

NELSON
MARLBOROUGH
INSTITUTE OF
TECHNOLOGY

ACADEMIC STATUTE



EFFECTIVE FROM 1 JANUARY 2012

TABLE OF CONTENTS

| | | |
|--------------------------------------|--|----|
| 1 | Introduction..... | 5 |
| 2 | Definition of Terms..... | 6 |
| SECTION 1: AWARDS..... | | 11 |
| 3 | Awards of Nelson Marlborough Institute of Technology | 12 |
| 4 | Award Characteristics..... | 12 |
| 5 | Awarding of Qualifications | 14 |
| 6 | Conferral of Degrees and Award of Qualifications | 15 |
| 7 | Academic Regalia..... | 18 |
| SECTION 2: ACADEMIC BOARD..... | | 20 |
| 8 | Academic Board Structure..... | 21 |
| 9 | Summary of Academic Board delegations..... | 21 |
| 10 | Academic Board..... | 25 |
| 11 | Delegations and Standing Committees | 28 |
| 12 | Programme Approval Committee (PAC)..... | 29 |
| 13 | Quality Committee | 30 |
| 14 | Research and Ethics Committee | 31 |
| 15 | Appeals Committee | 33 |
| 16 | Academic Committees..... | 33 |
| 17 | Academic Board Nominations Committee | 35 |
| 18 | Learning and Teaching Committee..... | 36 |
| 19 | Programme Advisory Committees..... | 37 |
| 20 | Programme Approval and Review | 37 |
| SECTION 3: ACADEMIC REGULATIONS..... | | 39 |
| 21 | Admissions and Enrolment..... | 40 |
| 22 | Fees..... | 41 |
| 23 | Withdrawal and Transfer..... | 43 |
| 24 | Programme Regulations and Course Information | 44 |
| 25 | Unsatisfactory Progress | 44 |

| | | |
|-----------------------------|--|----|
| 26 | Student Assessment | 45 |
| 27 | Academic Misconduct | 52 |
| 28 | References | 54 |
| SECTION 4: APPENDICES | | 55 |
| 1. | Academic Board Staff Member Profile | 56 |
| 2. | Academic Board Student Member Profile..... | 57 |
| 3. | Notes for Programme Approval Committee (PAC) Members | 58 |
| 4. | Grade Table for TANZ Collaborative Arrangements | 60 |

1 INTRODUCTION

- 1.1 This Statute is the Academic Statute of Nelson Marlborough Institute of Technology (NMIT) and is made by the Council of NMIT pursuant to Section 194 of the Education Act 1989. It shall take effect from 1 January 2012.
- 1.2 This Statute applies to all courses and programmes within NMIT for which credits or qualifications may be granted.
- 1.3 This Statute reflects NMIT's commitment to the Treaty of Waitangi.
- 1.4 Additional NMIT regulations or rules, as approved by the Academic Board, may apply in the case of particular programmes. Where there is a conflict between this Statute and specific regulations or rules, this Statute shall prevail unless it is stated otherwise.
- 1.5 Where a programme of study leads to an award granted or approved by an external body, in addition to meeting the requirements established by that body, the programme shall satisfy the requirements of this Statute.
- 1.6 Where a programme is subject to regulations by both NMIT and another regulatory authority, and there is conflict between those regulations, then the regulations of that other authority shall apply in respect of that programme, unless the Academic Board determines otherwise.
- 1.7 Any amendments to this Statute must be endorsed by the Academic Board and approved by Council and, if necessary, be notified in writing to all students affected by the variation.

NMIT QUALITY MANAGEMENT SYSTEM

- 1.8 Nelson Marlborough Institute of Technology's Quality Management System is required by the NZQA.
- 1.9 This Quality Management System reflects the links that have been established by NMIT between tertiary education reforms, compliance requirements, NMIT's mission, vision and values.
- 1.10 The Quality Management System encompasses the Key Evaluation Questions and Self Assessment and External Evaluation and Review (SAEER) as set by NZQA.
- 1.11 This Academic Statute acts as an overarching policy document for all Quality Management documentation related to academic matters within NMIT.

2 DEFINITION OF TERMS

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

| | |
|--------------------------------|---|
| Academic Board | The Academic Board of NMIT established by the Council of NMIT in terms of the Education Act 1989. Refer: Section 2 of this Statute. |
| Academic Committee | A standing committee of the Academic Board responsible for maintaining academic standards for designated programmes and courses. |
| Academic Credit | The measure used to record a student's academic achievement and to define a qualification. Refer also to credit . |
| Academic Record | A formal transcript produced by NMIT for each student showing the grades attained for NMIT courses and qualifications. |
| Academic misconduct | Any breach of rules relating to the conduct of tests or examinations and any dishonest practice (such as plagiarism) occurring in the preparation or submission of any work. |
| Administration Office | The office of NMIT, or office of a contracted provider to NMIT, directly associated with administration of the course or programme. |
| Admission | The process of determining a person's eligibility to enrol and study at NMIT. |
| Aegrotat | 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. Refer also to <i>Special Assessment Circumstances</i> , Section 26 of this Statute. |
| Approval | The process of evaluating and confirming that a programme meets legislative requirements and agreed standards. The approved programmes and approved qualifications which NMIT is accredited to deliver and award are listed on the NZ Qualifications Framework. |
| Assessment | Collecting and evaluating evidence to establish the level of performance of a student for course completion. |
| Assessment requirements | The basis of assessment and any special requirements for submission of work for assessment and the return of assessed work. |
| Award | A document, summarising achievement or attendance, presented to a student at the completion of a course or programme. |
| CE | The person appointed by Council as Chief Executive of NMIT including authorised delegates of the Chief Executive. |
| Co-requisites | Courses which, if not already passed, credited or exempted, must be taken concurrently with a specific course. |

| | |
|-----------------------------|---|
| Commencement | The designated start date of a course. The "commencement" and "percentage completed" of a course or programme is determined from the start and end-dates of the first and last courses in which a student is enrolled. |
| Council | The Council of NMIT including its committees and duly authorised delegates. |
| Course | Structured learning experience with specified learning outcomes; smallest recognisable structural component of a programme of study in which students can enrol. |
| Course materials fee | A component of the NMIT enrolment fee which represents cost of materials necessary and compulsory for the course, e.g. handouts, field trips, NZQA charges |
| Course-related costs | <p>Students studying full time may apply for course-related costs in addition to the compulsory fees as part of a Student Loan (up to a set limit and with evidence of purchase). www.studylink.govt.nz</p> <p>Course-related costs are the cost of items necessary for a course and supplied by students such as textbooks; a camera or art materials; charges for photocopying or paper for computer printers beyond a reasonable amount allowed within course materials. Students are responsible to obtain or purchase these items and have discretion as to the extent and cost; for example, using textbooks from the library or purchasing new or second-hand books; supplying their own camera. Programme Areas may need to verify course-related costs to support Loan applications. Course-related costs are not invoiced by NMIT.</p> |
| Credit | <p>Also commonly referred to as academic credit. Credit is one measure for defining a programme and represents the estimated time needed for a typical learner to complete the requirements of the programme and to be awarded the qualification. A credit value of 120 is generally equivalent to two semesters, or one year of full-time (or equivalent part-time) study and 1.0 EFTS. Credits record student achievement contributing to the requirements of a qualification. Comparing the credit value of a course within a programme with the credit value of the total programme indicates the proportion of the programme that the course represents. The NZQF credits assigned to a unit standard from the New Zealand Qualifications Framework (NZQF) indicate how long it would take a "typical" learner to complete the requirements for the unit standard. One NZQF credit represents about ten hours work, at a given level, for a typical learner.</p> <p>Where several unit standard assessments are incorporated into a course, the total NZQF credits within the course may differ from the credit value of the course due to integration of learning and assessment.</p> |
| Cross Credit | The granting of academic credit towards an NMIT qualification, of a course already completed as part of another approved qualification. Cross Credit is only available for complete courses. |
| Domestic Student | A student, as defined by the TEC, for whom NMIT is eligible to receive the Student Achievement Component of TEC funding. |

| | |
|------------------------------|---|
| EFTS | <p>Equivalent Full-time Student.</p> <p>The Tertiary Education Commission decides if a course is either full-time or part-time by applying what's called an EFTS value to each course. The EFTS value is a measure of the amount of study or the workload involved in undertaking a particular course.</p> <p>A year of full-time study is usually between 0.8 EFTS and 1.2 EFTS. If students are unsure of the EFTS value of their course, they should check with their Administration office or the Information and Enrolment Centre.</p> <p>EFTS is also a unit of measure used in statistical reporting; funding and StudyLink (loans and allowances) criteria.</p> |
| Enrolment | <p>The completion of formal processes, including the payment of fees and charges, whereby a person is formally registered for one or more courses and entitled to attend classes. Refer also to valid enrolment.</p> |
| Enrolment fee* | <p>A fee charged to students for a course or programme. (*Refer to 'NMIT Fee' on Enrolment Tax Invoice, and 'Fee' on Application/Enrolment, Guide to Application/Enrolment, and NMIT Prospectus). The enrolment fee covers fees for tuition, course materials and student services levy. The enrolment fee does not include:</p> <ul style="list-style-type: none"> • the 'Charges' or 'other administration charges' listed in Domestic Student Fees, Charges and Refunds and International Fees, Charges and Refunds • course - related costs • the cost of additional (optional) credits <p>The enrolment fee represents the compulsory fees component of a Student Loan.</p> |
| Entry requirements | <p>The minimum requirements that an applicant must meet in order to be considered for enrolment on a course or programme, including any process for exceptions where applicants do not meet the normal entry requirements.</p> |
| Formative assessment | <p>Scheduled, structured assessment undertaken primarily to provide feedback to learner and assessor on progress made and where the result is not used in determining the final grade or pass criteria in a course.</p> |
| International Student | <p>A "Foreign Student" under the Education Act 1989.</p> |
| Level | <p>Refer to NZQF Level</p> |
| Living costs | <p>A category of costs in a Student Loan application. Administered by Studylink: www.studylink.govt.nz</p> |

| | |
|---|--|
| NZQF | <p>The New Zealand Qualifications Framework (NZQF) is a comprehensive list of all quality assured qualifications in New Zealand. The NZQF is the definitive source for accurate and current information on qualifications.</p> <p>All qualifications that are worth 40 credits or more and have been quality assured by a recognised quality assurance body are eligible to be added to the NZQF, see NZQF policies for more information. NZQA administers the NZQF.</p> |
| NZQF Level | <p>The NZQF has ten levels of qualification. Each level is based on the complexity of learning, with level one the least complex and level ten the most. Each level has a designated credit value and qualification type.</p> |
| NMIT Seal | <p>The NMIT Seal is an embossment affixed to award documents for qualifications having a minimum total credit value of 120 with at least 40 at level 3 or above.</p> |
| Pre-requisites | <p>Courses which normally must be passed, credited or exempted before a person may enrol in a specific course.</p> |
| Programme | <p>A programme is a self contained “package” of study, made up of one or more courses, which usually leads to a formal qualification or award.</p> |
| Programme Area Leader (PAL) | <p>The Curriculum Manager for a group of Programmes. A PAL reports directly to a Group Manager</p> |
| Qualification | <p>A degree, diploma or certificate awarded by the NMIT Academic Board or by another agency with the approval of the Academic Board.</p> |
| Recognition of Academic Credit (RAC) | <p>A student’s relevant experience and qualifications may be credited for NMIT courses. Recognition is either by Cross Credit or Recognition of Prior Learning.</p> |
| Recognition of Prior Learning: (RPL) | <p>Granting completion of a course following formal appraisal of a student’s prior learning arising from experience (e.g. life experience, work experience, informal and/or formal education or training). RPL is also known as “Assessment of Prior Learning” and “Recognition of Current Competency”. RPL will only be considered for complete courses.</p> |
| Selection Criteria | <p>The criteria for determining eligibility to enrol and study at NMIT (admission) and any criteria for accepting applications to enrol in a particular course or programme, including criteria to be used if the number of applicants who meet the entry requirements exceeds the number of available places available.</p> |
| Selection Process | <p>The process by which selection criteria are applied in order to make admission and enrolment decisions.</p> |
| Self Assessment | <p>Provides the basis for quality assurance and continuous improvement for programmes, and other activities within NMIT.</p> |

