Nelson Marlborough Institute of Technology

2020 Academic Statute
Te Ture Akoranga

Section 3:

Academic Regulations (including

TANZ Collaborative Academic Regulations)

Section	Academic Statute		
Approval Date	20.02.2020	**Approved by**	Council
Next Review	15.11.2020	**Responsibility**	Executive Director – Customer Experience and Excellence
This review	15.11.2019	**Key Evaluation Question**	6

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

The Academic Statute, and all policies referenced therein, are available from the [NMIT website](#).

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SECTION 3: ACADEMIC REGULATIONS

PURPOSE AND SCOPE

The NMIT Quality Management System (QMS) and Programme Regulations take precedence over the TANZ Collaborative Academic Regulations in cases where there is a difference between them, unless NMIT Academic Board determines otherwise.

Where a programme leads to an award by a body external to NMIT, the regulations of the external body shall apply, unless the NMIT Academic Board determines otherwise.

3.01 PROGRAMME INFORMATION

Every programme resulting in an approved qualification shall be supported by approved Programme Regulations.

Programme Regulations, which describe the formal rules for the completion of the programme and its constituent courses, shall be approved by the Academic Board and made available to students either prior to or within one week of commencement of the programme. Students are expected to ensure they are aware of any regulation relating to their programme of study. Ignorance of any regulation is not a valid excuse for non-compliance.

Programme Regulations are the legally binding contractual obligations of staff and enrolled students. They are used to guide delivery of the programme and its courses, and provide guidance on the relevant approaches to learning and teaching, and on assessment (against specified learning outcomes).

In cases where collaborative arrangements are in place, externally prescribed regulations may apply.

The Programme documents shall include:

- Qualification(s) and/or award(s) to which the programme leads, including title, type, level, credit value, subject area classification (NZSCED)
- Study pathways
- Programme title
- Programme aims
- Target learner group(s)
- Programme design
- Programme structure
- Schedule of courses
- Schedule of assessment standards (if the programme includes these)
- Map of learning outcomes and assessments to the qualification's graduate profile
- Core transferable skills
- Programme delivery including study weeks and study break weeks, pattern(s) of delivery, mode(s) of delivery
- Learning and teaching approaches
- Student research
- Offsite and workplace learning
- Health and safety risk management
- Entry and selection
- Recognition of academic credit
- Transition arrangements from earlier versions of the programme
- Qualification completion requirements

- Requirements for merit and distinction
- Assessment – rationale, basis, methods
- Results – for assessment and for courses
- Attendance and/or engagement requirements/expectations
- Special assessment circumstances
- Moderation
- Other requirements
- External regulations (if applicable)
- NZQA qualification details (if applicable)
- Course Descriptors
- References to Academic Statute and QMS (where appropriate)

3.01.1 COURSE INFORMATION

Course information, to be available to each student at the commencement of each course, will include, but not be limited to:

- Learning outcomes of the course, with an indication of the duration and scheduling of topics to be covered
- The level and credits of the course
- Notice of dates for any required summative assessment
- Method/methods of assessment to be employed
- Required textbooks and a list of any required learning resources
- Any prerequisite or co-requisite courses

3.02 ADMISSIONS AND ENROLMENT

Admission of students to enrol and study at NMIT shall be in accordance with the relevant programme and/or course specific regulations and with Section 224 of the Education Act 1989 Entry requirements, as published for each course or programme, shall be based on the standard required to successfully complete the course, programme or qualification, shall comply with any requirements set by other parties and by law, and shall not constitute an unreasonable barrier to entry.

Entry requirements must also comply with:

- NZQA Rules in respect of minimum requirements for entry into programmes leading to qualifications of each type and of each level;
- NZQA Rules in respect of minimum English Language Entry Requirements for students who come from non-English speaking backgrounds seeking entry to programmes leading to qualifications of each type and of each level.

> *Refer to: Internationally Recognised English Proficiency Outcomes for International Students*

Applicants must provide documentation to be admitted to course or programme as set out in the Programme Regulations. Documentation required for admission include academic transcripts and awards, shall be an original or a certified copy or certified translation. Supplementary documentation may also be required for admission include, but not limited to, curriculum vitae, work experience letters, Police Check Form, Referee Reports and Statement of Purpose.

Applicants must also provide identification documentation to confirm residential status, a verified copy of their passport or birth certificate.

Applicants with Recognition of Academic Credit (RAC) achieved by approved Cross Credit, Credit Transfer, or Recognition of Prior Learning may be admitted to any appropriate point on a programme upon payment of any prescribed fee.

3.02.1 SPECIAL ENTRY

In exceptional circumstances applicants who do not meet the academic entry requirements may be granted entry onto a course or programme where they supply documentary evidence to the Curriculum Manager or delegate to satisfy the Academic Committee of their ability to succeed on the course or programme, and where literacy and numeracy skills are sufficient to meet health and safety requirements.

3.02.2 LEARNERS UNDER 16 YEARS OF AGE

No domestic student under the age of 16 years may be admitted for any programme unless permission has been granted by the Principal of the secondary school at which the student is enrolled or the student has been exempted from attending school by a designated officer of the Ministry of Education. Students must meet the Ministry of Education's requirements before an Early Leaving Exemption will be considered. Any such student must also demonstrate their ability to achieve at the planned level of tertiary study.

3.02.3 CRIMINAL OFFENCE DECLARATION

NMIT is committed to safeguarding all stakeholders including learners and staff. NMIT requires that all applicants declare any criminal convictions they have. NMIT acknowledges that some convictions do not need to be disclosed by virtue of the Criminal Records (Clean Slate) Act 2004. For more information about when the Criminal Records (Clean Slate) Act 2004 scheme applies please refer to the following link: https://www.justice.govt.nz/criminal-records/clean-slate/. Completion of the Domestic Application/Enrolment form constitutes consent to NMIT carrying out a criminal history check with the New Zealand Police. Full consideration is given to the currency and nature of the offence(s) disclosed and the severity of any penalty imposed. If an offence is disclosed the applicant may be required to discuss the matter with the relevant Curriculum Manager. A recommendation is then made to the Executive Director Learning, Teaching and Innovation regarding enrolment. NMIT is committed to the rehabilitation of offenders where possible. The focus of the discussion will be to provide support and assess the potential for pathways to learning at NMIT.

International learners are required to declare on their visa application form whether they have been convicted at any time of any offence, including any driving offence. Refer to Section D Your Character in the Student Visa Application Form. The final decision of the visa lies with Immigration New Zealand.

3.02.4 REFUSAL OF ADMISSION

Refusal of admission must be justifiable.

The institute may refuse admission to a student whose disability is such that special facilities and services cannot be reasonably made available to support the student in their course, or where the student's disability may pose a hazard to the student or to others in carrying out the requirements of the course. Refer to Section 60 of the Human Rights Act.

Nothing in this section prevents NMIT from refusing to enrol, or from cancelling the enrolment of a student on the grounds set out in Section 224 (12) of the Education Act 1989.

Where a new programme has not yet received final approval from NZQA and TEC, students may be conditionally accepted for enrolment.

3.02.5 LATE APPLICATIONS

Applications submitted after the due date will be considered, subject to the availability of places, after the applicants who submitted their application by the due date.

3.02.6 ENROLMENT

Applicants become fully enrolled when they have confirmed their place on the course or programme and have paid their fees or have made arrangements with NMIT Finance to pay their fees before the course or programme start date.

Enrolments may be accepted for a course or programme only after it has obtained full academic approval.

3.02.7 LIMITS ON STUDENT NUMBERS

Where a limit is set on student numbers for a course or programme, selection criteria specified in the relevant Programme Regulations will be applied to determine who will be offered a place.

If no selection criteria are specified, then preference will be given to students in the order in which applications were received.

Information about selection criteria is available to students prior to or at the time of application.

3.02.8 CANCELLATION OF COURSE OR PROGRAMME

Where it appears to the Executive Director responsible for Finance that the number of students enrolled is insufficient to justify delivery of a course or programme, then it may be cancelled, notwithstanding that enrolments have been accepted. In such cases all fees and charges shall be refunded in full.

3.03 ENROLMENT TRANSFER, CANCELLATION AND WITHDRAWAL

Domestic and International students have specific and separate requirements relating to enrolment transfer, cancellation and withdrawals.

3.03.1 TRANSFER OF ENROLMENT

A transfer of enrolment is the process by which a student remains on the same programme but wishes to transfer a course enrolment for a different course or course occurrence. For example, the same course in a different semester.

If a student wishes to change their programme of study to another programme of study, this is treated as an Enrolment Cancellation and a separate enrolment for the new programme of study is required.

Students who request a transfer after commencement of their original course or programme, shall apply to the Curriculum Manager concerned.

The length of the course or programme will determine the number of days from the start date within which a transfer can be actioned, and the conditions that apply.

Transfers shall not be approved outside of the dates within which transfers are available for the course or programme except in exceptional circumstances by the Director responsible for the Curriculum Area.

Students who are approved to transfer to another course or programme may be charged for resource usage.

Notwithstanding the information in this section, the regulations for transfer may vary for specific programmes.

In exceptional circumstances the transfer may be initiated by NMIT.

3.03.2 ENROLMENT CANCELLATION

An enrolment cancellation is a form of withdrawal, as defined by the Tertiary Education Commission Rules.

An enrolment cancellation is the withdrawal of a student from a course(s) or programme without academic penalty. In these cases no course result will be recorded on the student's Academic Record, and the enrolment will not be reported in the Single Data Return (SDR).

