integrity

Manaakitanga	The value of caring for others and behaving in ways that enhance the mana of others and therefore our own
Mātauranga	Knowledge, education
Mauri Ora	Wellbeing
Mihi	Acknowledgement
Ngā mahi toi	Māori arts
Ngā putanga	Learning Outcomes
Noho	Residential class – delivered as a block course
Rangatiratanga	The value of treating people with fairness and equity, acknowledging all communities and heritage. To commit to honesty, transparency, fairness and clear boundaries in all interactions
Raranga	Weaving
Rauangi	Multi-media. mixed media
Raupapa	Journey of progression and development
Taonga Tuku Iho	Treasure handed down
Tauira	Student or students
Te Ara Wai	The Ocean Trail (NMIT Māori Strategy)
Te Reo	Māori Language
Tikanga	Custom
Tohu mātauranga	Qualification
Toi	Art
Toi Iho	Artistic mark of quality and authenticity

Wānanga	Seminar
Whakaaro	Thought, idea, concept
Whakairo	Wood carving
Whakatauākī	Proverb
Whānau	Family