| | |
|-------------------------------|---|
| Senior Management Team | <p>NMIT's executive management consisting of the Chief Executive, Directors and Group Managers:</p> <p>DFCS: The Director of Finance & Corporate Services DPQLS: The Director of -Planning, Quality and Learner Services DME: The Director of Māori Education DMSS: The Director of Marketing and Student Management Systems DHR: The Director of Human Resources and Employee Services GMRED: Group Manager – Regional Economic Development GMCSS: Group Manager – Community Support & Service Industries</p> |
| Student | A person enrolled at NMIT for a course or programme also referred to as the 'learner'. |
| Student Services Levy | A component of the enrolment fee which contributes to the funding of student services such as advocacy and legal advice, employment information and recreation facilities. |
| Summative assessment | An assessment which measures a level of performance and is used in determining the final grade or pass criteria in a course. |
| Training Scheme | A programme of study that is less than 0.3 EFTS (40 credits), that is formally assessed, and for which a Record of Achievement is awarded. |
| Tuition fee | A component of the NMIT enrolment fee |
| Valid enrolment | An Enrolment where the Withdrawal Period has passed and, for a Domestic Student, the applicable Student Achievement Component funding can be claimed from the Tertiary Education Commission. |
| Withdrawal | <p>Students may withdraw from a course or programme at any time before 60% of their course or programme is complete and their Academic Record will show 'withdrawn'. After this period a student cannot withdraw and where they do not continue with their studies for that course or programme, their academic record will show a failing grade/no pass.</p> <p>Students who formally withdraw from a course or programme within the first 3 weeks of the start of the course or programme will have no record for that course or programme made on their Academic Record.</p> |

NMIT ACADEMIC STATUTE

SECTION 1: AWARDS

3 AWARDS OF NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY

- 3.1 Awards which are not qualifications:
- Record of Participation
 - Record of Achievement.
- 3.2 Awards which are qualifications:
- Certificate
 - Diploma
 - Bachelor Degree
 - Graduate Certificate
 - Graduate Diploma.
- 3.3 Special Honour and Recognition Awards:
- Honorary Fellow
 - Honorary Degree
 - Medal of Meritorious Service
 - Privileges granted to retired staff or others
 - Staff Merit Award.

4 AWARD CHARACTERISTICS

RECORDS OF PARTICIPATION

- 4.1 Awarded when a student has actively participated in a course or programme in which there is usually no exam or other form of assessment. This award is intended as a method of recognising that the student was an active participant in a series of learning activities within the course or programme, and their contributions and/or outputs have been recorded. This award may be used to record staff participation in structured continuing professional development courses. Can be awarded to a student who attends a programme involving assessment but who fails to reach the minimum level of achievement required.

RECORDS OF ACHIEVEMENT

- 4.2 Awarded when a student has attained a defined level of achievement in a course or programme and where no qualification is awarded. A Record of Achievement will be awarded when the student has attained the defined level of achievement for a Training Scheme.

CERTIFICATES

- 4.3 Certificates shall be characterised by study that emphasises technical and/or practical knowledge and skills. In general, programmes leading to a certificate:
- a) Provide a basis for further study;
 - b) Provide for direct supervision of learning;
 - c) Include basic theoretical knowledge;
 - d) Emphasise practical or technical skills;
 - e) Prepare graduates for areas which emphasise technical or practical skills;
 - f) Promote the capability to perform skills with predictable outcomes;
 - g) Develop basic language fluency, and reading and writing skills for study;
 - h) Develop the ability to analyse and solve practical problems;

- i) Expect graduates to show an awareness of the continuing need to acquire knowledge and to develop new skills, and to work independently and responsibly.

Certificates shall be awarded at a stated level in the range of 1 to 7 and shall have a minimum of 40 credits at or above the stated level.

DIPLOMAS

- 4.4 Diplomas shall be characterised by study in areas that emphasise applied knowledge and advanced technical skills. In general, programmes leading to a Diploma:
- a) Provide a basis for further study;
 - b) Encourage independent learning without direct supervision;
 - c) Provide students with advanced technical and applied knowledge and understanding;
 - d) Prepare students for vocational areas which emphasise advanced technical skills;
 - e) Promote good communication skills for documenting and reporting;
 - f) Develop the ability to source information;
 - g) Develop the ability to analyse and solve theoretical and practical problems;
 - h) Promote the capability to plan, design and prioritise;
 - i) Expect graduates to show an awareness of the continuing need to acquire new knowledge and to develop new skills, and to work independently and responsibly.

Diplomas shall be awarded at a stated level, which may be 5, 6 or 7 and shall have a minimum of 120 credits at level 4 or above. A minimum of 72 credits shall be at the stated level of the diploma.

BACHELOR DEGREES

- 4.5 A Bachelor degree is a systematic and coherent introduction to the knowledge, ideas, principles, concepts, chief research methods and problem-solving techniques of a recognised major subject (or subjects, in the case of a double degree or a double major). A Bachelor degree programme is taught mainly by subject experts who are active in research. It requires meeting specified requirements, as set down in the relevant degree regulations, and involves at least one sequential study programme in which content is progressively developed to the point where a candidate is prepared for advanced study as well as directed research and scholarship in the major subject(s) of the degree.

A graduate of a Bachelor degree programme is able to:

- a) Demonstrate knowledge and skills related to the ideas, principles, concepts, chief research methods and problem-solving techniques of a recognised major subject (or subjects, in the case of a double degree or a double major);
- b) Demonstrate the skills needed to acquire, understand and assess information from a range of sources;
- c) Demonstrate intellectual independence, critical thinking and analytic rigour;
- d) Engage in self-directed learning; and
- e) Demonstrate communication and collaborative skills.

Bachelor Degrees shall have a minimum of 360 credits from levels 5 to 7 with a minimum of 72 credits at level 7. .

GRADUATE CERTIFICATES

- 4.6 A Graduate Certificate is designed primarily as a vehicle for degree graduates to pursue further study at an undergraduate level. The Graduate Certificate can be designed as a bridging programme for candidates developing educational, professional or vocational knowledge in a new discipline, professional or subject area and/or as a broadening or deepening of skills or knowledge already gained in an undergraduate programme.

A person with a Graduate Certificate is able to:

- a) Acquire and possess knowledge, analyse and solve problems, work and study independently
- b) Demonstrate intellectual independence, analytical rigour and sound communication skills.

Graduate Certificates are awarded at level 7 and require a minimum of 40 credits at level 7; and requires a minimum of 60 credits at level 5 or above.

GRADUATE DIPLOMAS

- 4.7 Programmes leading to a graduate diploma are characterised by intensive study in a vocationally specific area at an undergraduate level for which a significant body of knowledge is available. In general, these programmes:

- a) Require a base of generic undergraduate skills achieved through an already acquired tertiary qualification (minimum credit value 360; awarded at level 7 or above) or relevant professional experience;
- b) Provide students with a systematic and coherent introduction to a body of knowledge and its underlying principles and concepts;
- c) Include an understanding of research methodology;
- d) Require self-directed study and completion of courses with indirect supervision;
- e) Promote skills in conceptualising, design, creativity, planning and managing;
- f) Promote the ability to approach problems in a logical and constructive manner;
- g) Develop substantial communications skills for analysing and evaluating;
- h) Develop skills and attitudes needed to comprehend and evaluate new information, concepts and evidence from a wide range of sources;
- i) Provide a basis for further study.

Graduate Diplomas are awarded at level 7 and require a minimum of 120 credits from levels 5 or above with a minimum of 72 credits at level 7.

5 AWARDING OF QUALIFICATIONS

- 5.1 A NMIT qualification shall be awarded on the successful completion of an approved programme as described in the regulations for that programme.
- 5.2 Responsibility for determining whether students have met the requirements and for approving the award of a qualification lies with the Academic Committee.
- 5.3 Students are able to graduate from a programme under the regulations, including any subsequent transition arrangements, which were in force at the time of their initial enrolment in the programme.

6 CONFERRAL OF DEGREES AND AWARD OF QUALIFICATIONS

- 6.1 The Council of NMIT shall have the power to confer approved degrees and award approved diplomas and certificates which NMIT is accredited to deliver.

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY SEAL

- 6.2 The NMIT Seal shall be affixed to the award document for qualifications having a total credit value of at least 120 with a credit value of at least 40 at level 3 or above.

SPECIAL HONOUR AND RECOGNITION AWARDS

- 6.3 Under Section 193 of the Education Amendment Act 1990, Council has the power to:
- provide courses of study or training, admit students (including provisionally and *ad eundem statum*) and grant awards,
 - to grant fellowships, scholarships, bursaries, or prizes.
- 6.4 Council may grant a special honour or recognition award equivalent to the highest qualification that it currently has the power to award. Special honour and recognition awards are listed below.

| Category | Approving Authority |
|--|--|
| 1. Honorary Fellow | Council on the recommendation of the Chief Executive or the Executive Committee of Council |
| 2. Honorary Degree | Council on the recommendation of the Academic Board Nominations Committee |
| 3. Institutional Medal | Council on the recommendation of the Chief Executive |
| 4. Privileges granted to retired staff or others | Chief Executive |
| 5. Staff Merit Award | Chief Executive |

HONORARY FELLOW

The category of Honorary Fellow is reserved for the highest prestigious awards.

This award is normally made to persons external to the organisation.

The criteria for the award will be:

- as a mark of esteem; and/or
- an outstanding and distinguished achievement, and/or
- an outstanding and distinguished contribution to the organisation; and/or
- an outstanding and distinguished contribution in a particular field to the wider community of which the organisation is a part; and/or

- an outstanding and distinguished contribution to society in general, relevant to NMIT.

This award will be made by the Council on the recommendation of the Chief Executive.

HONORARY DEGREE

The criteria for the award will be:

- as a mark of esteem; and/or
- an outstanding and distinguished academic achievement, and/or
- an outstanding and distinguished contribution to the organisation; and/or
- an outstanding and distinguished contribution in a particular field to the wider community of which the organisation is a part; and/or
- an outstanding and distinguished relevant contribution to society in general, relevant to NMIT.

Nominations for an Honorary Degree may also be accepted for persons whose distinction and achievement, though not fitting the categories listed above, manifest outstanding personal qualities that the Council may wish to recognise and whose acceptance of an honorary degree would bring acclaim to the organisation.

Normally, current employees of the organisation do not qualify for an Honorary Degree.

Normally, persons currently holding political office are not eligible for consideration for an Honorary Degree.