An enrolment cancellation may be initiated by NMIT or by the student concerned.

The length of the course(s) or programme will determine the number of days from the start date of the course(s) or programme within which an enrolment cancellation can be actioned, and the conditions that apply.

3.03.3 ENROLMENT WITHDRAWAL

In cases where a student's enrolment is formally withdrawn from a course(s) or programme after the last cancellation date and before the last withdrawal date, the student enrolment will be reported in the Single Data Return (SDR) and the student's Academic Record will show 'Withdrawn' as the result for the course(s).

An enrolment withdrawal may be initiated by NMIT or by the student concerned.

The length of the course(s) or programme will determine the number of days from the start date of the course(s) or programme after which an enrolment withdrawal can be actioned, the date after which an enrolment withdrawal is no longer available, and the conditions that apply.

In all cases the withdrawal date will be the date the Cancellation/Withdrawal Form is received by the Administration Office.

Enrolment withdrawal from a course(s) or programme is without prejudice to the student's right to apply on that course(s) or programme in the future.

3.03.4 ENROLMENT WITHDRAWAL FOLLOWING NON ENGAGEMENT

Where an enrolled student does not engage at any time within the enrolment withdrawal period of the course(s) is complete, but has not initiated a formal enrolment withdrawal process nor responded to communications from the Institute, including requests to confirm their enrolment status, the institute may withdraw the student from the course(s).

Where a student has enrolled on a course(s) and has begun to participate in their scheduled learning activities and then stops, but has not initiated an enrolment withdrawal process nor responded to communications from the Institute, including requests to confirm their enrolment status, the institute may withdraw the student from the course(s).

Notwithstanding the information in this section, in exceptional circumstances beyond the control of the student, the regulations regarding withdrawal may be varied at the discretion of the Executive Director responsible for Finance.

| *Refer to:* | *Fees, Charges and Refunds (Domestic Students) Policy* |
| | *Fees, Charges and Refunds (International Students) Policy* |

3.03.5 INTERNATIONAL STUDENTS ON APPROVED SPECIAL LEAVE

If an international student is granted special leave and does not arrive within 48 hours of the return date specified on the Request for Special Leave form or a date agreed in writing with the International Enrolments Office, NMIT will terminate the enrolment. Once enrolment is terminated, NMIT will advise Immigration New Zealand and Immigration New Zealand will commence their compliance process.

Refer to: *International Student Special Leave*

3.04 FEES

Fees for domestic and international students will be published on NMIT's website.

In signing the enrolment form students agree to pay all fees and other course-related costs as they become due.

The NMIT Council shall determine fees for courses and programmes funded through the Tertiary Education Commission Student Achievement Component (EFTS) funding scheme, and for international students. Fees for other programmes will be determined in accordance with the relevant contract. A schedule of charges, such as charges for withdrawals and the late payment of fees, shall be published and available to students.

Notwithstanding the information in this section, charges may be amended and other charges may apply, with reasonable notice periods given.

Full payment of all approved fees and charges shall be made by the due date unless alternative arrangements have been agreed in writing by the Executive Director responsible for Finance. Specific payment dates will be supplied on application for a course(s) or programme.

No student shall be deemed to be enrolled for a course(s) or programme unless full payment of all approved fees has been made or arranged by commencement of a course(s) or programme.

Fees not paid by the due date may attract a late payment charge. In addition, students may not be permitted to attend classes until the outstanding fees are paid.

Where a student has an outstanding debt with NMIT the following consequences may occur:

- A student may be denied entry to course activities and resources.
- Assessment results may not be released.
- Any qualification or other award may be withheld.
- Academic records may not be issued to the student or transferred to other institutions.
- Library access may be denied.
- Computer access may be denied.
- Enrolment in other courses or programmes may be denied.
- Referral to a debt collection agency after 3 months.

3.04.1 REFUND OF FEES

The eligibility for refunds of fees resulting from circumstances relating to enrolment, the cancellation of an enrolment, or the transfer of an enrolment are specified in the Fees, Charges and Refunds (Domestic Students) or Fees, Charges and Refunds (International Students). Notwithstanding the information in this section, the regulations may be varied at the discretion of the Executive Director responsible for Finance in exceptional

circumstances. Special conditions may apply for specific courses and programmes. *Refer to relevant Programme Regulations*.

The period within which a student withdrawing from a course(s) or programme is eligible for a fees refund is detailed in the Withdrawal Policy.

NMIT may withhold an administration charge from the amount of any refund.

Refunds for international students will be considered individually according to the procedure.

Refunds for domestic students will only be considered where the Cancellation/Withdrawal Form is submitted to the Administration Office within the enrolment cancellation period.

No refund of course enrolment fees is available if the Cancellation/Withdrawal Form is submitted to the Administration Office after the enrolment cancellation period, except in exceptional circumstances and with approval from the Curriculum Manager and the Executive Director responsible for Finance.

No refund of enrolment fees is available for a course(s) less than 7.5 credits or the equivalent of two weeks full-time study, except in exceptional circumstances and with approval from the Curriculum Manager and the Executive Director responsible for Finance.

Apart from the refund of enrolment fees described in this section, the refund of any other charges is at the discretion of the Executive Director responsible for Finance.

Where course materials are retained by the student for any course they withdraw from, NMIT reserves the right to retain the course materials component of the enrolment fee when refunding the student.

A refund of fees and charges paid by a recognised third party will be made back to that third party unless written authorisation is supplied by the third party for refund directly to the student.

A refund to a student will be first applied to offset any debt to NMIT with any balance being refunded to the student.

> *Refer to:* *Fees, Charges and Refunds (Domestic Students) Policy*
>
> *Fees, Charges and Refunds (International Students) Policy*

3.05 TE TIRITI O WAITANGI

The significance of Te Tiriti o Waitangi is acknowledged, and the aspirations, values and cultures of individual students and staff are embraced within the context of Aotearoa New Zealand. NMIT programmes have been designed to be supportive and inclusive of Mana Whenua and other cultures.

The NMIT Māori Strategy, Te Ara Wai (The Ocean Trail) is underpinned by Te Tiriti o Waitangi. The name Te Ara Wai refers to the ocean trails Māori ancestors followed in their pursuit of prosperity beyond the horizon.

Te Ara Wai draws on concepts from within the Māori World to give fulfilment to the four imperatives of the Strategy:

- Empowerment
- Holistic Development
- Family and Community
- Productive Partnerships

> *Refer to:*   *[Treaty of Waitangi Policy](#)*
>
>   *[Te Ara Wai - NMIT Māori Strategy](#)*

3.06 EQUAL EDUCATIONAL OPPORTUNITIES (EEDO)

In order to address inequity, increase participation and improve the learning experience of disadvantaged and under-represented groups across the Institute, NMIT is committed to:

- eliminating unnecessary barriers to the progress of students;
- avoiding the creation of unnecessary barriers to the progress of students;
- developing programmes to attract students from groups in the community either under-represented in NMIT's student body; or disadvantaged in terms of their ability to attend NMIT.

The EEdO report provides details of how the Institute can evidence this commitment and this report is available in the NMIT Annual Report.

3.07 OFFSITE AND WORKPLACE LEARNING

Offsite and workplace learning provides the opportunity to link classroom delivery with corresponding practice in the workplace. It enables students to learn and apply key practical skills and gain experience of professional requirements and practice in an industry setting.

Students must meet all the pre-requisite requirements for any offsite or workplace learning component before being permitted to proceed.

Each student will have an Offsite and Workplace Learning Agreement with the workplace, outlining the expectations, roles and responsibilities of all parties. During offsite and workplace learning, students must adhere to the health and safety and general rules that pertain to that particular worksite.

If, in the opinion of the Curriculum Manager, a student's performance or participation in any offsite or workplace learning component is unsatisfactory for whatever reason, the Executive Director responsible for Learning and Teaching may suspend the student's attendance for up to three working days. During that time the Academic Committee or other appropriate NMIT authority will consider the unsatisfactory performance/participation/misconduct and implement one of the following:

a) remove the suspension
b) require the student to undertake further study in pre-requisite requirements
c) suspend the student from the offsite or workplace learning component for a period that it sees fit
d) exclude the student from the programme where successful completion of the offsite or workplace learning hours is a compulsory academic requirement.

> *Refer to:*   *[Health and Safety Manual](#)*
>
>   *[Offsite and Workplace Learning Policy](#)*
>
>   *[Safety, Health and Wellbeing Policy](#)*
>
>   *[Student Misconduct Procedure](#)*

3.08 HEALTH AND SAFETY RISK MANAGEMENT

NMIT is committed to providing a safe and healthy learning/work environment and to meet its obligations under the Health and Safety at Work Act 2015. NMIT health and safety policies and procedures are reviewed at least every two years.

At all times, every effort shall be made to reduce any risk to students through management of educational activities and the learning environment.

Curriculum Areas comply with relevant NMIT Safety, Health and Wellbeing policies, and follow the procedures described in the NMIT Health and Safety Manual. There are standard NMIT guidelines for managing general health and safety risk issues. Where a Programme contains activities with the potential for significant risk, students are made aware of these (and the guidelines concerning them) at the beginning of the appropriate courses.

All students will be inducted to the health and safety procedures (including emergency evacuation and accident) for the site where their learning takes place.

Where specialist training providers are contracted to NMIT to manage off campus activities, the training provider's Safety, Health and Wellbeing policies and processes must comply with NMIT Safety, Health and Wellbeing requirements. They may be required to provide evidence of their health and safety practices. In such cases where they do not comply, the contractor is advised that NMIT Safety, Health and Wellbeing Policies and Procedures apply.

