

NMIT ACADEMIC STATUTE

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	Executive		
Approval Date	15.04.2026	Sponsor	Director Academic and Teaching
Next Review	01.01.2029	Endorsed by	Academic Committee
		Approved by	NMIT Council

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

Te Pūtaki | Purpose

This Statute is the Academic Statute of Nelson Marlborough Institute of Technology (NMIT) and is made by the Council under the authority of section 284 of the Education and Training Act 2020.

The Academic Statute provides the academic statutory framework for NMIT. It sets out the regulatory requirements for staff and students in the institution and aims to ensure the integrity and quality of learning, teaching, and assessment across NMIT and the integrity and quality of the qualifications and educational outcomes which ākonga achieve.

This Statute, the NMIT Academic Regulations, and all accompanying management policies and procedures are developed, approved, reviewed and made available through the Quality Management System (QMS).

Mō wai me te whānuitanga | Audience and scope

This Statute applies to

- all qualifications, programmes, training schemes and courses, teaching, learning, assessment and research, funding and support activities delivered by or on behalf of NMIT; and
- all employees of NMIT, including contracted staff and secondees providing services for NMIT; and those on fixed term contracts (collectively referred to as kaimahi in this policy); and
- all governors of NMIT including members and advisors of NMIT Council and governance committees or boards (collectively referred to as governors in this policy), and
- all ākonga and graduates of NMIT engaged in campus-based learning at any location; and online or remote learning via any mode; and work based learning. This includes managed apprentices, Trades Academy and other non-standard enrolments and encompasses all references to learners, ākonga or students.

Any regulations pertaining to specific qualifications, programmes, training schemes and courses take precedence over this Statute when approved by Academic Committee as a departure from the Statute.

Where a programme leads to an award by another organisation and there is conflict between the regulations of that organisation and this Statute, then the regulations of that other organisation shall apply in respect of the programme. Where the regulations of that organisation are not clear, this Statute shall apply.

Ngā Mātāpono | Principles

As a fit for purpose regulatory framework, the Academic Statute and accompanying documents promote excellence through the implementation of our values.

Our Values

NMIT values guide our behaviour as an organisation and establish a foundation for our guiding documents and ways of working. Learners and staff alike have an individual and collective responsibility to behave in ways that uphold our values and maintain integrity and quality in everything we do.

Giving Effect to Te Tiriti o Waitangi

NMIT is committed to fulfilling our responsibilities and obligations as a Te Tiriti o Waitangi partner and to being reflective and open as we work towards excellence in our ways of working to give effect to te Tiriti.

Diversity, Equity and Access

NMIT policies, procedures and practices reflect our commitment to providing, accessible and barrier free access to learning for all.

Students at the Centre of what we do

NMIT is committed to being learner centred with a strong focus on equity of access, learning experience and outcomes.

NMIT commits to supporting the wellbeing, safety and learning experience of learners enrolled at NMIT, ensuring that we listen, understand, and respond to learner voice in ways that uphold their mana and autonomy.

Compliance

Decision-making and practice relating to the implementation of NMIT's academic regulatory framework will comply with all relevant legislation, standards, policies and procedures.

Part A: Academic Framework

NMIT COUNCIL

The functions of NMIT are set out in the Education (Vocational Education and Training Reform) Act 2020 and the NMIT Constitution.

The NMIT Council holds governance responsibility for NMIT's Academic Statute and Quality Management System (QMS) which provide high-level guidance connecting NMIT's governance function, including vision, values, and statutory mandate, with academic management and operations.

The NMIT Council approves and monitors

- Changes to governance policy
- Academic Statute
- Fees and delegations
- Annual Report and Investment Plan
- Degree, Honorary Degree, Honorary Fellow, and Institutional Medal conferrals

The Council **receives** Academic Committee reports and minutes.

ACADEMIC STATUTE

The Academic Statute states the rules for the governance of NMIT to ensure compliance with all relevant legislation and educational requirements.

From this Statute, academic management policies and procedures are developed and made available through the Quality Management System (QMS).