Persons engaged in a material commercial relationship with the organisation are not eligible for consideration for an Honorary Degree.

Nominees shall not be current members of the Council of the organisation.

Honorary Degrees will be conferred at the December graduation ceremonies or upon such other occasions as Council may decide.

Recipients of an Honorary Degrees are expected to attend the appropriate graduation ceremony and may be called upon to make a short address.

Honorary degrees are awarded by the Council on the recommendation of the Academic Board.

INSTITUTIONAL MEDAL

An Institutional Medal may be awarded to staff or persons external to the organisation for particularly meritorious service.

This award will be made by the Council on the recommendation of the Chief Executive.

PRIVILEGES GRANTED TO RETIRED STAFF OR OTHERS

Special privileges may be granted to retired staff or other persons by the Chief Executive on such terms and conditions as the Chief Executive may decide.

Such privileges may include access to institutional facilities on a prescribed basis.

STAFF MERIT AWARD

A Staff Merit Award may be made by the Chief Executive under such terms and conditions as the Chief Executive may decide.

PROCESS FOR APPROVAL OF HONORARY DEGREES

- 6.1 A notice will be placed in the appropriate internal media inviting staff, students, and members of Council to submit nominations.
- 6.2 Nominations must be submitted in writing to the Chief Executive.
- 6.3 The nomination document should include the reasons why, in the opinion of the nominator(s), such an honour should be conferred; reasons why this organisation, in particular, should award an honorary degree to this candidate; achievements following the criteria as outlined in this policy; names of the nominator(s) and date of submission.
- 6.4 The Chair of the Academic Board Nominations Committee shall acknowledge, in writing, the receipt of each nomination of a candidate for an honorary degree.
- 6.5 The Academic Board Nominations Committee reserves the right to request further information.
- 6.6 The deliberations of the Academic Board Nominations Committee shall take place in strictest confidence with recommendations going forward to the full Academic Board and ultimately to Council on the confidential agenda of the relevant meetings of these bodies.
- 6.7 The Academic Board Nominations Committee shall consult with the relevant Group Manager if the proposed candidate is recommended on the basis of distinction in an academic or professional area represented at the organisation.
- 6.8 When the Academic Board Nominations Committee recommends a candidate for an honorary degree to the Academic Board and ultimately to the Council, it shall provide (as part of the recommendation) a written summary of the rationale and supporting documentation (and written statements provided by the person(s) who nominated the candidate).
- 6.9 The deliberations of the Academic Board Nominations Committee are strictly confidential and the rationale(s) for decisions of the Committee are not to be shared with the nominating parties verbally or in writing.
- 6.10 The approval for all awards shall be by a majority vote by the Council.
- 6.11 Once approved, candidates for honorary degrees receive a letter under the signatures of the Chair of Council and the Chief Executive inviting them to accept an honorary degree. Once accepted in writing, the names of honorary graduands are released to the staff of the organisation and to the media.

PROCESS OF APPROVAL OF HONORARY FELLOWS AND INSTITUTIONAL MEDALS

- 6.1 A notice will be placed in the appropriate internal media inviting staff, students, and members of Council to submit nominations.
- 6.2 Nominations must be submitted in writing to the Chief Executive.

- 6.3 The Chief Executive reserves the right to request further information.
- 6.4 The nomination document should include the reasons why, in the opinion of the nominator(s), such an honour should be conferred; reasons why this organisation, in particular, should award an honorary degree to this candidate; achievements following the criteria as outlined in this policy; names of the nominator(s) and date of submission.
- 6.5 The deliberations of the Academic Board Nominations Committee shall take place in strictest confidence with recommendations going to the Council on the confidential agenda.
- 6.6 The deliberations of the Academic Board Nominations Committee are strictly confidential and the rationale(s) for decisions of the Committee are not to be shared with the nominating parties verbally or in writing.
- 6.7 The approval for all awards shall be by a majority vote by the Council.
- 6.8 Once approved, candidates for awards receive a letter under the signatures of the Chair of Council and the Chief Executive inviting them to accept the award. Once accepted in writing, the names are released to the staff of the organisation and to the media.

PROCESS OF APPROVAL OF PRIVILEGES AND STAFF MERIT AWARDS

- 6.9 Nominations must be submitted in writing to the Chief Executive.
- 6.10 The nomination document should include the reasons why, in the opinion of the nominator(s), such an award should be conferred.
- 6.11 The Chief Executive reserves the right to request further information.

7 ACADEMIC REGALIA

- 7.1 Academic dress for Nelson Marlborough Institute of Technology graduands where graduation ceremonies are held at NMIT Nelson and Marlborough:

| | |
|---|---|
| Degree graduands: | black gown, hood, trencher |
| Diploma graduands: | black gown, NMIT diploma stole |
| Certificate graduands; | formal daytime clothing* |
| Graduate Diploma graduands: Graduands who have previously graduated with a degree: | Option 1: regalia appropriate to that degree OR |
| | Option2: black gown with the NMIT diploma stole. |
| | Graduands who do not have a previous degree: black gown, NMIT diploma stole |

*The Graduation ceremony is a formal acknowledgement and recognition of a student's achievement and graduands are encouraged to dress appropriately.

NMIT does not permit the wearing of more than one hood at a time – graduands should wear the regalia appropriate to the award they are receiving at the NMIT graduation ceremony.

Graduands are welcome to embellish their graduation regalia with garments of honour from their cultural tradition, such as a korowai or ta'ovala.

NMIT ACADEMIC STATUTE

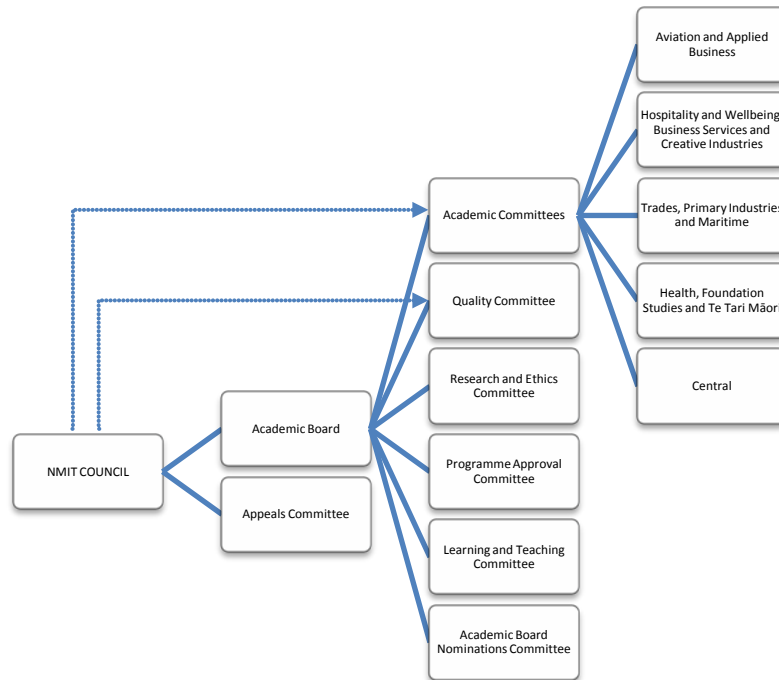
SECTION 2:
ACADEMIC
BOARD



Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

EFFECTIVE FROM 1 JANUARY 2012

8 ACADEMIC BOARD STRUCTURE



9 SUMMARY OF ACADEMIC BOARD DELEGATIONS

NMIT Council

Approves

- Changes to policy
- Academic Statute
- Fees
- Delegations
- Annual Report
- Investment Plan
- Degree conferral
- Honorary Degree, Honorary Fellow, Institutional Medal conferrals

Receives

- Academic Board Minutes

Academic Board

Approves and monitors

- Programme regulations and associated policies
- Monitor internal and external moderation
- Development of academic standards
- New and changed programmes and courses
- Delivery sites
- Academic content of Joint Venture contracts
- Accreditation applications
- Self Assessment Reports

| | |
|--|---|
| | <ul style="list-style-type: none"> • Discontinuation of qualifications • Policies and procedures to evaluate and review programmes • Policies and procedures for research conducted by staff and students |
| Reports to Council | <ul style="list-style-type: none"> • On significant developments • Refers recommendations for new policy • Academic matters as requested |
| Liases with | <ul style="list-style-type: none"> • Tertiary Education Commission (TEC) • Ministry of Education (MoE) • New Zealand Qualifications Authority (NZQA) • Industry Training Organisations (ITO's) • Other relevant bodies |
| Recommends/endorsees | <ul style="list-style-type: none"> • Changes to NMIT Academic Statute • Honorary Degrees |
| Receives and or reviews | <ul style="list-style-type: none"> • Minutes from Academic Committees • Minutes from Quality Committee • Minutes from Research and Ethics Committee • Minutes from Programme Approval Committee • Minutes from the Learning and Teaching Committee • Reports from accreditation panels, external audits and monitors, and related action plans • Outcomes of NZQA moderation |
| <p>Maintains central files of programme approval applications, curriculum documents, programme reviews, research projects, accreditation documents, audit reports and other matters related to the Academic Board.</p> | |

| Quality Committee | |
|--|---|
| Approves (delegated from NMIT Council) | <ul style="list-style-type: none"> • Annual self assessment plan • Self assessment teams and reviewers • Self Assessment Reports and sets self assessment requirements and responsibilities for required actions • Make determinations on any appeals in relation to self-assessment • Annual Programme Evaluation Reports (APERs) for degrees to be sent to NZQA. |
| Develops and reviews | <ul style="list-style-type: none"> • Quality Management System • Effectiveness of quality assurance processes, eg programme approvals, degree monitoring, student feedback and self-assessment • Review Moderation Summary Reports and monitor actions. |
| Recommends / endorses | <ul style="list-style-type: none"> • Policies and procedures before approval by Academic Board, Senior Management Team, Chief Executive or Council • Concept Plans before approval by Academic Board • Impact Reports before approval by Senior Management Team |

| Academic Committees (Five) | |
|---|---|
| Approves (delegated from NMIT Council) | <ul style="list-style-type: none"> • All course results (including Recognition of Academic Credit) • Award of qualifications (excluding Special Honour and Recognition Awards) • Consideration and determination of academic appeals by students including decisions relating to: <ul style="list-style-type: none"> ○ Selection ○ Exclusion ○ Special assessment results ○ Passes or grades ○ Academic misconduct |
| Recommends / endorses | <ul style="list-style-type: none"> • New programmes, significant changes to existing courses and programmes, and Training Schemes to Programme Approval Committee (PAC) • Minor changes to single courses, minor changes to programmes, and new courses to Curriculum and Quality Manager |
| Receives and monitors | <ul style="list-style-type: none"> • External moderation reports and requirements • Internal and external audit reports and requirements • Degree monitoring reports and requirements • NZQA requirements • Requirements from Self Assessment |
| Recommends and reports | <ul style="list-style-type: none"> • On matters pertaining to Quality Management System to the Quality Committee • Scheduled external quality monitoring visits to Academic Board |
| Ensures (delegated from NMIT Council) | <ul style="list-style-type: none"> • Programme regulations are correctly and consistently applied • Accreditation and moderation requirements are met • Quality of programmes, and supply quality monitoring reports and other information required by the Academic Board • Course entry, progression and completion requirements met |
| Academic Board Nominations Committee | |
| Receives, reviews and recommends to Council | <ul style="list-style-type: none"> • Nominations for Honorary Fellows and Institutional Medals |
| Receives, reviews and recommends to Academic Board | <ul style="list-style-type: none"> • Nominations for Honorary Degrees |
| Maintains records of all activities and decisions of the Committee. | |

Programme Approval Committee (PAC)

Receives, reviews and recommends to Academic Board / or not

- Applications for approval and accreditation of new and reviewed programmes
- New delivery site applications
- Joint venture contracts
- Applications for accreditation extensions

Research and Ethics Committee

Receives and reviews

- NMIT working papers or occasional papers
- Annual Programme Area and Institute research plans
- Notification of research proposals, which require ethical consideration

Recommends / endorses

- Assess and endorse as appropriate annual Programme Area or Institute research plans
- Publication of NMIT working papers or occasional papers
- Submission of research proposals to Animal Ethics Committee
- Submission of research proposals to NZ Health and Disability Ethics Committee

Recommends and reports to Academic Board

- Annual reports on research outputs and activities from Programme Areas
- Institute Research Plans

Maintains records of all activities and decisions of the Committee.