> *Refer to:*   *Health and Safety Manual*
>
> *Intentions Form for Off-Campus Activities [available for NMIT staff only]*
>
> *Offsite and Workplace Learning Policy*
>
> *Risk Analysis and Management Plan for Educational Activities*
>
> *Safety, Health and Wellbeing Policy*

3.09 CORE TRANSFERABLE SKILLS

The term 'core transferable skis' refers to both 'soft skills' such as personal competencies and abilities; and 'hard skills' the specialist skills which can be defined and measured. By acquiring both sets of skills, NMIT students become work and world-ready graduates making well-informed choices of a career or academic path.

Transferable skills contribute to the NMIT strategy to collectively prepare world and work ready graduates.

For every programme, (levels 1 – 9), a detailed list of core transferable skills embedded in the programme delivery is available in the Programme Regulations. These skills contribute towards the student successfully meeting current and future demands of employers.

The list below provides examples of the types of skills that students will develop:

Self/Others Manaakitanga	Learning to Learn
o Teamwork o Communication o Self-management o Tikanga and Te Ao Māori o Leadership	o Taking responsibility and initiative for own learning o Goal setting and achieving o Enhancement of potential to improve own performance o Critical thinking and analysis o Reflective thinking and problem solving o Resilience
Literacy	**Numeracy**
o Clear and effective written and oral communication o Acquiring, understanding and assessing information o Presentation and public speaking o Analysis of written information o Management of written projects	o Mathematical skills to complete calculations o Interpretation of mathematical information o Analysis and evaluation of statistical data o Numerical strategies to analyse and interpret data o Numerical strategies to resolve operational problems
Specialist Skills	**Digital Literacy**
o Operational and theoretical knowledge in the field of work and study o Awareness of professional standards and expectations o Knowledge, attitude and skills to progress to next academic level or into workplace o Solutions to familiar and unfamiliar problems o Compliance legislation o Health and safety	o Use of appropriate digital tools and resources to manage information o Use of multiple digital sources relevant to the field of work and study o Creation and publication of subject specific content in multimedia formats o Management of group interactions and engagement in online communities

3.10 ASSESSMENT

The Assessment Policy summarises assessment at NMIT, staff and student responsibilities, and the principles that underpin effective assessment. It also provides a glossary of specialist terms relating to assessment, assistance and guidance on assessment matters, and useful internal and external document references.

The Academic Committees will be responsible for keeping an overview of assessment practices.

Institute processes will ensure the security of assessment documents prior to the holding of the assessment, and for the accuracy and security of assessment results.

Every programme in which summative assessment takes place will have their assessments moderated both internally and externally as specified in the relevant Programme Regulations and Institute policy.

No changes to assessment requirements may be made during the course unless approved by the appropriate Academic Committee and notified in writing to students.

Students shall be advised of assessment requirements within one week of course commencement.

Any changes to assessment timetabling will be minimal and communicated clearly and effectively to the students in a timely manner so as not to disadvantage any students whilst maintaining academic integrity.

Students shall be given access to the marking schedule used to mark the assessment. Assessments should be marked and constructive feedback provided to students within a specified period as described in each Curriculum Area's protocol or the relevant Programme Regulations.

Students shall make themselves available to undertake all summative assessments at the time and place stipulated by the course information/timetable provided. Failure to submit summative assessments on time, without having an approved extension may result in a fail assessment result.

Students are responsible for meeting standards of academic honesty including acquainting themselves with any requirements relating to the conduct of tests and examinations as published for a particular programme or course.

3.10.1 ASSESSMENT IN TE REO MĀORI

Students may use Te Reo Māori in assessment if the student has registered their request, and has received approval for this prior to the start of the course or programme by the Curriculum Manager with responsibility for the Curriculum Area.

The facility to use Te Reo Māori is not available where a course specifically requires students to demonstrate their facility in a language other than Te Reo Māori and/or where facility in the English language is central to the objectives of all or part of the course.

3.10.2 EXAMINATIONS

The Examination Guidelines provide best practice guidelines for NMIT staff administering examinations, to ensure that NMIT students are able to sit their examinations under the best possible conditions by:

- Being treated fairly
- Creating an environment of academic integrity
- Promoting honourable student behaviour
- Supporting student academic success

The Guidelines also provide clear processes for:

- Requesting external Tertiary Education Organisations (TEOs) to provide invigilation services for NMIT Students, when required
- Requests from external Tertiary Education Organisations (TEOs) to provide invigilation services for their students

> *Refer to:*   *Assessment Policy*
>
> *Examination Guidelines*

3.11 SPECIAL ASSESSMENT CIRCUMSTANCES

3.11.1 AEGROTAT CONSIDERATION

This section relates to student performance in summative assessment being affected by factors beyond the control of the student.

DEFINITIONS:

"Affected" means influenced in some way. For time constrained items such as tests, examinations, and presentations "affected" may be inability to attend any or all of the event, or diminished performance; for other items it may be the inability to meet deadlines, or diminished performance within deadlines.

"Aegrotat" refers to a result which may be granted to a student whose absence or impaired performance has been the result of illness, injury, bereavement or other personal circumstances.

"Factors beyond the control of the Student" refers to any circumstances or situation which the student could not have reasonably prevented, including sickness or injury to the student, or bereavement.

APPLICATION PROCESS

In the first instance the application for aegrotat consideration shall be made by the student to the Curriculum Manager with responsibility for the course or programme which the student is studying.

In all cases the initial notification of the intention to seek aegrotat consideration must be prior to the assessment event. For tests and examinations, this means the start time of the assessment. For assignments, this means the deadline for submission. Under exceptional circumstances this requirement may be waived provided that notification was at the earliest possible opportunity.

The application for aegrotat consideration must include appropriate evidence of both the circumstances and the effect on performance. In the case of a test or examination, documentary evidence such as a medical certificate must confirm impaired performance at the time of the assessment and should normally be obtained within 24 hours of the test or examination.

At the time of lodging the application for aegrotat consideration the student must be advised that when the result for any summative assessment in a course is determined through aegrotat consideration, the result for the course will also show as an aegrotat result.

The decision on the outcome of an application for aegrotat consideration rests with the Curriculum Manager with responsibility for the course or programme which the student is studying.

ELIGIBILITY

Programme Regulations will indicate if aegrotat consideration is available in the course and/or programme. Aegrotat results are not available in courses that use Competency Based Assessment.

A student would normally be expected to complete 50% of the summative assessment for a course, or to have failed or missed no more than one summative assessment, to be eligible for consideration. If there are fewer than two summative assessments, this does not apply.

The Curriculum Manager responsible for the programme shall consider the eligibility of the application with respect to the proportion of total assessment that the student has completed, or may complete. On the basis of this the Curriculum Manager may:

    a) agree to further consideration; or
    b) hold the application pending completion of the rest of the assessment items in the course; or
    c) decline the application.

Should an application be considered ineligible, the application shall be returned to the student who shall have the right of appeal on the grounds of:

    a) fairness in terms of relevant policy
    b) adherence to published procedures.

VALIDITY

The Curriculum Manager responsible for the programme shall consider the validity of the application. To be considered valid, the application shall be genuine and supported by such evidence as the Curriculum Manager requires.

DETERMINATION OF MARK OR GRADE USING ALTERNATIVE METHODS:

Under normal circumstances the alternative available methods used to determine the result are:

a) Assess after extending a deadline for completion.
b) Assess completed item or an equivalent item at another time.
c) Assess a completed alternative item.

DETERMINATION OF MARK OR GRADE USING AEGROTAT CALCULATION:

d) Estimate the mark that the student would have gained had the circumstances not arisen. If a student has completed the substantial majority (normally at least 50%) of the summative assessments of a course, the final grade or mark may be determined by mathematical extrapolation. (Aegrotat result)
e) Change the weighting of the assessment items completed to estimate a mark or grade for the complete course. (Aegrotat result)

The Curriculum Manager responsible for the course or programme shall use the selected method to determine the result for the individual item, or for the whole course as appropriate. In all cases the determination shall be conservative, to award a result that the student was very likely to have achieved or exceeded.

If the grade so determined for the item or for the course is lower than that achieved by the student despite the circumstances, the grade actually achieved shall stand.

Where a mark or grade is able to be determined following aegrotat consideration, the result may be recorded as (mark or grade) (AEG).

Where a mark or grade is unable to be determined, following aegrotat consideration, a pass may be recorded as Pass (AEG).

Where the result for any summative assessment in a course is determined through aegrotat consideration, the result for the course must show as an aegrotat result.

The result shall be notified to the student in writing, who shall have the right of reconsideration and appeal.

3.11.2 RE-SITS AND RESUBMISSIONS

For all programmes which include summative assessments, published information for students (e.g.

Programme Regulations) shall include information on availability, criteria and procedures for re-sit and resubmission of summative assessments.

Where the criteria for successful completion of a summative assessment have not been met, if the Programme Regulations permit, the student may request to undertake the assessment task or activity a second time (or more if Regulations permit) within the timing of the programme or course.

Requests for re-sits and/or resubmissions should be made no later than 5 working days after the assessment has been marked and returned to the student. If Regulations permit, the student will be allowed either a re-sit or a resubmission.

The maximum mark for the student's work shall be the minimum pass for the assessment. If extenuating circumstances apply, the student may seek an exception to this, but any exception must be approved by the Curriculum Manager.

