

## STUDENT ACADEMIC COUNSELLING AND EXCLUSION

<b>Section</b>	Problem Resolution		
<b>Approval Date</b>	03.05.2011	<b>Approved by</b>	Academic Board
<b>Next Review</b>	May 2013	<b>Responsibility</b>	Director of Curriculum and Planning
<b>Key Evaluation Question</b>	1	<b>ITPNZ Quality Standard</b>	6

### PURPOSE

- To identify and support students who are having difficulty meeting **academic standards** as early as possible.
- To treat students fairly should it be necessary to exclude a student from a specific course or programme of study.

*Academic counselling* provides guidance, support and advice to assist students meet the academic standards for their programme of study and is a normal part of teaching and learning at NMIT.

### SCOPE

*Academic Counselling and Exclusion* procedure covers all NMIT students including NMIT training partners for NMIT students and contracted training providers for NMIT students.

The *Academic Counselling and Exclusion* Procedure is applicable in cases of repeated and continuing non-achievement of **academic standards**.

Academic exclusion and student misconduct procedures can only be initiated, and must be managed, by an **NMIT Contact Person**.

In other non-academic cases, refer to: *Student Misconduct Procedure*, *Complaints Procedure* or *Staff Misconduct*

The *Academic Counselling and Exclusion* Procedure may be applied only when a study related issue is identified in a student by:

- student self identification
- assessment results below standard (formative and summative)
- poor attendance or low participation
- poor performance in practical settings
- poor professional behaviour as stated in the Programme Regulations

Industry standards of character or professional behavior as specified in external regulations (e.g.: Civil Aviation Authority, Maritime NZ and NZ Nursing Council) take precedence over this procedure.

### DEFINITIONS

**ASM** – Academic staff member

**Academic counselling** is the provision of guidance; support and advice to assist students meet the academic standards for their programme of study.

**Academic standards** are the standards that must be met in order for a student to successfully complete a course and to progress through a programme of study. Academic standards are documented, usually as assessment criteria, in *Programme Regulations* for each programme.

An **academic warning** under the academic exclusion procedure is a formal written warning to a student and recorded in the student's file. An academic warning will describe the academic inadequacy and action required and stipulate how long it will be retained on file.

**Exclusion** is the determination that a student is ineligible to continue their programme of study.

An **NMIT Contact Person** for the purpose of this procedure means a Head of School (HOS) or Programme Leader to whom this responsibility has been delegated, Contracted Training Provider Manager if the responsibility for *Academic Counselling and Exclusion* has been specifically delegated to the contracted training provider:

- A **Director** is a member of the NMIT Directorate with delegated responsibility from the Chief Executive for the quality and delivery of designated programmes.
- A **Head of School (HOS)** is an NMIT manager responsible for a teaching unit (School) within NMIT.
- A **Programme Leader** is a person with delegated responsibility from the Head of School for co-ordinating the delivery of the programme.
- A **Contracted Training Provider Manager** is the manager where the student is undertaking study that NMIT has contracted to teach a programme or course of study.

## RESPONSIBILITY

An **NMIT Contact Person** ensures that academic counselling is available to students.

The *Academic Counselling and Exclusion* Procedure can only be initiated, and must be managed, by an **NMIT Contact Person** who must also authorise any first and second **written academic warnings**.

Academic staff members provide, or arrange to provide, academic counselling for NMIT students.

Academic Committees consider any recommendation from an **NMIT Contact Person** to exclude a student from a course or programme and approve or not, the recommendation.

## POLICY

The principles of natural justice are incorporated, whereby the student shall be provided with all information relating to this process.

Students will be informed at the time of course commencement of academic and other support services available to them.

Written records of student assessments will be kept on student's file and made available to students.

Academic counselling shall be readily available to any student who:

- Is identified as having difficulty meeting academic standards.
- Seeks guidance, assistance or support with study related matters.

Academic staff members should provide academic counselling and/may refer students to appropriate staff, e.g. Kaitakawaenga or the Learning and Study Support Co-ordinator

Academic staff members shall offer and, in consultation with the student, document and implement a plan for any student who is not meeting academic standards. **(First written warning)**

Students should be invited to bring support person(s) to meetings related to student academic counselling and exclusion.