Appeals Committee

Receives and reviews (as delegated from Council)

- Appeals based solely that an appeal was not heard in a fair and unbiased manner, appeals of decisions of academic committees of student academic appeals.
- Appeals on decisions of academic committees of determinations of academic misconduct

Minutes are confidential and shall be securely filed by the Secretary of the Academic Board.

Learning and Teaching Committee

Recommends to Academic Board

- Professional development opportunities for teaching staff and supporting research
- Review and development of policies and procedures relating to learning and teaching
- Adoption of good practices in learning and teaching

Maintain links with external education research organisations, action groups and common interest communities to identify good practice across the sector.

- 10.1 Academic Board (“the Board”): the body established by the Nelson Marlborough Institute of Technology (NMIT) Council at its meeting on 16 August 1990, in accordance with the Education Act 1989 (as amended, 1990), as stated below:

“The Council of an institution shall establish an academic board consisting of the institution’s chief executive, and members of the staff and students of the institution, to (a) advise the Council on matters relating to courses of study or training, awards, and other academic matters; and (b) exercise powers delegated to it by the Council.” (S 182.2)

- 10.2 The NMIT Council delegates to the Chief Executive responsibility of the operation of the Academic Board in accordance with s182.2 of the Education Act 1989.
- 10.3 In fulfilling that delegation, the Chief Executive will undertake to implement the following responsibilities.
- 10.4 The Council shall establish an Academic Board and delegate to the Chief Executive the academic powers and functions under the Education Act 1989 and responsibility for the operation of the Academic Board.
- 10.5 Specific delegations of this Statute are made by Council to standing committees of the Academic Board.

RESPONSIBILITIES

- 10.6 Oversee the development and approval of academic standards, including mechanisms that guarantee that programmes and courses are assessed and moderated in a fair, equitable and consistent manner.
- 10.7 Oversee the establishment and review of programme regulations including associated policies and procedures regarding student admission, entry and selection, misconduct relating to academic matters, withdrawal, appeals, pre-requisites, recognition of academic credit and granting of awards.
- 10.8 Oversee procedures for determining course results and awarding qualifications. Grant approval of seals under delegated authority from NMIT Council.
- 10.9 Maintain an effective liaison with the Tertiary Education Commission, Ministry of Education, NZ Qualifications Authority, Industry Training Organisations and other relevant bodies.
- 10.10 Disseminate appropriate information relating to academic quality and academic developments to the NMIT Council and NMIT staff.
- 10.11 Develop and monitor policies and procedures for approving programmes, taking into account the Institute’s strategies and priorities, national tertiary education policies and the proper use of public funds.
- 10.12 Approve new and redeveloped programmes and courses (including changes) to be submitted for external approval as required, prior to course commencement.

- 10.13 Develop, monitor and review policies and procedures to evaluate and review programmes, taking account of external input from the community, industry, Industry Training Organisations and other education providers.
- 10.14 Establish, maintain and oversee the evaluation of academic quality assurance processes, with particular reference to the requirements for external programme approval and accreditation.
- 10.15 Establish, oversee and evaluate procedures for the approval, support and oversight of research conducted by staff and students, with particular attention to ethical and ownership considerations
- 10.16 Contribute to the development NMIT's Strategic Objectives.
- 10.17 Report to the NMIT Council on significant developments and refer to it any recommendations for substantially new policy. Assist with or advise on any academic matter as requested by Council, NMIT management, and the standing Committees of the Board.
- 10.18 Maintain a central file of programme approval applications, curriculum documents, programme reviews, research projects, accreditation documents, audit reports and other matters related to the Academic Board's Terms of Reference.
- 10.19 Engage in academic debate and evaluate and/or encourage initiatives within Academic Board, Academic Committees and other institute fora.
- 10.20 Co-opt individuals with specialist expertise and establish groups, in an advisory capacity, to undertake specific tasks as necessary.
- 10.21 Establish working parties for a set period to undertake specific projects. Terms of reference shall be approved by the Board and minutes of working party meetings shall be provided to the Secretary.
- 10.22 Review the terms of reference, membership and operation of the Board and its committees at least every two-years and recommend to Council for approval. External input should be sought at least every three years.

MEMBERSHIP

10.23 STANDING MEMBERS

- Chief Executive (Chair)
- Director of Planning, Quality and Learner Services
- Curriculum and Quality Manager (Deputy Chair)
- 4 Programme Area Leaders Director of Māori Education
- Academic Registrar (Secretary; non-voting)
- Senior / Academic Advisors (non-voting)

10.24 APPOINTED MEMBERS

- - 3 Academic Staff Members
 - Student Support / Learning Support Team Leader
 - 2 NMIT Students
- 10.25 In cases where the Board requires further information or clarification on particular issues, appropriate people (for example, Academic Committee members) will be invited to join the Board in an advisory (non-voting) capacity.

- 10.26 At the discretion of the Board, an academic from another institution or other external body may be invited to join the Board in an advisory (non-voting) capacity.
- 10.27 Appointed members will be selected on the basis of the skills and experience demonstrated from the relevant academic board member profile. (Appendices One & Two).
- 10.28 It is intended that each member of the Academic Board will demonstrate some of the skills and experience in the profile and that the Board as a whole will have available through its members a range of the skills and experience. A balanced representation will be aimed for when appointing new members.

STAFF MEMBERS

- 10.29 Each Programme Area Leader and Academic Staff Member applicant for appointment should provide information in relation to the profile (Appendix One) attached to a signed application letter and nomination from their manager.
- 10.30 The Chief Executive in consultation with the Deputy Chair of the Academic Board will select Programme Area Leader and applicants.
- 10.31 From the nominations submitted, the Chief Executive will arrange the election of three Academic Staff Members.
- 10.32 Staff members will normally be appointed for two years and can apply for reappointment for consecutive terms or at any time when vacancies occur. To ensure continuity of membership the tenure can be varied.
- 10.33 Staff members who are appointed to the Board will also be appointed to the appropriate Academic Committee, if they were not currently a member. Notwithstanding, Academic Board membership is independent of membership of Academic Committees (see 10.25above).

STUDENT MEMBERS

- 10.34 The Student Association of the Nelson Marlborough Institute of Technology Incorporated (SANITI) shall arrange for students to be nominated for membership. Students seeking nomination should complete a signed letter with information relevant to the position (Refer Appendix Two). From the nominations submitted, SANITI shall arrange the election of two student members.
- 10.35 Student members will normally be appointed for three years with earlier replacement if students are unavailable for that time.
- 10.36 All members should complete an induction process prior to commencement of membership to cover the process and operation of the Board and members' responsibilities. The Chair of the Academic Board is responsible for inducting new members.

MEETING PROCEDURE

- 10.37 Academic Board meetings are public meetings under the Local Government Official Information and Meetings Act as amended in 1991. Normal in-committee procedures apply.
- 10.38 The Academic Board should meet once per month or as required.

- 10.39 Agenda items should be forwarded to members at least 3 working days and preferably one week prior to a meeting.
- 10.40 A quorum shall consist of a majority of the number of voting members (8).
- 10.41 Absent voting members may nominate proxies in advance to the Board Secretary. Proxies shall have full voting rights provided that proxies do not represent a majority of eligible votes.
- 10.42 Should the Chair and Deputy Chair be absent without a proxy, those present shall elect a voting member to chair the meeting.
- 10.43 The Chair may exercise a casting vote. Proceedings and resolutions of every meeting shall be recorded. Resolutions shall be numbered.
- 10.44 Academic Board minutes shall be:
- Sent to Academic Board members
 - Included in the NMIT Council meeting papers
 - Stored electronically and available to all staff
 - Filed centrally in paper format.

11 DELEGATIONS AND STANDING COMMITTEES

- 11.1 The Academic Board shall establish standing committees including:
- Programme Approval Committees
 - A Research and Ethics Committee
 - An Appeals Committee
 - Academic Committees
 - A Learning and Teaching Committee
 - A Quality Committee
 - An Academic Board Nominations Committee.
- 11.2 The Academic Board assigns the specific responsibilities listed below to its standing committees. In doing so, it requires that
- a) any policies related to the responsibilities are formally approved by the Academic Board and,
 - b) decisions made by the standing committee are reported to, and approved by, the Board, unless specifically excluded through direct delegation from Council to an Academic Board standing committee.
- 11.3 Each standing committee, except academic committees, shall:
- a) Comprise a minimum of three members at least two of whom shall be staff Academic Board voting members
 - b) Be convened by a staff Academic Board voting member
 - c) Have authority to co-opt non Academic Board members.
 - d) Maintain written records of its meetings.
- 11.4 The Chair of the Academic Board (or delegate) is an ex officio member of the Board's standing committees.
- 11.5 A standing committee shall fulfil its responsibilities as recommendations for approval by the Academic Board unless the standing committee holds formal delegation direct from the NMIT Council.

RESPONSIBILITIES

12.1 Evaluate applications for approval and accreditation of new and reviewed programmes including joint venture contracts and teaching sites in New Zealand and overseas.

- Evaluate applications for NZQF accreditation extensions
- Seek additional input, in relation to the application, for consideration by the PAC
Refer to Appendix Three
The opportunity for input may be extended at the discretion of the Chairperson
- Set requirements to be met prior to recommending programmes for approval
- Provide advice to meet approval requirements and verify requirements have been met
- Recommend or not, approval by the Academic Board of new qualifications and new and reviewed programmes (refer to Appendix Three)
- Make recommendations to ensure curricula and educational delivery meet academic standards.

MEMBERSHIP

12.2 MEMBERS (VOTING)

- Chief Executive
- Curriculum and Quality Manager
- Director of Planning, Quality and Learner Services
- Director of Māori Education
- Director of Marketing and Student Management Systems
- Group Manager Regional Economic Development
- Group Manager Community Support & Service Industries
- Programme Area Leaders Academic Committee representatives
- Business Support Team Leader
- Student Representative

Chairperson: Chief Executive, Curriculum and Quality Manager, Director of Planning, Quality and Learner Services, Group Manager or Programme Area Leader from the Group not submitting the application for approval.

Academic Committee representatives will be selected by the Secretary of the Academic Board in consultation with the Chair of the Academic Board.

A Chairperson and **at least** 3 additional voting members, not including the Programme Area Leader or team leader submitting the application, will be designated for each application. To achieve consistency, the same members should attend all meetings and business relating to that application.