3.11.3 RECONSIDERATION OF ASSESSMENT RESULTS (RE-MARK)

A student who has reason to believe that the grade or mark for a particular assessment is incorrect, should firstly discuss this with the staff member responsible within five (5) working days of the return of the assessment.

The staff member will provide feedback to the student to clarify why the grade or mark has been awarded and may, if justified, amend the result.

If the student still believes that the mark or grade is incorrect, they should apply to the Curriculum Manager responsible for the programme for a reconsideration within (10) working days of the return of the assessment. Reconsideration will solely investigate the marking of an assessment and may include a re-mark.

Reconsideration may lead to no change or to either a raising or lowering of the grade.

The Curriculum Manager responsible for the programme will advise the student of the decision with reasons within ten (10) working days of receipt of the request or receipt of any independent opinion or reassessment result, whichever is later.

3.11.4 STUDENTS WITH DISABILITY/IMPAIRMENT

NMIT's equity support services are aligned (through ACHIEVE, the National Post-Secondary Education Disability Network Incorporated) to the Kia ōrite Code of Practice, the New Zealand Code of Practice for an Inclusive Tertiary Education Environment for Students with Impairments.

https://www.achieve.org.nz/resources/kia-orite-code-of-practice/

Students with disability or impairment who wish to access NMIT's support services can contact the Equity Coordinator who will assess for eligibility. Eligible students wishing to receive assistance in order to undertake a summative assessment can apply to the Equity Coordinator or the Head of Learner Services. The application must state the nature of the disability/impairment and the type of assistance required.

Assistance can include:

- Alternative venues
- Rest breaks
- Extra time
- NZSL interpreter
- Reader or writer
- Reader/writer
- Use of computer
- Voice recognition tools

The application needs to be submitted in good time. If the application is submitted with less than two weeks' notice to the date of the assessment, NMIT may not be able to provide the assistance requested.

Refer to:	*Kia ōrite Code of Practice*
	Alternative Arrangements Guidelines in Tests and Examinations for Students with Disability/Impairment

3.12 RESULTS

NOTE: The information in this section refers to NMIT courses and programmes of study which are not subject to collaborative arrangements with other Tertiary Education Organisations. In cases where collaborative arrangements are in place, externally prescribed regulations may apply, and the results available will be specified in the relevant Programme Regulations and/or Course Descriptors, and may differ from the information in this section.

The available results of assessments and courses shall be specified in the Programme Regulations and/or Course Descriptors.

3.12.1 ASSESSMENT RESULTS – COMPETENCY-BASED ASSESSMENT

Where a course uses competency-based assessment students must meet the required standard as identified in the list of competencies for the assessment. Students are advised of the competencies they are required to demonstrate.

Unless Programme Regulations stipulate otherwise, results of competency-based assessments are recorded as Achieved (A) or Not Achieved (N).

Where the Programme Regulations also permit the recognition of Merit and/or Excellence for assessment results they will be recorded as Merit (M) and Excellence (E).

3.12.2 ASSESSMENT STANDARD RESULTS

Unless Programme Regulations and/or Course Descriptors stipulate otherwise, results of Assessment Standards are recorded as Achieved (A) or Not Achieved (N).

Where the Programme Regulations also permit the awarding of Merit and/or Excellence for Assessment Standard results they will be recorded as Achieved (A) or Not Achieved (N), or Achieved with Merit (M) or Achieved with Excellence (E).

Results A, M and E will be reported to NZQA no later than one month after the end of the course.

3.12.3 ASSESSMENT RESULTS – ACHIEVEMENT-BASED ASSESSMENT

Results of achievement-based assessments are recorded as grades or percentages.

The assessment results available in a programme are stipulated in the relevant Programme Regulations.

3.12.4 COURSE RESULTS – COMPETENCY-BASED ASSESSMENT

The course results that are available in a programme which uses competency-based assessment are listed in the Course Result Key stipulated in the relevant Programme Regulations.

Where competency-based assessment is used (the process of seeking evidence and making a decision about whether a student can perform to a standard), course results shall be recorded as Pass/Passed (P), No Pass/Not Passed (NP), or as one of the 'Other' results available under the Programme Regulations.

3.12.5 COURSE RESULTS – ACHIEVEMENT-BASED ASSESSMENT

The course results that are available in a programme which uses achievement-based assessment are listed in the Course Result Key stipulated in the relevant Programme Regulations.

Where course results are awarded according to the level of achievement, the final outcome of a course shall be recorded either as a grade or as one of the 'Other' results available under the Programme Regulations.

Grades in the A, B and C ranges are passing grades, and grades in the D and E range are failing grades.

3.12.6 OTHER RESULTS THAT MAY BE AWARDED

Programme Regulations specify the 'Other' course results available in a programme.

3.12.7 DISTINCTION OR MERIT FOR QUALIFICATIONS

Where Programme Regulations allow, qualifications may be awarded with Merit or Distinction.

The requirements that must be met for the award of a qualification to be with Merit and/or Distinction are stipulated in the relevant Programme Regulations.

Where the relevant Programme Regulations allow, students will receive an award with **Distinction** where all courses that are being used to meet the completion requirements for the qualification achieve pass grades in the A grade range (A-, A, A+).

Where the relevant Programme Regulations allow, students will receive an award with **Merit** where all courses that are being used to meet the completion requirements for the qualification achieve either all passes in the B grade range (B-, B, B+) or above, or a combination of passes: all passes in the B grade range with the exception of **a maximum of one pass** in the C grade range (C-, C, C+) (equivalent to 15 credits) and a minimum of one pass in the A grade range (A-, A, A+) (equivalent to 15 credits) in another course.

Course results awarded through Recognition of Academic Credit (RAC) Cross Credit or RPL are **ungraded results** representing a pass for the course. In cases where a student has been awarded one or more course results through Cross Credit or RPL, and where any of these courses are being used to meet the completion requirements for the qualification, **Distinction is not available**.

In cases where a student has been awarded one or more course results through Cross Credit or RPL, and where any of these courses are being used to meet the completion requirements for the qualification, if the student has achieved all passes in the B grade range or above, with the exception of **a maximum of one Cross Credit or RPL result** and a minimum of one pass in the A grade range, this combination can also be used to meet the requirements for Merit.

Where a qualification is awarded with Merit the title of the award will be:

> **[Qualification title] (with Merit)**

Where a qualification is awarded with Distinction the title of the award will be:

> **[Qualification title] (with Distinction)**

3.12.8 CONCEDED PASS

Any student, with course results where a narrow fail in a course is compensated by good grades in other courses in the programme, will be considered for a Conceded Pass in order to be awarded the qualification. A

decision to grant a Conceded Pass will be at the discretion of the Academic Committee, not by application from a student, and will not be open to appeal.

A Conceded Pass is only available for a course using Achievement Based assessment. Where percentage marks are determined, a Conceded Pass will only be considered in the range 45% – 49%.

A student may be granted only one Conceded Pass per programme. A Conceded Pass does not fulfil requirements for pre-requisites, cross credit or credit transfer.

Where a Conceded Pass is granted, (CON) will be recorded alongside the result already determined for the course. e.g. D (CON).

3.12.9 COURSE RESULT KEYS FOR COLLABORATIVE OR SHARED PROGRAMMES

Where Programme Regulations indicate a collaborative arrangement between NMIT and another Tertiary Education Organisation (TEO) the Regulations will indicate if externally prescribed Course Result Keys apply.

3.12.10 NOTIFICATION OF COURSE RESULTS

Course results will be advised to students following approval by the Academic Committee responsible for the programme.

Any results displayed publicly will use student ID numbers, not student names.

3.12.11 AVAILABILITY OF MARKED ASSESSMENTS

Students shall be entitled to the return of all written assignment work (or a copy thereof) submitted for coursework assessment within a reasonable time (as specified in Programme Regulations) and free of charge.

Copies of final examination scripts will be available for viewing but may be retained by NMIT.

Students shall be given access to the marking schedule used to mark the assessment.

If no time limit is set for the collection or retention of assessed work, any uncollected work may be destroyed three months following the completion of the course.

> Refer to: *Student Results and Awards policy*
>
> *Section 7: Schedule of Course Result Keys*

3.13 RECOGNITION OF ACADEMIC CREDIT (RAC)

NMIT is committed to the recognition of relevant formal and informal prior learning and the prior achievement of academic credit. NMIT recognises that learning may be general or specific and may be achieved in a variety of ways.

The NMIT Recognition of Academic Credit Policy is designed to:

- To recognise and credit students' achievement of relevant formal and informal learning acquired prior to completion of a qualification offered by NMIT.
- To support individuals in their lifelong learning.
- To ensure that Recognition of Academic Credit (RAC) contributes to the quality and integrity of qualifications offered by NMIT and facilitates effective study pathways for learners in compliance with NZQA regulations.

The principles for Recognition of Academic Credit are to:

- Eliminate duplication of learning and assessment.
- Provide open, inclusive and integrated tertiary education systems, enabling students to transfer between institutions, both nationally and internationally.
- Ensure that the quality, cohesion, integrity and standing of qualifications are upheld.
- Ensure that constructive alignment across the qualification is maintained.
- Ensure that principles of assessment practice, to be appropriate, practicable, inclusive, valid, reliable and fair, are maintained.

Three types of RAC are distinguished in the RAC Policy:

- Cross Credit (CC)
- Credit Transfer (CT)
- Recognition of Prior Learning (RPL)

RAC is only available for **complete** courses.

