

STUDENT SERVICES – AMENDED 20.04.2012

Section	Teaching and Learning		
Approval Date	08.06.2009	Approved by	Senior Management Team
Next Review	April 2014	Responsibility	Director of Planning, Quality and Learner Services
Key Evaluation Question	5	ITPNZ Quality Standard	6

PURPOSE

To support all students in their academic studies and in accordance with its Student Charter, Nelson Marlborough Institute of Technology (NMIT) provides access to a range of professional services.

SCOPE

All NMIT students have access to the following services:

- Counselling
- Career Counselling
- Learning Support
- Access to support services for Māori and Pacific peoples
- Pastoral care for international students
- Accessibility services
- Student support
- Health Services

RESPONSIBILITY

The Managers of Student Services co-ordinate the on-going delivery and promotion of services for NMIT students.

PRINCIPLES

- 1 To ensure students are fully aware of the services available and that any barriers to accessing them are addressed, NMIT shall:
 - Provide Student Services information to all new students.
 - Use brochures, posters, newsletters, website etc. to communicate with students as appropriate.
- 2 To ensure staff at NMIT are aware of the services available, a representative from Student Services should:

- Attend school/unit staff meetings (as required)
 - Participate in new staff induction programmes.
- 3 Information gained through the Student Surveys will inform evaluation and review of Student Services.
- 4 Student Services staff shall work closely with community agencies to ensure appropriate referrals are made where specialist services are required, eg, Police, Refuge, Alcohol and Drug Clinic.

REFERENCES

INTERNAL

Student Charter
Student Surveys

EXTERNAL

Code of Practice for the Pastoral Care of International Students (Ministry of Education)