Maximum: 6 voting members.

12.3 NON VOTING MEMBERS

- The Academic Registrar or delegate (as secretary)
- The Senior / Academic Advisor presenting the application

12.4 OTHER ATTENDEES

The Chairperson may invite a member of the Programme Area submitting the application, to attend all or part of the meeting, to provide advice to voting members of the Programme Approval Committee.

12.5 OBSERVERS

In order to become familiar with NMIT academic systems and programme design, observers are encouraged.

The Chairperson may invite observers to attend. A request to attend as an observer should be made to the Chairperson.

MEETINGS

12.6 Regularly, as required. Minutes as PAC Reports will be included in the Academic Board papers.

13 QUALITY COMMITTEE

The Quality Committee is delegated by Council to initiate, promote and report on the evaluation and improvement of quality throughout NMIT.

RESPONSIBILITIES

13.1 NEW AND REDEVELOPED PROGRAMMES

- Review, make recommendations to Group Managers and Programme Area Leaders and endorse Concept Plans prior to Academic Board approval.
- Review, make recommendations to Group Managers and Programme Area Leaders and endorse Impact Reports prior to Senior Management Team approval.

13.2 SELF-ASSESSMENT AND INTERNAL REVIEW

- Seek input and develop a schedule for self-assessment.
- Approve an annual self-assessment plan.
- Select internal review teams.
- Receive, evaluate and approve self-assessment reports, set requirements and assign responsibilities for required actions.
- Determine the extent and timing for the circulation of reports.
- Ensure appropriate corrective actions have been implemented and monitor quality improvement.
- Receive and make determinations on any appeals in relation to self-assessment.

13.3 QUALITY ASSURANCE AND QUALITY IMPROVEMENT

- Monitor and review compliance and effectiveness of quality assurance processes, e.g. programme approvals, Programme Review, Degree Monitoring, student feedback and self assessment.
- Approve the Annual Programme Evaluation Reports (APERs) for degrees to be sent to NZQA.
- Ensure that quality monitoring reports are considered and actioned.
- Identify areas of risk to NMIT in relation to quality and standards and make recommendations to the CE Council, Senior Management Team and the Academic Board accordingly.
- Monitor outcomes for students and other stakeholders and recommend improvements.
- Establish working groups to progress quality improvement initiatives.

13.4 QUALITY MANAGEMENT SYSTEM

QMS definition: The activities, which occur within NMIT to enable agreed student and stakeholder expectations to be met. The documented QMS sets out the

policies, structure, processes, responsibilities and resources and describes how these are coordinated to achieve quality.

- Develop and coordinate NMIT's Quality Management System (QMS). Interpret and maintain an overview of the external policies and legislative requirements that influence the quality of NMIT's services.
- Authorise the development or review of NMIT policies and procedures and define the consultation and approval process in each case.
- Ensure the Institute's policies and procedures are coherent and accurately documented and cross referenced.
- Initiate regular review by senior management of the QMS as required.

MEMBERSHIP

13.5

- Curriculum and Quality Manager (Chairperson)
- Chief Executive
- Director of Planning, Quality and Learner Services (Deputy Chair)
- Director of Māori Education
- Programme Area Leader
- Student Advocate or Student Representative
- Business Support Team Leader
- Senior Academic Advisor
- Quality Evaluator
- Co-opted members as required

MEETINGS

13.6 Fortnightly or as required. The Quality Committee will keep minutes of its meetings and report as it sees fit to the NMIT Council, Chief Executive and Academic Board.

14 RESEARCH AND ETHICS COMMITTEE

RESPONSIBILITIES

14.1 RESEARCH AND KNOWLEDGE EXCHANGE (RKE)

- Oversee and endorse Programme Area RKE activities via academic committee minutes, representation, and through any Programme Area research committees/representatives established within NMIT.
- Consider applications for RKE project funding and funding approvals.
- Endorse the publication of NMIT working or occasional papers.
- Endorse annual Programme Area or Institute RKE plans.
- Encourage staff to notify relevant RKE contacts for all RKE projects.
- Receive annual reports on RKE outputs and activities from Programme Areas.
- From time to time advise the Chief Executive and other senior managers on resources required to support RKE at NMIT.
- Maintain records of all activities and decisions of the Committee.

14.2 ETHICS

- *Receive notification of RKE proposals which require ethical consideration. Assess and endorse as appropriate, RKE proposals that meet recognised ethical standards and known safety procedures.*
- Refer: **APPROVAL AND PUBLICATION OF RESEARCH, ETHICAL CONSIDERATIONS FOR RESEARCH**, and **CODE OF CONDUCT ANIMAL WELFARE**.

- Receive notification of Animal Ethics Committee meetings and a copy of the agenda prior to the meeting. Minutes from Animal Ethics Committee meetings to be available to Research and Ethics Committee members.
- Review and, where appropriate, endorse and monitor any proposal relating to teaching which involves human tissue or people (whether student members of the class, NMIT staff or others) as the subject of experiments or of situations set up for teaching purposes.
- At its discretion, require any proposal to be submitted for consideration by the Animal Ethics Committee.
- At its discretion, require any proposal to be submitted for consideration by the New Zealand Health & Disability Ethics Committee (Upper South B Regional Committee).
- Approval from the Upper South B Regional Committee will always be required where a project is to be funded by the Health Research Council will normally be required where the proposal:
 - involves particular individuals or groups as the subject of experimentation or study; or
 - involves human tissue; or
 - affects people's confidentiality, rights and freedoms.
- At its discretion, ensure that those responsible for RKE or other activities operate ethical review procedures which are acceptable to the Research and Ethics Committee.
- At its discretion, set conditions to ensure RKE projects endorsed by the R&EC are monitored so that agreed ethical and other standards continue to be maintained during the project.

MEMBERSHIP

14.3 MEMBERSHIP

- Director of Planning, Quality and Learner Services (Chairperson)
- Research Coordinator
- Library Manager or Deputy Librarian
- A representative from NMIT's Animal Ethics Committee
- A representative from Te Tari Māori
- At least four and up to six Academic Staff with research/consultancy experience nominated by Programme Area Leaders or staff from Programme Areas delivering degree programmes
- Provision for one external member in situations where a conflict of interest may occur.

MEETINGS

14.4 MEETINGS

As required, generally once per month. Minutes of meetings shall be provided to the Secretary of the Academic Board and included in Academic Board meeting papers.

15 APPEALS COMMITTEE

RESPONSIBILITIES

- 15.1 The Appeals Committee holds delegations from the NMIT Council for the following responsibilities and authorities:
- Consider, solely on the basis that an appeal was not heard in a fair and unbiased manner, appeals of decisions of academic committees of student academic appeals. Refer: **STUDENT ACADEMIC APPEALS**.
 - Consider appeals of decisions of academic committees of determinations (and any penalty) of academic misconduct. Refer: **STUDENT MISCONDUCT**.
 - Decisions shall be made by majority vote and shall be deemed to be decisions of the Academic Board and as such are not reported to the Academic Board.

MEMBERSHIP

- 15.2 The Appeals Committee shall comprise three Academic Board members, who have been independent of the appeal in question to date:
- The Chair of the Academic Board or Chief Executive nominee (Chairperson)
 - One staff member
 - One student representative
- 15.3 The Chair of the Appeals Committee may also select one person external to NMIT with educational/academic standing or relevant content expertise. For example, where an Appeals Committee is convened to consider an appeal by a student on the Bachelor of Nursing programme, membership will include a registered nurse with a current practising certificate who has an understanding of undergraduate nursing education, as per *Nursing Council of New Zealand Education programme standards for the registered nurse scope of practice, Criteria 6.4*.

MEETINGS

- 15.4 As required. Minutes of meetings are confidential and shall be securely filed by the secretary of the Academic Board

16 ACADEMIC COMMITTEES

Five Academic Committees shall be established each with responsibility to ensure academic standards are consistently met for designated programmes and courses, irrespective of the delivery site.

- 1 Programmes and courses within the Health, Foundation Studies and Te Tari Māori Programme Areas
- 2 Programmes and courses within the Hospitality & Wellbeing, Business Services and Creative Industries Programme Areas
- 3 Programmes and courses within the Trades, Primary Industries and Maritime Programme Areas
- 4 Programmes and courses within the Applied Business and Aviation Programme Areas
- 5 Programmes and courses within the Directorate of Planning, Quality and Learner Services

RESPONSIBILITIES

16.1 RESPONSIBILITIES DELEGATED FROM THE NMIT COUNCIL:

- Ensure the approved Programme Regulations are correctly and consistently applied.
- Ensure accreditation and moderation requirements are met.
- Monitor the quality of programmes and supply quality monitoring reports and other information, required by the Academic Board.
- Determine whether course entry, progression and completion requirements are met.
- Approve course results and the awarding of qualifications consistent with approved NMIT policies and procedures.
- Consider and determine academic appeals by students (including decisions related to selection, exclusion, special assessment circumstances, re-enrolment, summative assessment results, passes or grades or award of qualifications) for designated programmes and courses.
- Consider and determine appeals by students of determinations (and any penalty) of academic misconduct.
- Decisions relating to a Committee's responsibilities delegated from NMIT Council shall be made by majority vote and shall be deemed to be decisions of the Academic Board.

16.2 RESPONSIBILITIES TO THE ACADEMIC BOARD.

- Provide advice to the Director of Planning, Quality and Learner Services on the application of academic policies and procedures consistent with those of the Institute, the Academic Statute and the NMIT Quality Management System.
- Facilitate communication and provide a forum for debate on academic issues.
- Assess and endorse proposals for new or changed courses and programmes, prior to submission for approval.
- Assist management to ensure academic standards are maintained.
- Assist management to ensure decisions of the Academic Board are implemented.
- Advise the Academic Board of scheduled external quality monitoring visits.
- Receive and discuss quality monitoring reports from regulatory and professional bodies, and monitor Programme Area actions.
- Receive and discuss external moderation reports, and monitor Programme Area actions.
- Receive and discuss internal and external audit reports, and monitor Programme Area actions.
- Receive and discuss Curriculum Area Self Assessment Reports, ensure they meet NMIT requirements and endorse for Academic Board approval.
- Receive and discuss degree monitoring reports, and monitor Programme Area actions.
- Receive and discuss NZQA requirements, and monitor Programme Area actions.
- Monitor completion of action plans (eg to meet Strategic Relevance requirements, refer to [CURRICULUM AREA SELF ASSESSMENT](#) to meet both internal and external requirements).

Decisions relating to responsibilities to the Academic Board shall be made by majority vote as recommendations to the Academic Board to consider for approval.

MEMBERSHIP

16.3 STANDING MEMBERS:

- Programme Area Leaders(One designated as Chairperson)

- Group Manager (ex officio)
- A Programme Area Administrator or Group Administrator or delegate, (Secretary; non-voting member)
- Senior / Academic Advisor.

16.4 APPOINTED MEMBERS:

4-8 academic staff representatives for the programmes within the committee (Representation of Academic Staff Members, Principle Academic Staff Members, and Senior Academic Staff Members, and staff from other campuses - for the designated programmes - is encouraged.)

16.5 OTHER ATTENDEES

The Chairperson may invite student representative(s) to attend all or part of the meeting to provide feedback, and contribute to discussions, on proposed Programme Regulations / Course Descriptor changes and/or programme developments and redevelopments.