The Recognition of Academic Procedure describes the procedures for formally recognising relevant formal and informal experience and study that has been achieved prior to completion of a qualification offered by NMIT, as academic credit for a course or courses at NMIT.

> Refer to: *Fees, Charges and Refunds (Domestic Students)*
>
> *Fees, Charges and Refunds (International Students)*
>
> *Recognition of Academic Credit (RAC) Policy*
>
> *Recognition of Academic Credit (RAC) Procedure*
>
> *Section 7: Schedule of Course Result Keys*

3.14 STUDENT ACADEMIC APPEALS

NMIT undertakes to ensure academic appeals are fairly heard and academic standards are maintained. Commitments made in NMIT's *Student Charter* are recognised and applied. The Student Academic Appeals policy provides the following scope for academic appeals:

Students may appeal decisions made by NMIT staff or academic committees on any academic matters, including:

- Admission to programmes
- Applications for credit transfer, cross credit, RPL
- Meeting the progression requirements within a programme
- Results of summative assessments, grades, the award of merits and distinctions; and award of qualifications
- Applications for consideration of special assessment circumstances such as aegrotat
- Alleged academic misconduct
- Cancellation of enrolment and withdrawal from a programme
- Application of the NMIT Academic Statute
- Application of Programme Regulations
- Application of NMIT procedure: *Unsatisfactory Academic Progress*

For procedure and more information, refer to the Student Academic Appeals policy.

> *Refer to:* *Student Academic Appeals Policy*

3.15 ACADEMIC INTEGRITY AND CONSEQUENCES OF BREACHING NMIT RULES

NMIT and SANITI will actively raise the awareness of staff and students of the value of maintaining high standards of Academic Integrity for the NMIT community. Activities that raise awareness of academic integrity include but are not limited to:

- Encouraging specific collaboration between staff and students on what academic integrity means for the Institute.
- Mapping out clear expectations of academic integrity early on in the learner journey.
- Designing assessments to enhance academic integrity.
- Providing educative learner support services to embed good academic practice. For example, good referencing practice.
- Facilitating the use of software to detect plagiarism. For example, WriteCheck, Turnitin.
- Encouraging the use of pledge statements and honesty declarations where appropriate.
- Developing a culture where students take responsibility for abiding by the principles of academic integrity
- Clearly mapping out the consequences of academic misconduct.

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 Manager or delegate
e) Using notes during a closed book test.

Academic misconduct is unacceptable. Where academic misconduct is discovered, severe penalties will be imposed.

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

Where Academic Misconduct is alleged, the *Academic Misconduct Procedure* will be followed.

3.15.1 PENALTIES FOR ACADEMIC MISCONDUCT

Where an allegation of misconduct is proven, any or all of the following penalties may be imposed by the institute, using approved processes:

- The award of a fail grade or a nil mark for the affected summative assessment event;
- Disqualification of the student from sitting any summative assessments for a specified period
- Cancellation of credit if the student has been credited with a pass in the course in respect of which the allegation arose
- Suspension from any course for a period
- A reprimand
- Record of the penalty imposed on the student's file for a specified time
- Exclusion of the student from any programme within the institute.

> Refer to: *Academic Integrity and Academic Misconduct Policy*
>
> *Academic Misconduct Procedure*
>
> *Student Academic Appeals Policy*
>
> *What to do When (there's a problem) [internal access only]*

3.16 UNSATISFACTORY ACADEMIC PROGRESS

It is important to identify and support students who are having difficulty meeting academic standards as early as possible and the provision of academic support is a normal part of learning and teaching at NMIT. Refer to Sections 3.18 and 3.19 of this Statute.

However, a student may be deemed by the institute to have made unsatisfactory academic progress and may be excluded from that course and/or programme and not permitted to re-enrol without the prior permission of the institute.

> Refer to: *Unsatisfactory Academic Progress Procedure*

3.17 RE-ENROLMENT ON A COURSE OR PROGRAMME FOLLOWING EXCLUSION

Any specific Programme Regulations related to exclusions from programmes shall take precedence over the principles identified below.

Any student excluded from a course or programme, who wishes to re-enrol, shall lodge a written application with the Academic Committee before the commencement of the course or programme together with the specified fee.

The student must satisfy the Academic Committee that as a result of study or other activity in the intervening period, there is a reasonable likelihood they will succeed in their study.

The Academic Committee shall decide whether the student may be permitted to re-enrol and may impose conditions on the re-enrolment.

> *Refer to:*   *Offsite and Workplace Learning Policy*
>
>   *Student Misconduct Procedure*
>
>   *Unsatisfactory Academic Progress Procedure*

3.18 STUDENT GUIDANCE AND SUPPORT

NMIT supports all students in their learner journey, in accordance with its Student Charter.

3.18.1 LEARNER SERVICES

The Library Learning Centre (LLC) Te Puna Mātauranga, and its satellite Learning Centres provide:

- A learner-centred convergence of library, information, technical services, learning and pastoral supports for the students and staff of NMIT. This requires a range of facilities to meet the varying and changing needs of students and staff.
- An environment which enhances and supports the learning experiences of students by assisting with the development of skills to locate, evaluate and effectively use information (information literacy) and by providing flexible learning options where appropriate.
- A gateway to learning resources and support for students and staff on the Nelson, Richmond, Marlborough and Woodbourne campuses, and for those studying by distance or online. Services and resources are available via the library website, online Learner Services Hub, email, courier delivery, and Skype, to those staff and students who cannot access the campuses in person.

The Learner Services team and facilities contribute directly to the Institute's roles by:

- Acquiring, organising, and making available those information resources that are needed to support the academic programmes, research, and management of the Institute – books, e-books, serials, audio-visual resources, and subscription databases.
- Providing study facilities – a range of individual and group study areas, computers and printers, copiers and scanners, and audio-visual equipment.
- Providing learning support – learning facilitators offering extra tuition, learning guidance and resources that will assist students and staff to reach their potential, whether they are experiencing difficulties with their studies or simply want to improve their performance.
- Providing pastoral and wellbeing support – dedicated staff are also available for students when they need support with life as an adult learner: Kaiāwhina Māori; Student Advisors for Pasifika and International students; Youth; and an Equity Coordinator.

There are a variety of support services available – these are listed below:

LEARNER SERVICES	
Learning Advice	• Learning Facilitators and Librarians
Student Support and Advice	• Student Advisors - Kaiāwhina Māori • Student Advisors - Pasifika • Student Advisors - International • Library Learning Centre Assistants • Equity Coordinator • Student Advisor – Youth / Rangatahi
Health & Wellbeing	• OCP Counselling • NMIT Counselling Support Service *Student Advisors may also refer students to Community Health support and/or Counselling Services.*

In addition, SANITI (Student Association Nelson Marlborough Institute of Technology) offers the following services for students:

Support and Independent Advocacy	• Financing study • Academic Issues • Problem Resolution • Managing Stress
Events	• Campus Culture • Functions • International Activities
Employment	• CV preparation • Cover Letters • Interview Coaching and Preparation
Representation	• Student President • Student Executive • Programme Representatives

To ensure students are fully aware of the services available and that any barriers to accessing them are addressed, NMIT shall:

- Provide Learner Services information to all new students.
- Use Moodle, MyNMIT, website, newsletters, posters etc. to communicate with students as appropriate.

To ensure staff at NMIT are aware of the services available, a representative from Learner Services should:

- Attend Programme Area/Business Support Area team meetings (as required).
- Participate in new staff induction programmes.

Information gained through the student feedback process will inform evaluation and review of these services. Refer to Section 3.20 The Learner Voice.

Learner Services staff work closely with community agencies to ensure appropriate referrals are made where specialist services are required, e.g. Police, Community Health Providers.

Refer to:	*Student Charter*

3.19 LEARNER JOURNEY

Course guidance is given to applicants at the time of enrolment to assist enrolment decision making.

At the beginning of each student's learning journey at NMIT they are given opportunities to discuss their existing personal strengths and weaknesses and how these will contribute to academic success.

With the help of a coordinating tutor or allocated tutor, students will develop their own learning plan (Individual Learning Plan or equivalent) to identify their learning goals, personal goals, timescales, resources and any support they require to meet those goals (diagnostic assessment). This Individual Learning Plan will be set within six weeks of programme commencement. Students will take responsibility for monitoring this plan, and tutors will meet with the student at least twice yearly, or more regularly if required.

NMIT embeds literacy and numeracy in its programmes and courses. Tutors will identify class and individual skills gaps and address these as part of the learning and teaching process. NMIT uses ALNAT, an online diagnostic tool, to assess literacy and numeracy abilities for students studying at levels 1-3. The assessment then provides tutors with the information they need to respond to any skill gaps.

> *Refer to:*   *The Learner Voice Policy*
>
> *Learning Conversations Procedure*

3.20 THE LEARNER VOICE

As part of NMIT's commitment to continuous improvement, all students will be given several opportunities to provide formal and informal feedback on all aspects of their learner journey with NMIT.

The coordination and administration of all formal NMIT Student Surveys is managed centrally to ensure the independence and standardisation of the process. Student satisfaction ratings are reported in the NMIT Annual Report. The response rates and information gathered from these surveys are used by Programme Areas and Business Support Areas to evidence best practice or to inform and give direction to areas for improvement.