Student Academic Counselling and Exclusion Procedure	Responsibility
<p>1 Student performance issue is identified by:</p> <ul style="list-style-type: none"> <li>• Performance in assignment</li> <li>• Class participation</li> <li>• Practical work</li> <li>• Student self disclosure</li> <li>• Poor attendance</li> <li>• Academic failure</li> <li>• Criteria identified in the Programme Regulations</li> <li>• Failure to meet criteria for professional behaviour, where this is a programme specific requirement (refer to Programme Regulations)</li> </ul>	ASM or Programme Leader
<p>2 Academic Counselling is offered by ASM.</p> <p>Criteria to be met are clearly defined and student is referred to NMIT support services as required. The support service could be one or more of the following:</p> <ul style="list-style-type: none"> <li>• Student Advisor</li> <li>• Learning and Study Support</li> <li>• Student Counselling Service</li> <li>• Maori and Pacific Island Support</li> <li>• International Pastoral Care</li> <li>• Health Nurse</li> <li>• Student Advisory - Accessibility</li> <li>• SANITI</li> </ul> <p>Student is provided with a copy of the <i>Academic Counselling and Exclusion</i> procedure.</p>	ASM or Programme Leader
<p>3 If, following all support, criteria (as defined in 2 above) are not met, a <b>first written warning</b> is sent to the student as follows:</p> <ul style="list-style-type: none"> <li>• Programme Leader to complete</li> <li>• ASM and student meet and learning outcomes and time frames discussed</li> <li>• Copy to student file</li> <li>• Academic Counselling offered by ASM and student referred to NMIT support services as required.</li> </ul>	NMIT Contact Person or Contracted Training Provider Manager

Student Academic Counselling and Exclusion Procedure	Responsibility
<p>3 If there is no improvement (more fails) and at least 2 weeks has passed since the first written warning then a <b>second written warning (or probation contract)</b> is sent by the Programme Leader as follows:</p> <ul style="list-style-type: none"> <li>• Criteria to be met are clearly specified</li> <li>• Includes time frame for meeting requirements</li> <li>• Responsibilities and requirements are personalised to individual student needs</li> <li>• Retained on student file until student graduates or withdraws from the programme.</li> <li>• Academic Counselling offered by ASM and student referred to NMIT support services as required.</li> </ul>	<p>NMIT Contact Person or Contracted Training Provider Manager</p>
<p>5 If the requirements are not met within the timeframe the case is referred to the Academic Committee that has the responsibility for the programme.</p> <p>NB: The Student should continue to attend all classes until the Academic Committee makes a decision.</p>	<p>NMIT Contact Person or Contracted Training Provider Manager</p>
<p>6 The Academic Committee reviews and makes a decision on the outcome. Options include:</p> <ul style="list-style-type: none"> <li>• Exclude student for specified time and for specific courses or programme</li> <li>• Extend period of the written academic contract</li> <li>• Invite the student to withdraw and re-enrol the following year.</li> </ul> <p>Refer to clauses 24.3 to 24.8 <i>Principles of Determining Unsatisfactory Academic Progress</i> in the <i>NMIT Academic Statute</i>.</p> <p>Student advised of the outcome in writing.</p> <p><i>NB: Excluded students are obliged to return all NMIT property including ID Card, library books, text books and equipment.</i></p>	<p>Chair of Academic Committee</p>
<p>7 The Academic Committee's decision may be appealed to the Academic Board Appeals Committee under the provision of the Student Academic Appeals procedure in writing within 10 working days of receipt of the Academic Committee decision.</p>	<p>Student</p>
<p>8 If the excluded student is an International Student the International Marketing and Recruitment Manager will advise Immigration New Zealand that the student is no longer enrolled at NMIT.</p>	<p>International Marketing and Recruitment Manager</p>
<p>9 Notification of an excluded student will be recorded on the institute's Student Management System, stating the exclusion period.</p>	<p>Information and Enrolment Centre Manager</p>

### INTERNAL

NMIT Academic Statute  
Student Charter  
Complaints Procedure  
Student Misconduct Procedure  
Student Academic Appeals  
Equal Education Opportunities  
Academic Board Terms of Reference  
Programme Regulations  
Withdrawal from NMIT Programmes and Courses  
Domestic Student Fees, Charges and Refunds  
International Student Fees, Charges and Refunds