MEETINGS

- 16.6 Usually fortnightly. Meeting minutes shall be retained by the Programme Area and provided to the Secretary of the Academic Board. Minutes shall be included in Academic Board meeting papers.

17 ACADEMIC BOARD NOMINATIONS COMMITTEE

RESPONSIBILITIES

- Receives and reviews nominations for Honorary Degrees, Honorary Fellows and Institutional Medals.

MEMBERSHIP

Membership of the Nominations Committee is composed of the following:

- Chief Executive Officer of designee (who will serve as Chair of the Committee)
- Director of Planning, Quality & Learner Services
- Curriculum & Quality Manager
- Student member of the Academic Board (selected annually by the Students' Association)
- One member of the Academic Board (selected annually by the Board)
- Director of Marketing & Student Management Systems

MEETINGS

As required.

PURPOSE

- 18.1 To foster a culture of educational innovation, creativity and reflection, encouraging good practice in learning and teaching with a focus on learner centred approaches.

RESPONSIBILITIES

18.2 **RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Support the development and implementation of an NMIT Foundation and Learner Journey Strategy
- Oversee and support the implementation of embedding Literacy, Language and Numeracy (LLN) into programme and teaching activity design
- Maintain links with external education research organisations, action groups and common interest communities to identify good practice across the sector
- Encourage adoption of good practices in learning and teaching by co-ordinating a range of professional development opportunities for teaching staff and supporting research in learning and teaching
- Contribute to the development and review of policies and processes related to learning and teaching
- Provide advice on the annual teaching excellence awards at NMIT
- Encourage the use of information technologies in learning and teaching.

MEMBERSHIP

18.3 **MEMBERSHIP INCLUDES:**

- Director of Planning, Quality and Learner Services (Chair)
- Chair of Academic Board (ex officio)
- Programme Area Leaders (4) and Academic Staff members (4) (to include 1 from the Marlborough Campus)
- Certificate in Adult Teaching Co-ordinator
- Learner Journey Manager
- Flexible Learning Team Leader
- Curriculum and Quality Manager
- Library Learning Centre Manager
- Student Advocate or Student Representative
- Co-opted members as appropriate (Teaching staff, Senior / Academic Advisors etc)

MEETINGS AND REPORTS

- 18.4 The Committee will meet monthly, with minutes of meetings provided to the secretary of the Academic Board and included in Academic Board meeting papers. Copies of meeting minutes, project reports and good practice outcomes will be published to all staff.

19 PROGRAMME ADVISORY COMMITTEES

- 19.1 A programme or group of programmes shall be supported by an advisory committee to provide independent community and industry advice in relation to the development and delivery of the programme.
- 19.2 The Programme Area Leader with designated responsibility for programme management is responsible for establishing appropriate Programme Advisory Committees and for ensuring compliance with this policy for each programme within the Programme Area.

Refer to [PROGRAMME ADVISORY COMMITTEES](#)

ESTABLISHMENT OF ADVISORY COMMITTEES

- 19.3 Prior to approval of a programme by the Academic Board, clear and objective evidence must be provided of consultation with, and preferably support from, relevant industry and community.
- 19.4 An Advisory Committee must be established and shall have met within six months of a programme receiving management approval to be promoted and delivered.
- 19.5 An Advisory Committee may be established for one or several programmes.

20 PROGRAMME APPROVAL AND REVIEW

- 20.1 All new and redeveloped courses and programmes shall receive academic approval under clauses 20.2, 20.3 or 20.4.
- 20.2 New programmes, significant changes to existing courses and programmes, and Training Schemes require approval by the Academic Board.
- 20.3 Minor changes to single courses, minor changes to programmes, and new courses shall be endorsed by the Academic Committee and approved by the Curriculum and Quality Manager or delegate.
- 20.4 Changes to courses and programmes shall be approved by the Curriculum and Quality Manager or delegate and, if deemed necessary, by the Academic Board.
- 20.5 All programmes within NMIT are subject to ongoing review. Curriculum Area Self-Assessment Reports (SARs) Reports shall be received, by the Quality Committee. Action Plans identified in SARs will be collated, discussed and monitored by the Quality Committee and forwarded to Academic Board.

NMIT ACADEMIC STATUTE

SECTION 3:
ACADEMIC
REGULATIONS



Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

EFFECTIVE FROM 1 JANUARY 2012

- 21.1 Admission of students to enrol and study at NMIT shall be in accordance with section 224 of the Education Act 1989.
- 21.2 Entry requirements, as published for each course or programme, shall be based on the standard required to successfully complete the course, programme or qualification and any requirements set by other parties and by law.
- 21.3 Applicants with academic credit recognised by cross credit or recognition of prior learning may be admitted to any appropriate point on a programme on the payment of any prescribed fee.
- 21.4 Applicants must provide acceptable evidence of meeting the requirements for entry to the course or programme. Criteria may include evidence of age, New Zealand citizenship or residency permit, ethnicity or gender.
- 21.5 Documentary evidence, including academic records required for admission and enrolment, shall be originals or verified copies.
- 21.6 Students must comply with the relevant regulations including enrolment, exemptions and transfer procedures, applying to each programme.
- 21.7 Applications submitted after the due date will be considered, subject to the availability of places, after the enrolment of applicants who submitted their application by the deadline.
- 21.8 Where it appears to the Director of Planning, Quality and Learner Services 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.
- 21.9 Where the DPQLS is satisfied that it is necessary to do so, the Director of Planning, Quality and Learner Services may determine the maximum number of students who may be enrolled in a particular course or programme in a particular year or semester.
- 21.10 Selection shall be in accord with published procedures.
- 21.11 Nothing in this section prevents refusal to enrol, or cancellation of the enrolment of, a student on the grounds set out in section 224 (13) of the Education Act 1989.

CONTINUATION IN A PROGRAMME

- 21.12 Any student who, over the last two preceding years of his or her studies, has failed to pass courses equivalent to more than half of the credits in which they have been enrolled shall only continue in the programme with the prior approval of the relevant Academic Committee.

CONTINUATION IN A COURSE

- 21.13 A student who has failed the same course on three occasions shall only enrol again for that course with the approval of the relevant Academic Committee. Any specific programme regulations related to exclusions from courses shall take precedence over this clause.

COURSES WHICH INCLUDE OFF-SITE PRACTICAL OR WORK EXPERIENCE COMPONENTS

- 21.14 Any student who has not met the pre-requisite requirements in preparation for off-site practical or work experience will not proceed to the off-site practical or work experience and will not be awarded credit for that component of the programme.
- 21.15 If a student's performance or participation in any off-site practical or work experience is, in the opinion of the Programme Area Leader, unsatisfactory for whatever reason, the Director of Planning, Quality and Learner Services may suspend for up to three days a student's attendance at the off-site practical or work experience, until the academic committee examines the situation and implements one of the following:
- a) require the student to undertake further study in pre-requisite requirements;
 - b) remove the temporary suspension;
 - c) suspend the student from the off-site practical or work experience for such a period that it thinks fit;
 - d) exclude the student from the programme where the off-site practical or work experience is a requirement for successful completion of the programme.

APPLICATION TO HAVE EXCLUSION WAIVED

- 21.16 Any excluded student who wishes to apply for permission to re-enrol shall lodge a written application with the Programme Area Leader at least two months before the commencement of the course or programme, together with the specified fee.
- 21.17 The decision on whether any particular student, who has been excluded under clause 21.12, 21.13, 21.14, or 21.15(d), may be permitted to re-enrol shall be made by the relevant Academic Committee.
- 21.18 In approving any such application, the relevant Academic Committee may stipulate such conditions for reenrolment as it deems appropriate.
- 21.19 An appeal of any decision made under section 21 of this Statute must be received by the Administration Office within 10 working days of the decision being advised to the student.
- 21.20 Appeals shall be conducted according to the procedures laid down in [STUDENT ACADEMIC APPEALS](#).

22 FEES

- 22.1 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.
- 22.2 Notwithstanding clause 22.1, charges may be amended and other charges may apply, with appropriate notice periods given.
- 22.3 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 Director of Finance and

Corporate Services. Specific payment dates will be supplied on application for the course or programme.

- 22.4 No student shall be deemed to be enrolled for a course or programme unless full payment of all approved fees has been made or arranged by commencement of the course or programme.
- 22.5 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.
- 22.6 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.

REFUND OF FEES

- 22.7 Notwithstanding clauses 22.8 to 22.15 the regulations may be varied at the discretion of the DFCS in exceptional circumstances. Special conditions may apply for specific courses and programmes (refer to programme regulations).
- 22.8 NMIT will withhold a \$100.00 administration charge from the amount of any refund (refer ***DOMESTIC STUDENT FEES, CHARGES AND REFUNDS***. (Refer clause 21.8, course or programme cancellation).
- 22.9 Refunds for international students will be considered individually according to the procedure, (refer to ***INTERNATIONAL STUDENT FEES, CHARGES AND REFUNDS***, available on the NMIT web-site).
- 22.10 Refunds for domestic students will only be considered where the Withdrawal Application Form is submitted to the Administration Office within the withdrawal period of up to three weeks after commencement of the course.
- 22.11 No refund of course enrolment fees is available if the Withdrawal Application Form is submitted to the Administration Office later than three weeks after commencement of the course, except in exceptional circumstances and with approval from the Programme Area Leader and the DFCS. (Refer clause 21.8, course or programme cancellation).
- 22.12 For full NMIT programmes (or year 1, 2 or 3 if multi-year programmes):
If a student enrolls on all courses at the beginning of the year, then later in the year withdraws from one or more of the courses that have not yet started (or within three weeks after they have started), they will be entitled to a refund for that course (or courses).
- 22.13 No refund of enrolment fees is available for single courses less than 7.5 credits or the equivalent of two weeks full time study, except in exceptional circumstances and with approval from the Programme Area Leader and the DFCS.
- 22.14 Apart from the refund of enrolment fees described in clauses 22.7 to 22.13, the refund of any other charges is at the discretion of the DPQLS.

- 22.15 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.
- 22.16 A refund of fees and charges paid by a recognised third party will be made back to that third party unless a written authorisation is supplied by the third party for refund directly to the student.
- 22.17 A refund to a student will be first applied to offset any debt to NMIT with any balance being refunded to the student.

23 WITHDRAWAL AND TRANSFER

WITHDRAWAL

- 23.1 An enrolled student may withdraw from a course or programme by submitting the Withdrawal Application form to the Administration Office (refer [WITHDRAWAL FROM NMIT PROGRAMMES AND COURSES](#)).
- 23.2 In all cases the date of withdrawal will be the date the Withdrawal Application form is received by the Administration Office.
- 23.3 Withdrawal from a course or programme is without prejudice to the student's right to apply to re-enrol on that course or programme in the future.
- 23.4 If a student withdraws no later than 3 weeks after commencement of a course (and/or first communication with a tutor for distance delivery), no record of the student's enrolment in the course will be entered into the student's academic record.
- 23.5 If a student withdraws from a course later than 3 weeks after commencement, but on or before 60% of the course is completed, "Withdrawn" (withdrawn from course) shall appear on the student's academic record.
- 23.6 Where an enrolled student does not engage with a course or programme as prescribed in programme regulations, at any time before 60% of the course or programme is complete; two written warnings will be sent to the student. If, after 10 working days from the second written warning, the student does not respond, either confirming their intention to remain enrolled on the course or programme, or to request withdrawal; NMIT reserves the right to automatically withdraw the student from that course or programme.