> *Refer to:*   *Student Surveys Procedure*
>
> *The Learner Voice Policy*

A network of:
OTAGO POLYTECHNIC
NORTHTEC
UNIVERSAL COLLEGE OF LEARNING
ARA INSTITUTE OF CANTERBURY
EASTERN INSTITUTE OF TECHNOLOGY
NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
TOI OHOMAI INSTITUTE OF TECHNOLOGY

TANZ COLLABORATIVE ACADEMIC REGULATIONS

First Approved	November 2009	Approval Body	TANZ ITP Academic Boards
Version	March / May 2019 Updates	Responsibility	TANZ Academic Committee
Next Review	September 2019		

CONTENTS

Academic Statute – Section 3: Academic Regulations

PURPOSE AND SCOPE

The Collaborative Academic Regulations form part of the Collaborative Framework for all Tertiary Accord of New Zealand (TANZ) programmes and courses to meet academic quality requirements and enable consistency between institutions.

The Collaborative Academic Regulations state the academic rules for the partner institutes of TANZ to align academic systems, regulations, courses and programmes of study for the benefit of students and institutions. They may also provide a model for other institutes to use for collaborative projects.

These Collaborative Academic Regulations shall be read in conjunction with the institute's academic statute, regulations, policies and procedures. Should there be a conflict between these and the Collaborative Academic Regulations, the Collaborative Academic Regulations shall prevail unless the partner institute's Academic Board determines otherwise.

Where the programme leads to an award by a body external to TANZ, and where the Collaborative Academic Regulations are in conflict with the regulations of that body, the regulations of the external body shall apply, unless the partner institute's Academic Board determines otherwise.

The Collaborative Academic Regulations shall be reviewed at least annually and any amendments must be approved by the partner institute's Academic Board.

DEFINITIONS

Definitions of terms used in these Collaborative Academic Regulations follow the Collaborative Academic Glossary of Key Terms, unless the context requires otherwise.

3 PROGRAMME REGULATIONS AND COURSE INFORMATION

3.1 Programme Regulations

Every programme leading to a New Zealand qualification or award must be supported by a written programme document approved by the Academic Board and, where required, NZQA, detailing the formal requirements for the completion of the programme and its constituent courses and any other relevant quality assurance information.

Programme Regulations and course information must be made available and accessible to students at the start of their study, or earlier.

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; and provide guidance on the relevant approaches to learning and teaching, and on assessment (against specified learning outcomes).
In cases where collaborative arrangements are in place, externally prescribed regulations may apply.

Students must ensure they are aware of any regulation relating to their programme of study. Ignorance of any regulation is not a valid excuse for non-compliance.

3.2 Course Information

Course information, to be available to each student at the commencement of each course, will include, is but not limited to:
- Learning outcomes of the course, with an indication of the duration and scheduling of topics to be covered;
- The level and credits of the course;
- Notice of dates for any required summative assessment;

- Method/methods of assessment to be employed;
- Required textbooks and a list of any required learning resources;
- Any prerequisite or co-requisite courses
- Attendance / engagement requirements

4 AWARDS

4.1 Qualifications

The characteristics of qualifications align with those prescribed by the New Zealand Qualifications Authority (NZQA) and described on the New Zealand Qualifications Framework (NZQF).

The full definition of each qualification type are provided in the New Zealand Qualifications Framework, Section 4, and Appendices Table 1, as at:
http://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/requirements-nzqf.pdf

Qualifications (listed on the NZQF) will be awarded to students when they have accumulated the number and level of credits required for completion of the qualification for which they are enrolled, and have fulfilled all other compulsory requirements of the qualification.

A qualification shall be awarded on the basis of the completion of an approved Programme and the accumulation of credits earned by passing courses.
- Credits shall be awarded for the successful completion of a course.
- Credits shall be allocated to courses on the basis of one credit for each notional 10 hours of student learning or 1/120 of a notional full time year's work.
- All courses shall be classified at levels 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10 according to the level or extent of intellectual demand and the complexity of skills, with levels being congruent with NZQA definitions, and be classified against the NZSCED

Students are able to graduate from a Programme under the Programme Regulations, which were in force at the time of their enrolment.

Where completion of the Programme leads to an award by another authority the regulations of that authority will apply. These include, but are not limited to City and Guilds, the IATA/UFTAA travel qualifications, and qualifications from Microsoft, Novell and CISCO.

Qualifications and/or programmes of study will be approved by the Academic Board under delegated authority from the Council.

4.2 Non Formal Awards

Non-formal awards include:

- Record of Participation
- Record of Achievement
- Training Schemes - refer http://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/training-scheme-approval/
- Certificate of Proficiency

Training Schemes and Certificates of Proficiency will be approved by the Academic Board under delegated authority from the Council.

5   ADMISSION, ENTRY AND ENROLMENT

5.1   Admission

Admission, entry, selection and enrolment into programmes will be in accordance with the Collaborative Academic Regulations and/or, where approved, programme specific Programme Regulations.

The admission requirement for a specific programme shall be set out in the Programme Regulations and shall be such that each student who meets the admission standard can reasonably be expected to achieve the standard required for the qualification.

Students may be admitted to any appropriate point of a programme with Credit Recognition, Exemptions or Recognition of Prior Learning, unless expressly prohibited in the Programme Regulations and on the payment of any prescribed fee.

5.2   Entry

To be admitted to any course or programme a student must provide acceptable evidence of meeting the criteria for entry to the course or programme as set out in the Programme Regulations.

5.3   Additional requirements for International students

In addition to meeting the programme entry requirements, international students must:

- have evidence of receipt of an appropriate visa
- be over 18 years of age (applicants between the ages of 14 and 18 years will only be accepted after an assessment of the student's support systems has been made)[1].

International students must also demonstrate ability to meet the English language requirements of the programme in which they enrol including any professional requirements for English capability.

The English language entry requirements, set by NZQA, for international students can be found at: http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/programme-approval-and-accreditation/app/

Exemptions from proof of English language proficiency criteria will comply with NZQA rules. See: http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/programme-approval-and-accreditation/8/18/

5.4   Special Admission

Where applicants do not meet all entry requirements, they may gain special admission if the institute is satisfied of their ability to succeed on the programme and where literacy and numeracy skills are sufficient to interpret and apply health and safety requirements. Note that no exceptions may be made to English language requirements for international students.

No domestic student under the age of 16 years may be admitted for any programme unless permission has been granted by the Principal of the school at which the student is enrolled or the student has been exempted from attending school by a designated officer of the Ministry of Education. Any such student must also demonstrate ability to be able to achieve at the level of tertiary study they plan to study.

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[1] Ref International Code of Practice

5.5   Enrolment

All students applying for enrolment shall fully complete and submit the required enrolment form and comply with the relevant regulations including enrolment, exemptions and transfer procedures, applying to each course or Programme.

Enrolments may be accepted for a programme only after it has obtained full academic approval.

Enrolments more than 10% after the start of the programme or course date will only be permitted with the institute's approval for the delayed enrolment.

5.6   Limitations on student numbers

Where a limitation is set on student numbers in any course or programme, selection criteria approved in Programme Regulations will be applied to determine who will be offered a place.

If no selection criteria are approved, then preference will be given to students in the order in which applications were received.

Selection criteria must be notified to student prior to or at the time of application for admission.

5.7   Fees

Fees for domestic and international students will be published on the institution's website.

In signing the enrolment form students agree to pay all fees and other course related costs as they become due.

All fees must be paid in full by the published due date unless alternative arrangements have been agreed.

Students who have not paid all fees by the due date may be:
*   referred to debt collectors,
*   denied admission to classes,
and
*   shall not be eligible for the awarding of credits and /or to graduate until all approved fees are paid.

5.8   Cancellation of Programme or a Course

Only the Chief Executive has the authority to cancel a programme prior to its commencement. Factors taken into consideration will include the strategic fit, viability, staffing, quality and delivery of the programme, or any other circumstance that may influence the final decision.

Where it appears that the number of students accepted in a particular course is insufficient to justify the running of that course then the institute may cancel the course, with appropriate notice, notwithstanding that enrolments have been accepted.
Students affected must be provided with alternative options.

The institution has the right to cancel, postpone or reschedule classes without notice, or otherwise breach this agreement, if the breach is caused by a reason beyond its control including, but not limited to prevention from or hindrance in obtaining materials or supplies, labour disputes of whatever nature, act of God, fire, act of Government or state, social or political unrest or war.

Where programmes or courses are cancelled, should any enrolments have been accepted, the relevant enrolment fees will be refunded according to the institute's refund policy, as advised to students at enrolment.

6 ATTENDANCE/PARTICIPATION, UNSATISFACTORY PROGRESS AND PRACTICAL/PROFESSIONAL REQUIREMENTS

6.1 Attendance/Participation

The attendance/engagement requirements for all courses will be set out in the course / programme information provided to students at the start of their course. All students are expected to attend/engage at the commencement of their course unless they have been given permission to start later.

Where attendance/engagement is specified as a requirement as part of a student visa, or enrolment contract, students must provide notification of any absence from or non-engagement in a course.

Any student who does not meet the attendance/engagement requirements of their course (including attending practicum or workplace experience) will be considered to be in breach of their enrolment contract and may be suspended or withdrawn from their course / programme.

This includes students who formally enrol but do not "engage" with their studies and for example, do not participate and/or submit assignments and/or do not engage sufficiently. Such students will be notified and relevant withdrawal processes will be enacted.

6.2 Unsatisfactory Academic Progress

Any specific Programme Regulations or institutional policy related to exclusions from programmes shall take precedence over the principles identified below.

