

STUDENT RULES

Section	Teaching and Learning		
Approval Date	13.07.09	Approved by	Directorate
Next Review	Oct 2009	Responsibility	Chief Executive
Key Evaluation Question	5	ITPNZ Quality Standard	6

The following rules have been developed in conjunction with the Students' Association, to ensure that all students are clear about their obligations during their time at Nelson Marlborough Institute of Technology (NMIT).

These Student Rules apply, as appropriate, to all NMIT enrolled students, including those studying with NMIT joint venture partners; and distance students. Where students are studying at non-NMIT sites, health and safety regulations in force at those sites will apply, also any site specific rules relating to smoking, and food and drink; for example.

ENROLMENTS

Enrolments must be made on the form supplied. Enrolment fees must be paid in full, or an approved alternative arrangement in place by the end of the second week of the course. On completing enrolment, each student is issued with a GST Enrolment Receipt. Students who have not paid their fees by the required date may lose their position on the course.

REGULATIONS

Some teaching programmes within schools have specific regulations. It is the responsibility of students to familiarise themselves with these regulations and abide by them where applicable.

EMERGENCIES, FIRES ETC.

In an emergency - indicated by a continuous ringing of the bell - the buildings must be evacuated immediately and all students must proceed to the designated assembly area. Every building has a designated warden whose directions must be obeyed.

WORKSHOP

Students will be notified of requirements regarding suitable clothing and footwear and will be required to adhere to these requirements.

Materials required for projects must be paid for as soon as possible after they have been issued. Completed projects must not be removed from the premises until the tutor's approval is given.

Note: Workshop Safety - Students using **any** workshop **must** observe all safety precautions. Students with hair of a dangerous length, must provide suitable protective covering otherwise they will **not** be allowed into the workshop.

Students are expected to acquire their own textbooks, stationery, drawing instruments, etc (unless specifically included in the course fee).

SMOKING

Smoking is not permitted in any building on campus. Refer: *Smoke Free Policy*.

FOOD AND DRINK

Consumption of food and drink is not permitted in computer labs.

Consumption of food and drink is not permitted in classrooms, unless prior approval has been given from your tutor or staff member responsible. If approval has been given, you are responsible to ensuring that you clean up after yourself and use rubbish bins provided.

ALCOHOL AND OTHER DRUGS

Consumption of alcohol is prohibited on campus except where prior approval is given by the Chief Executive for special occasions. If such approval is given, a licence may also be required in certain circumstances. Refer: *Alcohol at Student Functions on NMIT Campus*.

The use of illegal drugs is prohibited in all areas at all times.

ABSENCE

Refer to your programme regulations or student handbook.

Directed apprentices are required by their apprenticeship order to attend continuously for the period stated in their contracts.

In order to meet Nursing Council requirements, nursing students will be required to complete make-up time to compensate for classroom or practice absences.

MISCONDUCT

For breaches of NMIT rules, misconduct or serious offences, students may be suspended or excluded from the Institute. Refer: *Student Misconduct Procedure*.

EXTERNAL EXAMINATIONS

A significant proportion of courses provided by NMIT prepare students for examinations controlled by outside examining bodies.

It is the responsibility of individual students to check the regulations and handbooks issued by these bodies and see that they forward examination entry forms by the correct closing date. NMIT will

endeavour to be of assistance, by distributing to tutors any notices received from these outside bodies, but the prime responsibility rests with the student.

COMPUTER SOFTWARE

Students should familiarise themselves with the rules governing acceptable use of the NMIT computer network (Refer: NMIT website - Computer Facilities: Rules Governing Student Use of the NMIT Network). Students are responsible for all activities under their individual network account, which are monitored, and should therefore not divulge their password to anyone.

Also refer: *Copyright – Explanation for Students*.

PARKING

Students must not park in front of driveways. At all times respect the rights of local residents. NMIT provides student parking in designated car parks, where NMIT parking permits should be displayed in vehicles.

HARASSMENT

NMIT is committed to providing a n environment where all students and staff can learn and work without harassment. Harassment of students and staff on any NMIT Campus or non-NMIT site is considered unacceptable. Harassment may include bullying (verbal, text or internet), discrimination based on gender, race, age, sexuality or religious beliefs, or sexual harassment. Refer: *Preventing Harassment*