TRANSFER

- 23.7 Students who request a transfer after commencement of their original course or programme, shall apply to the Programme Area Leader concerned.
- 23.8 Transfers shall not be approved, except in exceptional circumstances by the Group Manager, after more than 3 weeks of the course or programme have been completed.
- 23.9 Students who are approved to transfer to another course or programme may be charged for resource usage (refer [DOMESTIC STUDENT FEES, CHARGES AND REFUNDS](#) or [INTERNATIONAL STUDENT FEES, CHARGES AND REFUNDS](#))

- 23.10 Notwithstanding clauses 23.7 and 23.8, the regulations for transfer may be varied for specific programmes.
- 23.11 Notwithstanding clauses 23.1 to 23.9, in exceptional circumstances beyond the control of the student, the regulations regarding withdrawal and transfer may be varied at the discretion of the DPQLS.

24 PROGRAMME REGULATIONS AND COURSE INFORMATION

- 24.1 Every programme, which upon successful completion, results in an approved qualification shall be supported by written regulations.
- 24.2 The regulations describing the formal requirements 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 course or programme.
- 24.3 The regulations shall include:
- A description of the structure of the programme including:
 - compulsory and elective courses
 - options for progression
 - pre-requisites and co-requisites
 - cross crediting provisions
 - any transition arrangements from an earlier programme
 - Entry requirements and the selection process and criteria
 - Completion requirements and qualifications awarded
 - Any external regulations which apply to the programme
 - The basis of assessment and any special requirements for submission of work for assessment and the return of assessed work
 - The criteria for awarding grades, including any provision for Merit, and how individual grades and their relative weighting are recorded
 - Provision for Recognition of Academic Credit (RAC)
 - Provision for assessment in special circumstances, reassessment and appeal of assessment
 - Any academic misconduct procedures in addition to clauses 27.1 to 27.9 of this Statute
 - Provision for students to evaluate the programme
 - Any off-site practical or work based training
 - Any activities which may involve significant risk and any health and safety requirements
 - Any other special requirements.

25 UNSATISFACTORY PROGRESS

- 25.1 Programme Regulations will define unsatisfactory progress, also refer to *STUDENT ACADEMIC COUNSELLING AND EXCLUSION*.
- 25.2 Any specific programme regulations related to exclusions from programmes shall take precedence over the principles identified below.

PRINCIPLES FOR DETERMINING UNSATISFACTORY PROGRESS

- 25.3 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 within an academic year.
 - A student who enrolled in the same course on three occasions and has failed that course.
- 25.4 Any student who has been deemed by the institute to have made unsatisfactory academic progress may be excluded from the course and/or programme and not permitted to re-enrol without prior permission of the Academic Committee.
- 25.5 Any excluded student who wishes to apply for permission to re-enrol shall lodge a written application with the Academic Committee before the official enrolment date in the course and/or programme for which he or she seeks admission.
- 25.6 The Academic Committee shall make the decision on whether any particular student who has been excluded 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.
- 25.7 In applying for re-enrolment, the student will need to satisfy the Academic Committee that as a result of study or other activity in the intervening period, there is a reasonable chance of success of subsequent study.
- 25.8 If a student's performance or participation in any off-site excursion, practical, or work experience is, at the absolute discretion of the Academic Committee, unsatisfactory for whatever reason, the Academic Committee may temporarily remove that student's attendance at the off-site excursion, practical, or work experience, and the institute's relevant procedures will be instigated.

26 STUDENT ASSESSMENT

- 26.1 Students shall be advised of assessment requirements within one week of course commencement. Any subsequent changes to assessment requirements shall be endorsed by the academic committee responsible for the programme and notified in writing to all students.
- 26.2 Students shall make themselves available to undertake all summative assessments at the time and place stipulated by the course tutor.
- 26.3 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.
- 26.4 Students may use Te Reo Māori in assessment if the student has registered their request, and has received approval for this by the Programme Area Leader, prior to the student's enrolment in each course. 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.
- 26.5 Assessments should be marked and constructive feedback provided to students within a specified period as described in each Programme Area's protocol or programme regulations,

with copies of final examination scripts available for viewing. Students shall be given access to the marking schedule used to mark the assessment.

EXAMINATIONS

- 26.6 Examinations shall comprise such written, oral and/or practical tests and examinations as specified in the assessment requirements.
- 26.7 Examination papers may be released to students in advance of sitting the examination, where programme regulations permit.
- 26.8 Examinations will be supervised by a person approved by NMIT.
- 26.9 Students shall comply with all directions given by the supervisor and all instructions to students set out on the examination materials or displayed in the examination venue.
- 26.10 Requirements for entering and leaving the examination venue shall be stipulated by the supervisor. No student may leave the venue without the permission of the supervisor.
- 26.11 Students undertaking an examination individually shall not communicate by word or otherwise with any other person except the examination supervisor or examiner.
- 26.12 Programme regulations shall determine what, if any, aids may be available or used during examinations, and the conditions for their use.
- 26.13 Students must not bring into the examination venue any written, electronic or other material unless specifically authorised and notified to the student in advance.
- 26.14 Communication devices must be turned off during examinations.
- 26.15 All spare personal belongings brought to the examination venue shall be left in such a part of the venue as the supervisor shall direct.
- 26.16 Students must not behave in any manner that will distract other students during the examination.
- 26.17 No food or drink other than sipper bottles is permitted in the examination venue.
- 26.18 Examination papers/work must be submitted to the supervisor before leaving the room.

RECORDING THE ASSESSMENT OUTCOMES OF A COURSE OR PROGRAMME

- 26.19 The final outcome of a course or programme shall be recorded as in clauses 26.20 to 26.26 except that the Academic Board may, in exceptional circumstances, approve recording results for different standards or levels of achievement.
- 26.20 Where competency-based assessment (the process of seeking evidence and making a decision about whether a student can perform to a standard) is used, or where grades are not awarded, course results shall be recorded as follows:

| | |
|-----------|---------|
| P | Pass |
| NP | No Pass |

A pass may be distinguished as a Merit Pass and the final outcome recorded as “Merit”. Where a Merit Pass is available the criteria shall be specified in the Programme Regulations.

Results of NZQF unit standards and individual assessments, stated in a Course Descriptor are recorded as follows:

| | |
|----------|--------------|
| A | Achieved |
| N | Not Achieved |

Where the programme’s regulations state the awarding of Merit and Excellence they will be recorded as follows:

| | |
|----------|--------------------------|
| M | Achieved with Merit |
| E | Achieved with Excellence |

Results A, M and E will be reported to NZQA as soon as practicable after the end of the course.

26.21 Where grades are awarded according to the level of achievement, the final outcome of a course or programme shall be recorded as follows:

| Grade | |
|----------|-----------------------|
| A | Pass with Distinction |
| B | Pass with Merit |
| C | Pass |
| D | Fail |
| E | Fail |

Where levels of achievement within each passing grade are distinguished, the grades shall be recorded as follows:

| Grade | | | |
|-----------|----------|-----------|-----------------------|
| A+ | A | A- | Pass with Distinction |
| B+ | B | B- | Pass with Merit |
| C+ | C | | Pass |

The mark ranges for each grade will be as follows:

| Mark Range (%) | Grade | |
|----------------|-------|-----------------------|
| 85-100 | A+ | Pass with Distinction |
| 80-84 | A | |
| 75-79 | A- | |
| 70-74 | B+ | Pass with Merit |
| 65-69 | B | |
| 60-64 | B- | |
| 55-59 | C+ | Pass |
| 50-54 | C | |
| 40-49 | D | Fail |
| 0-39 | E | Fail |

Not all courses are assigned a Distinction or Merit.

The grade, not the mark, shall be recorded on the student's academic record.

The criteria for awarding of grades shall be specified in the Programme Regulations.

26.22 Other results that may be included:

| | |
|----------------------|---|
| Cross Credit | Pass. Course credited from another approved qualification |
| Pass (RPL) | Recognition of Prior Learning |
| (Result)(AEG) | Aegrotat. Where a result is awarded following special circumstances. (A grade may be determined) |
| (Result)(Con) | Conceded. Where a narrow fail in a course is compensated by good grades in other courses within the programme |
| Withdrawn | Withdrawn from a course or programme |

26.23 Where the Programme Regulations indicate a TANZ collaborative arrangement, refer to Appendix 4.

Programme Regulations will indicate if externally (NZQA) prescribed grade tables apply e.g. New Zealand Diploma in Business.

26.24 Where a mark or grade is able to be determined following Special Assessment Circumstances (refer clauses 26.33 to 26.44), an aegrotat result may be recorded as (grade) (AEG).

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

Aegrotat consideration is not available in courses subject to competency based assessment.

26.25 Following consideration of an application for Recognition of Prior Learning (RPL) a result of Pass (RPL) may be recorded.

26.26 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.

26.27 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 or cross credit.

Where a Conceded Pass is granted, “(Con)” will be recorded alongside the result already determined for the course.

26.28 Advanced Standing can be granted to recognise credit for a specific course(s), or to recognise block credit for part of an approved NMIT qualification.

Block advanced standing does not require exact course equivalence; rather it requires reasonable correspondence to the learning outcomes of the NMIT programme, thus maintaining the graduate profile.

Programme Regulations will clearly identify how Advanced Standing is determined, the processes to be used and the maximum amount of credit to be granted.

Advanced standing may include cross credits, however these will be separately indicated on Academic Records.

Where Advanced Standing is granted it shall be recorded as ADV on the student’s academic record.

SPECIAL ASSISTANCE FOR SUMMATIVE ASSESSMENT

26.29 Students wishing to receive special assistance in order to undertake a summative assessment shall apply in writing to the Administration Office no later than three weeks prior to the date of the assessment. Such applications must state the nature of the disability and the type of assistance required as set out in clause 25.31.

26.30 Applications for assistance must be endorsed by the Programme Area Leader or delegate and either the Accessibility Advisor or a Learning Support tutor.

26.31 Assistance may be provided in the following ways:

- a) Additional time normally not exceeding 15 minutes for each hour of the examination or test;
- b) Assistance by a reader;
- c) Assistance by a writer;

- d) Assistance by a reader/writer;
- e) Assistance by an interpreter;
- f) A combination of the above.

26.32 Breaks during an examination or test may be allowed provided prior approval has been given by the Accessibility Advisor or a Learning Support tutor.

SPECIAL ASSESSMENT CIRCUMSTANCES (EG AEGROTAT CONSIDERATIONS)

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

DEFINITIONS

- 26.33 “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.
- 26.34 “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.
- 26.35 “Factors Beyond the Control of the Student” means any circumstances or situation which the student could not have reasonably prevented, including sickness or injury to the student, or bereavement.

PROCESS

APPLICATION

- 26.36 In the first instance the application for consideration of affected performance shall be made by the student to the Programme Area Leader or delegate. This must be no later than seven days after the due date of the summative assessment, and with 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 twenty four hours of the test or examination.

ELIGIBILITY

- 26.37 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 less than two summative assessments, this does not apply.
- 26.38 The academic committee 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 committee 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.

26.39 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.

Refer: **STUDENT ACADEMIC APPEALS**.

VALIDITY

26.40 The academic committee responsible for the programme shall consider the validity of the application. To be considered valid, the application shall be bona fide and supported by such evidence as the academic committee responsible for the programme requires.