Unsatisfactory academic progress by any student includes the following situations:
- A student who does not pass at least half of the credits in which the student was enrolled in within one academic year.
- A student who enrolled in the same course on two occasions and has not passed that course.
- Any student who has been deemed by the institute to have made unsatisfactory academic progress may be excluded from that course and/or programme and not permitted to re-enrol without the prior permission of the institute

Any student who has been excluded due to unsatisfactory academic progress and wishes to apply for permission to re-enrol shall lodge a written application with the institute before the official enrolment date in the course and/or programme for which s/he seeks admission.

The Institute shall make the decision on whether any particular student who has been excluded due to unsatisfactory academic progress may be permitted to re-enrol and may impose conditions on the re-enrolment to help ensure the student has a reasonable chance of success in the course or programme.

When applying for re-enrolment, the student will need to satisfy the institute that as a result of study or other activity in the intervening period, there is a reasonable chance of success in subsequent study.

6.3 Practical/Professional Requirements

Where a course has a component requiring a student to meet requirements set by a professional body prior to their participation, assessment of the student's 'fitness to practice' will be undertaken in compliance with those requirements. This may include drug / alcohol testing. Students not meeting those requirements will not be allowed to proceed until those and any institutional requirements are met.

If a student's performance or participation in any practical activity, professional practice or work experience is judged as unsatisfactory for whatever reason, the student's attendance in the practical activity, professional practice or work experience may temporarily be suspended until an appropriate course of action is recommended to resolve the unsatisfactory performance.

6.4   Compulsory Academic Requirement

Programme Regulations may specify a Compulsory Academic Requirement which must be achieved by students independently of the summative assessments of a course. Examples are:

- Achievement of a set number of clinical hours
- Attendance at laboratory sessions, tutorials, etc

A Compulsory Academic Requirement is to be used only where its use is justified on sound educational grounds and where meeting this requirement is essential to the student's learning.

Compulsory Academic Requirements are approved by Academic Board.

7   CHANGES TO ENROLMENT IN PROGRAMMES

7.1   Transfer of Enrolment

A student may make changes to their enrolment contract prior to starting the Programme/course or within the first 10% or one month (whichever is the lesser) of the delivery period with no academic penalty, by notifying the institution of their intention to change.

Such changes should be discussed and agreed with the institute and may include, but not limited to, transfer from one course to another course within the same Programme, transfer from one enrolment period to another.

Any differences in fees will be either refunded or become a student liability as appropriate.

No transfers are available for programmes leading to non-formal awards.

7.2   Withdrawal from Course/Programme (domestic students)

A student may withdraw from course(s) within a Programme anytime in the first 10% or one month (whichever is the lesser) of the course delivery period with no academic penalty by notifying the institution of their intention to withdraw. In such cases, the student will have no academic record for the course(s).

Where a student is enrolled but does not participate in any of the scheduled learning activities of a course during the first 10% or one month (whichever is the lesser) of the course delivery period they may be withdrawn from the course. In such cases, the student will have no academic record for the course.

N.B Withdrawal from a course(s) within the first 10% or one month (whichever is the lesser) may also be defined as a "Cancellation of enrolment"

Where a student enrolled on a course and has begun to participate in their scheduled learning activities and then stops, but has not initiated a formal withdrawal process nor responded to communications from the Institute, including requests to confirm of their enrolment status, the institute may withdraw the student from the course.

Where a student withdraws from a course (or is withdrawn by the institute) after 10% or one month (whichever is the lesser) of the course delivery period, their academic record will be amended to reflect the withdrawal.

If a student withdraws after the last date for withdrawing from a course / programme without academic penalty, the student's academic record will show an appropriate failing grade.

- The last date for withdrawing from a course/programme without academic penalty is 80% of the delivery period unless Programme Regulations specify otherwise.

Any withdrawal from a course / Programme shall be without prejudice to the student's rights to apply for re-enrolment in the future.

Any refunds of fees resulting from withdrawal will be in line with the refund policy.

7.3 Withdrawal from Course/Programme (international students)

International students who have accepted a place and have approval in principle for a visa which is subsequently declined by Immigration New Zealand will be entitled to a full refund of fees paid, less the international administration fee.

International students who have accepted a place; paid fees; been issued with a visa; but then withdraw during the month prior to the course start date may be entitled to a refund of fees as determined by the enrolment/fee refund policy.

International students who withdraw after the course has commenced will not be entitled to a refund of fees paid except in exceptional mitigating circumstances.

7.4 Changes to an international student's residency status

An international student who gains permanent residency is entitled to be treated as a domestic student. They will not receive a refund of fees for the semester during which the Permanent Residency is granted. However, the student will be entitled to pay domestic fees for subsequent semesters that start after Permanent Residency was granted, and will be refunded any difference between domestic and international fees for those semesters.

For non-semester courses, international fees are payable for the full year. If Permanent Residency is granted during the year in this later instance, no part of the international fee for that year is refundable.

7.5 Credit Recognition and Recognition of Prior Learning

Credit Recognition, including Cross Credit and Credit Transfer, and Recognition of Prior Learning are available in every programme that leads to an approved qualification, unless stated differently in the Programme Regulations.

Credit Recognition and Recognition of Prior Learning procedures are detailed within an institute's QMS

8 ASSESSMENT MATTERS

8.1 General

The nature of assessments and their due dates will be made available in the course information/ timetable and given to students at the beginning of their course.

No changes to assessment requirements may be made during the course unless approved by the appropriate academic committee and notified in writing to all students.

Students are expected to comply with all assessment requirements and conditions and shall make themselves available to undertake all summative assessment items at the time and place stipulated by the course information/timetable provided. Failure to submit assessments on time, without requesting an extension prior to the assessment due date, may result in a fail grade.

Every Programme in which summative assessment takes place will have their assessments moderated both internally and externally according to moderation procedures included in programme approval documents and in the institute's QMS.

Institute processes will ensure the security of assessment documents prior to the holding of the assessment, and for the accuracy and security of the assessment results.

Any non-returned assessments may be destroyed one year following the completion of the assessment unless an ITO or another body overseeing moderation of assessment requires these to be kept longer.

8.2   Assessment in Te Reo Māori

Students can request to have their summative assessments conducted in Te Reo Māori, except where the task requires English language capability. Conditions and requirements may apply as documented in the QMS or in Programme Regulations.

Provided requests are received within timeframes which enable the request to be met, every endeavor will be made to meet such requests.

Determination of a student's capability to undertake such assessment may be undertaken prior to the assessment task being provided, and where required, additional support may be made available.

8.3   Special Assistance in Summative Assessment

Students wishing to receive special assistance in order to undertake a summative assessment shall, unless otherwise exempted, apply in writing no later than two (2) weeks prior to the date of the summative assessment.

Special assistance may be provided in a range of forms, including the following:
- Additional examination/assessment time normally not exceeding 15 minutes for each hour of examination/assessment;
- Assistance by a reader or writer;
- Use of special technology (for students with physical disabilities).

Applications for special assistance must state the nature of the disability and the type of assistance required.

8.4   Examinations

Examinations shall comprise such written, oral and/or practical tests and examinations as the examiners may determine.

Timetables for examinations shall be notified to students not less than 4 weeks before the start of the examinations.
Examination papers may be released to students in advance of sitting of the examination where Programme Regulations permit.

Written examinations will be supervised by a person approved by the institute.

No student shall communicate with an examiner about an examination other than through specified channels of communication.

No student may be examined in any course or part of a course at any time other than that set down for him or her in the timetable, unless approval has been obtained and proper arrangements have been made.

8.5   Extensions

Students who anticipate difficulty in submitting assessments by the due time and date may request an extension. The extension must be agreed to prior to the assessment due date.

The staff member with responsibility for the relevant course has the authority to approve valid extensions that are within the course dates.

Extensions that fall outside of the course end date can only be approved by a senior manager or committee (as per institute procedures), to ensure that the 'not complete' code does not become the default result when reporting such cases to the Tertiary Education Commission.

8.6 Availability of Marked Assessments

Unless otherwise specified in Programme Regulations, students are entitled to have each piece of marked written work (or a copy thereof) returned within ten (10) working days of the final date for submission. Students will also be given access to information on the criteria used to allocate marks.

Time limitations for collection of work submitted by students for summative assessment may be set. Such limitations will be notified to students. Where such limitations are set, assessments not collected by the due time may be destroyed.

If no time limitation is set for the collection of assessment work, any uncollected work may be destroyed one year following the completion of the course.

8.6 Notification of Course / Programme Results

Final results for a course and/or programme will be approved by the institute, following its agreed procedure, based on the student's achievements in the summative assessment tasks approved for the course and the overall achievement across all courses in a programme.

Final course grades awarded will be based on the final mark and will use one of the grading systems approved for the Programme. (*Refer 10.2 Course Results and Grades*)

Final course results will be provided to students within ten (10) working days of the end date of the course.

Any results displayed publicly will use unique identifiers such as student ID numbers, not student names.

8.7 Aegrotat Consideration

Where student performance in 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) an Aegrotat result may be considered.

Programme Regulations will indicate if Aegrotat considerations are available.

This covers situations in which the student has been unable to complete the assessment item (for example has been too ill to attend an examination) or has completed the assessment item but believes that the level of performance has been impaired.

In all cases the initial notification must be prior to the assessment event. For tests and examinations, this means the start time of the assessment. For assignments, this means the deadline for submission. Under exceptional circumstances this requirement may be waived provided that notification was at the earliest possible opportunity.

The result shall be notified to the student in writing, who shall have the right to appeal the outcome.

8.8 Resubmissions (assessment-level)

Unless otherwise indicated in the Programme Regulations, unit standard assessment conditions, or institutional policy, and if appropriate for the programme level and assessment type:
- A student who has submitted and reasonably attempted a piece of in-course assessment and who has failed that assessment task, will be allowed one re-submission of the assessment task.

- Requests for re-submissions must be made to the relevant staff member, no later than 5 working days after the assessment has been marked and returned to the student.
- The maximum mark available for any resubmission of an assessment task shall be the minimum pass

8.9   Reassessment (course level)

Unless otherwise specified in the Programme Regulations or institutional policy:
- A student who gains a fail grade in a course with a mark of 40% or more will be provided with one opportunity to undertake a reassessment of the course on the recommendation of the relevant academic committee. This reassessment will be developed to reflect the learning outcomes of the course and their respective weightings.
- The reassessment must be taken within one month of the course end date.
- A student passing the reassessment will gain the minimum grade available as a pass in the course.

8.10   Challenging Assessment Decisions

A student who has reason to believe that the grade or mark for a particular assessment is incorrect, should firstly discuss this with the staff member responsible within five (5) working days of the return of the assessment.

The staff member will provide feedback to the student to clarify why the grade or mark has been awarded and may, if justified, amend the result.

If the student still believes that the mark or grade is incorrect, they should apply to the senior manager responsible for the programme for a reconsideration reconsideration within (10) working days of the return of the assessment. Reconsideration will solely investigate the marking of an assessment and may include a remark.

Reconsideration may lead to no change or to either a raising or lowering of the grade.

The senior manager responsible for the programme will advise the student of the decision with reasons within ten (10) working days of receipt of the request or receipt of any independent opinion or reassessment result, whichever is later.

8.11   Appeals against a Grade

A student may, by application, appeal against the final grade awarded in any course setting out the grounds for appeal and paying any prescribed fee.

Grounds for appeals against a final grade or pass category are that:
- additional information has become available which was not available and could not reasonably have been made available at the time the original decision was made; and/or;
- there was a material irregularity in the conduct of summative assessment on the course or in the procedures of the resulting process.

Students may also appeal against assessment results (in general), an assessment process, decisions restricting academic progression, and decisions regarding impaired performance or aegrotat processes.

Applications for appeal must be received within ten (10) working days of students receiving their final result.

Grounds for the appeal will be investigated and, if required, an Appeals Committee will be established to review the matter.

If the grounds for appeal have not been satisfied, the student shall be notified within five (5) working days that the appeal will not be heard.

9 ACADEMIC MISCONDUCT

Academic misconduct includes any breach of any rules relating to the conduct of tests or examinations and any dishonest practice occurring in the preparation or submission of any work (whether in the examination or not) which counts towards the attainment of a grade in any course or otherwise occurring in connection with any summative assessment.

Dishonest practice includes but is not limited to: copying the work of others; misrepresentation of identity; plagiarism; cheating; submitting work for summative assessment which has been jointly prepared, or which has been previously submitted elsewhere, and in circumstances where this has not been approved by the institute.

Where, in respect of any student, a complaint of academic misconduct is received or identified, the institute shall investigate the complaint following procedures specified in its QMS.

If a prima facie case is established, the institute will discuss the circumstances with the student or students involved, and seek to reach an agreed course of action which may involve whatever penalties are acceptable to both the institute and the student or students.

Before reaching a decision, the institute must:
i. advise the student of the complaint and give him/her a reasonable time to respond;
ii. undertake an appropriate investigation, which may include meeting with staff and students;
iii. consider the student's response and all evidence provided.

9.1 Penalties for Academic Misconduct

If an allegation of misconduct is proved, all or any of the following penalties may be applied by the institute, using approved processes:

- the award of a fail grade or a nil mark for the affected summative assessment event;
- disqualification of the student from sitting for any summative assessments for such period as it thinks fit;
- cancellation of credit if the student has been credited with a pass in the course in respect of which the allegation arose;
- suspension from any course for a period;
- exclusion from the programme for such period that it thinks fit;
- a reprimand;
- record of the penalty imposed on the student's file for a specified time;
- recommendation to the Chief Executive for exclusion of the student from any programme within the institute.

10 ASSESSMENT AND COURSE RESULTS

Programme Regulations shall specify the results and / or grades to be applied to each assessment and course.

The results and grading system used for each programme shall be one of the models stated below.

Any exceptions to these grading systems, such as those that may be required by external awarding bodies, must be approved by Academic Board and specified in Programme Regulations.

Any changes to grading systems will apply for the following year. A change cannot be made part way through any year or part way through delivery of a programme in any year.

10.1   Grades for Assessment Results

The following tables set out the results that are used for individual assessments within a course.

Assessments using Competency Based Assessment

Assessments Using Ungraded Competency

In courses with ungraded competency-based assessment, results against an assessment (or unit standard) will be recorded as follows:

ASSESSMENT RESULT	RESULT	DESCRIPTION
Achieved	A	The student has successfully passed the assessment
Not Achieved	N	The student has attempted the assessment and not passed
Credit Transfer	CT	The student has completed the same assessment or assessment standard in another qualification or institution. In the case of an assessment standard, credit will not be reported to NZQA
Not Assessed	NA	The student has not completed this assessment

Assessments Using Graded Competency

In courses with graded competency-based assessment, results against an assessment (or assessment standard) will be recorded as follows:

ASSESSMENT RESULT	RESULT	DESCRIPTION
Achieved	A	The student has successfully passed the assessment
Achieved with Merit	M	The student has successfully demonstrated competency in the assessment with very good performance
Achieved with Excellence	E	The student has successfully demonstrated competency in the assessment with outstanding performance
Not Achieved	N	The student has attempted the assessment and not passed
Credit Transfer	CT	The student has completed the same assessment or assessment standard in another qualification or institution. In the case of an assessment standard, credit will not be reported to NZQA
Not Assessed	NA	The student has not completed this assessment

Assessments using Achievement Based Assessment

Every assessment will be graded.

Some programmes use a quality-based system in which a grade is assigned according to the qualities represented in the work.

Some programmes use a numbers-based system in which a grade is derived from a percentage mark.

10.2   Course Results and Grades

The following tables set out the results and grades that are used for reporting final course achievements.

Courses using Competency Based Assessment

Ungraded competency

In courses with ungraded competency the following course grades will apply:

COURSE RESULT	GRADE
Passed	P
Not Passed	NP

Graded Competency

In courses with graded competency the following course grades will apply:

COURSE RESULT	GRADE
Passed with Excellence	E
Passed with Merit	M
Passed	P
Not Passed	NP

Other Grades

Other grades that **may** be awarded for particular circumstances in competency based courses will be specified in the Programme Regulations:

Course credit awarded by Credit Transfer	CT
Course credit awarded by Cross Credit	CC
Course credit awarded by Recognition of Prior Learning	RPL
Withdrawn	W
Unfinished at time of reporting	U

Courses using Achievement Based Assessment

In courses in which grades are allocated according to the level of achievement, the results will be awarded according to either of the following grading systems.

GRADE	DESCRIPTION
A	Passed with Distinction
B	Passed with Merit
C	Passed
D	Not Passed
E	Not Passed

COURSE MARKS	GRADE	DESCRIPTION
90 - 100	A+	Passed. Met all course requirements
85- 89	A	Passed. Met all course requirements
80 - 84	A-	Passed. Met all course requirements
75 - 79	B+	Passed. Met all course requirements
70 - 74	B	Passed. Met all course requirements
65 - 69	B-	Passed. Met all course requirements
60 - 64	C+	Passed. Met all course requirements
55 - 59	C	Passed. Met all course requirements
50 - 54	C -	Passed. Met all course requirements
40 - 49	D	Not Passed. Did not meet course requirements
0 - 39	E	Not Passed. Did not meet course requirements

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Other Grades

Other grades that **may** be awarded for particular circumstances in achievement based courses will be specified in the Programme Regulations:

COURSE RESULT	GRADE	DESCRIPTION
Pass	Pass	Awarded pass and no appropriate grade can be awarded
Fail	Fail	Not passed and no appropriate grade can be awarded
Credit Transfer	CT	Course credit awarded by credit transfer
Cross Credit	CC	Course credit awarded by cross credit
Recognition of Prior Learning	RPL	Course credit awarded by Recognition of Prior Learning
Did not complete	DNC	Did not complete course requirements
Withdrawn	W	Formal withdrawal within the non-academic penalty period
Aegrotat	AEG	Awarded pass following consideration of impaired performance / aegrotat application. Where a grade is able to be determined AEG (Grade) will be recorded.
Restricted pass	RP	Where a course was narrowly failed (45-49%) and is compensated by overall good performance in the relevant subject It cannot be used to meet pre-requisite requirements
Conceded Pass	CON	Where there is considerable evidence that marginal failure (45-49%) in one course is compensated by good overall performance Only one conceded pass may be granted to a student towards a particular qualification
Conditional Pass	CP	Where a course was narrowly failed (45-49%) and an agreed portion of work or assessment is to be completed.

Other programme specific grades may be defined in Programme Regulations approved by Academic Board.

11   References

Toi Ohomai Institute of technology 2017 Regulatory Framework for Quality Assurance

NMIT Academic Statute

EIT Regulatory Framework for Quality Assurance – Statute

UCOL Academic Statute

Ara Academic Policies

Otago Polytechnic Academic Polices

NorthTec Statute and Academic Regulations