DETERMINATION OF MARK OR GRADE:

26.41 Under normal circumstances the available methods used to determine the mark or grade are:

- a) Assess after extending a deadline for completion.
- b) Assess completed item or an equivalent item at another time.
- c) 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 80%) of the summative assessment of a course, the final grade or mark may be determined by mathematical extrapolation.
- d) Assess a completed alternative item.
- e) Change the weighting of the assessment items completed to estimate a mark or grade for the complete course.

26.42 Academic staff responsible for the course shall use the selected method to determine the mark and grade 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.

26.43 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.

26.44 The result shall be notified to the student in writing, who shall have the right of reconsideration and appeal (refer 26.47 and 26.51).

REASSESSMENT/RESITS

26.45 Where the criteria for successful completion of a summative assessment have not been met (eg pass; competent . . .) the same criteria may be reassessed as a “resit”.

26.46 Published information for students (eg programme regulations) shall include assessment and resit procedures and be available for all programmes, which upon successful completion, result in a NMIT or New Zealand Qualifications Framework qualification or nationally recognised equivalent.

RECONSIDERATION OF ASSESSEMENT RESULTS

26.47 Students may seek reconsideration of any assessment by applying in writing to the Programme Area Leader or delegate, within 10 working days of receiving the result, setting out the grounds for reconsideration.

NOTIFICATION OF RESULTS

26.48 Programme or course results will be advised to students following approval by the Academic Committee responsible for the programme.

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

AVAILABILITY OF MARKED ASSESSMENTS

26.50 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.

APPEAL OF ASSESSMENT RESULTS

26.51 Appeals shall be conducted according to the procedures laid down in *STUDENT ACADEMIC APPEALS*.

27 ACADEMIC MISCONDUCT

27.1 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 during an examination or not) which counts towards the attainment of a grade in any course or otherwise occurring in connection with any summative assessment.

27.2 Dishonest practice includes:

- a) "Cheating", which is 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", which is 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. directly copying another 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 Programme Area Leader or delegate
- e) Using notes during a closed book test.

- 27.3 NMIT reserves the right to use electronic systems to detect academic misconduct. Students will be notified where such systems are in place.
- 27.4 Where, in respect of any student, a complaint of academic misconduct is received or identified, the following procedure shall apply:
- a) The allegation of academic misconduct has to be made in writing.
 - b) The staff member concerned seeks confirmation from a colleague that the alleged conduct constitutes misconduct.
 - c) Following such confirmation the staff member notifies the student of the concern and requests a meeting with the student and the Programme Area Leader or delegate to allow the student to respond to the allegation.
 - d) If the staff member, in consultation with the Programme Area Leader or delegate, is satisfied with the student's explanation no further action is taken and the student is advised accordingly.
 - e) Following the meeting the student may be asked to undertake an additional assessment in order to confirm the integrity of an earlier assessment result; for example, an oral assessment may be used. A fee may be charged.
 - f) Where misconduct is confirmed the staff member, together with the Programme Area Leader or delegate, determine the appropriate penalty and notify the student of the decision.
 - g) The student at all times has the right to a support person and/or advocate, as per the principles of natural justice.
 - h) Refer to Privacy Act.

27.5 Notwithstanding clause 27.4 a staff member in consultation with the DPQLS may determine that the alleged misconduct be investigated according to the NMIT procedures described in *STUDENT MISCONDUCT*.

27.6 A student may appeal the decision reached under clause 27.4.

Appeals shall be lodged in writing with the DPQLS within 10 working days of the decision and shall be considered by the relevant academic committee.

27.7 A student may appeal the decision, reached under clause 27.6 to the Appeals Committee of the Academic Board.

The NMIT procedure relating to academic appeals (clauses 27.6, 27.7) is described in *STUDENT ACADEMIC APPEALS* available on the NMIT web-site.

PENALTIES FOR ACADEMIC MISCONDUCT

- 27.8 If an allegation of misconduct is proved (under clauses 27.4 to 27.7) all or any of the following penalties may be imposed:
- a. award a fail grade or a nil mark for the affected summative assessment event;
 - b. disqualify the student from sitting for any summative assessments for a specified period;
 - c. cancel the credit if the student has been credited with a pass in the course in respect of which the charge arose;
 - d. suspend the student from any course for a specified period;
 - e. exclude the student from the programme for a specified period;
 - f. reprimand the student;
 - g. record the penalty imposed, on the student's personal file for a specified length of time. This timeframe would be dependent on the level of seriousness of the academic misconduct, but would usually be the end of the academic year in which the academic misconduct occurred.

h. recommend to the Academic Board exclusion from any NMIT programme.

27.9 Notwithstanding clause 27.7, penalties may be set in accordance with procedures described in *STUDENT MISCONDUCT*.

28 REFERENCES

INTERNAL

PROGRAMME ADVISORY COMMITTEES
DOMESTIC STUDENT FEES, CHARGES AND REFUNDS
INTERNATIONAL STUDENT FEES, CHARGES AND REFUNDS
ASSESSMENT
OFF-SITE, PRACTICAL AND WORKPLACE COMPONENTS
RECOGNITION OF ACADEMIC CREDIT
RESITS – GUIDELINES FOR GOOD PRACTICE AND CHARGING POLICY
STUDENT ACADEMIC COUNSELLING AND EXCLUSION
STUDENT MISCONDUCT
STUDENT ACADEMIC APPEALS

THE ABOVE DOCUMENTS ARE AVAILABLE ON THE NMIT WEBSITE

EXTERNAL

Education Act 1989 and its amendments
Privacy Act
Principles of Natural Justice
NZ Bill of Rights Act

NMIT ACADEMIC STATUTE

SECTION 4: APPENDICES

1. ACADEMIC BOARD STAFF MEMBER PROFILE

If you are a staff member and have been nominated for membership of the Academic Board please provide the following information:

- 1 How have you demonstrated your ability to apply a global view to academic issues?
- 2 How have you demonstrated a commitment to the provision of quality education?
- 3 What Programme Area/campus, discipline or content area do you have teaching or leadership experience in, or are knowledgeable about?
- 4 How can you demonstrate an awareness of equity issues and a commitment to the NMIT Treaty of Waitangi policy?
- 5 Describe your knowledge, skills and/or experience in any of the following you wish to highlight:
 - 5.1 Educational/Academic strategic development
 - 5.2 Quality assurance and management systems
 - 5.3 Experience/links with industry, business, community
 - 5.4 Appreciation of Māori training needs
 - 5.5 TEC and NZQA policy and guidelines
 - 5.6 Curriculum design and/or programme documentation
 - 5.7 International educational liaison
 - 5.8 Equal Educational Opportunities
 - 5.9 Research design and/or practice, including ethical considerations
 - 5.10 Assessment and moderation
 - 5.11 Evaluation, review and/or audit of programmes and courses.

The weighting given to each criterion when filling a Board vacancy will depend on the skills and experience of current members in order to achieve the desired balance.

Applications for membership should be sent to the Secretary of the Academic Board.

2. ACADEMIC BOARD STUDENT MEMBER PROFILE

If you are a student seeking nomination for membership of the Academic Board:

- Please confirm in writing that you are a currently enrolled NMIT student.
- Describe why you would like to be considered for membership and what you would be able to contribute as a member.

Two essential qualities of an Academic Board member include:

- Strong communication skills and ability to contribute to academic discussion.
- Understanding of NMIT and the programmes / services available to students.

Considering these qualities please describe how they relate to you and any other qualities you might bring as a member of the NMIT Academic Board.

Nominations for election for membership of the Academic Board are to be sent to the office of the Student Association of NMIT Incorporated (SANITI) and a copy sent to the NMIT Student Advisor.

3. NOTES FOR PROGRAMME APPROVAL COMMITTEE (PAC) MEMBERS

It is the job of the approval committee to recommend or not, approval of the application by the Academic Board.

CHAIRPERSON PRIOR TO THE MEETING

Before a meeting is convened, the Chairperson should ensure that all prior steps in the relevant approval procedure have been completed and the application for approval meets a reasonable standard. The Chairperson may request further information from the applicant and, if necessary, delay the meeting.

Comment on the application should be sought from:

- The Library Learning Centre
- Flexible Learning Team
- Marketing
- Director of Māori Education
- Education Partnership
- Marlborough campus
- Comment may be sought from other areas at the Chairperson's discretion.
- All comment received should be available to the approval committee meeting.

ALL MEMBERS OF THE PAC:

When reading the documentation, please refer to the *GUIDELINES FOR PROGRAMME DESIGN*, which sets out the required content and standard for the documentation.

The Programme Regulations and Course Descriptors must be written clearly for student's reference. The Application is not issued to students but is available to external bodies (NZQA, Advisory members) and mainly addresses management aspects of a programme. All three documents will be published on the "NMIT Intranet.

As part of a recommendation to approve an application the Committee may set "requirements". What needs to be done needs to be clearly stated, and by what date. In deciding the importance of an issue it will be useful to consider the potential effect on students.

Typing and formatting errors should be marked and left with the minute secretary after the meeting.

Discussion during the meeting is confidential. A written PAC Report serves as the official record of each meeting.

Conflicts of interest can occur. The following excerpts from NZQA 'Code of Ethics' for Accreditation Panels provide guidance:

"[Members] agree not to deviate from the standards and procedures and aim to achieve consistency of practice in their [approval] work. There is an individual responsibility to be objective, reliable, and to carry out the prescribed duties to the best of one's ability in a professional manner.

While receptive to all comments, [members] will not be influenced by pressure from individuals or other [groups].

[Members] will avoid undertaking [approvals] where conflict of interest is likely to occur, of a personal, professional or business nature. Should this arise during an [Programme Approval Committee meeting] this should be openly declared.

[Members] shall keep confidential all information of a non-public nature which they receive during [Programme Approval Committee meetings].”

CHAIRPERSON AFTER THE MEETING:

It is the Chairperson’s responsibility to communicate with the Programme Area immediately after the meeting and deal with any issues prior to the minutes being available. After checking the draft minutes and confirming these with other members, the Chairperson may need to work with the Programme Area to clarify the requirements and to ensure these are met.

4. GRADE TABLE FOR TANZ COLLABORATIVE ARRANGEMENTS

For grades awarded for the:

- Certificate in IT Service and Support
- Certificate in Computer Maintenance

the following table applies:

| Grade | Definition and % Marks |
|------------|---|
| A+ | Met all course requirements-mark in range [90-100] |
| A | Met all course requirements-mark in range [85-89] |
| A- | Met all course requirements-mark in range [80-84] |
| B+ | Met all course requirements-mark in range [75-79] |
| B | Met all course requirements-mark in range [70-74] |
| B- | Met all course requirements-mark in range [65-69] |
| C+ | Met all course requirements-mark in range [60-64] |
| C | Met all course requirements-mark in range [55-59] |
| C- | Met all course requirements-mark in range [50-54] |
| Pass | Awarded pass and no appropriate grade can be awarded |
| D | There at end. Did not meet course requirements. Mark in range [40-49] |
| E | There at end. Did not meet course requirements. Mark in range [0-39] |
| Fail | Failed course and no appropriate grade can be awarded. |
| W | Withdrawn from course |
| CC | Cross Credit from another qualification |
| Grade(Aeg) | Aegrotat Pass |
| D(Con) | Conceded Pass |
| Pass (RPL) | Pass with recognition of prior learning |