This Statute will be reviewed by the Academic Committee on an annual basis. Any amendment to this Statute must be approved by the Academic Committee under delegation from the NMIT Council.

DELEGATIONS TO ACADEMIC COMMITTEE

The NMIT Council may establish an Academic Committee and delegate to the Chief Executive Officer the academic powers and functions under the Education and Training Act 2020 and responsibility for the operation of the Academic Committee.

In fulfilling that delegation, the Chief Executive Officer undertakes to implement the responsibilities of the Academic Committee.

The Academic Committee approves and monitors:

- Changes to Academic Statute, Academic Delegations, and academic policies and procedures
- New programmes and accreditation applications, and changes to current programmes and courses
- Academic results
- Self-assessment activity
- Priority learner success
- Awarding of qualifications including Diploma and Degree conferral

The Academic Committee receives and/or reviews:

- Reports and minutes from standing committees
- Monitors' reports, accreditation panel reports and external audit reports.

The Academic Committee **delegates** the following responsibilities to the Director Academic and Teaching:

- Approval of minor changes to QMS documents
- Special sign-off of students' eligibility to graduate
- Approval of technical changes to programmes of study
- Approval of special results
- Approval of non-TEC-funded and/or non-NZQA-approved courses, such as Full Cost Recovery courses

The Academic Committee **delegates** responsibilities to standing committees as outlined in Part B.

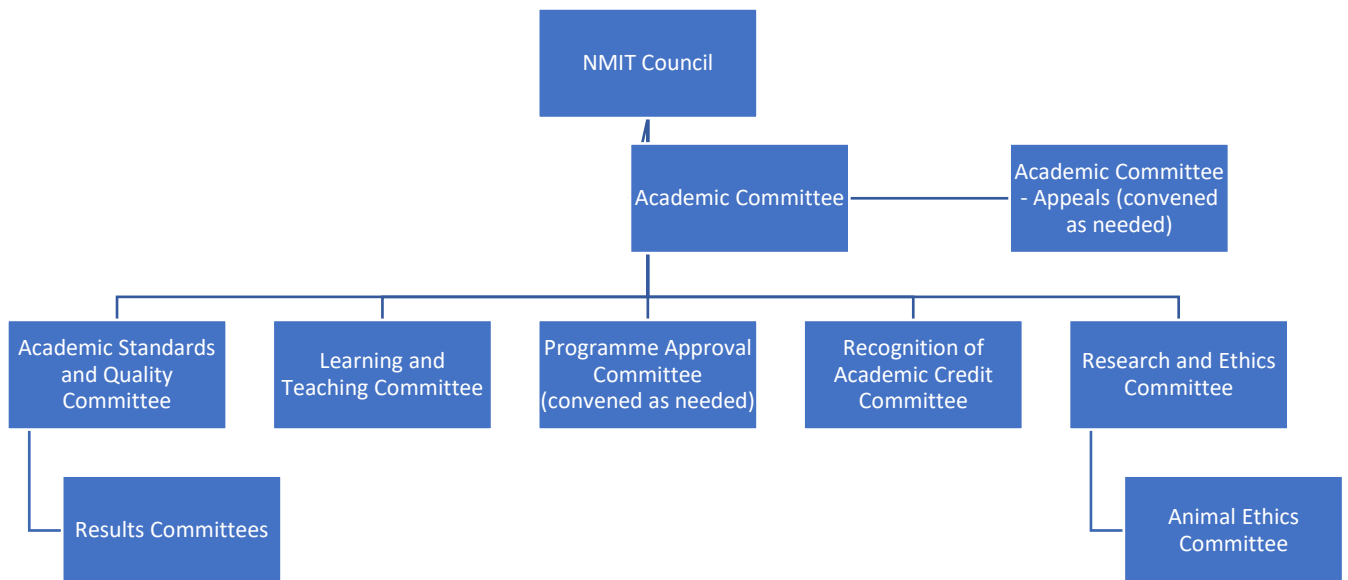
DELEGATIONS TO STANDING COMMITTEES

Specific delegations are made by the NMIT Council to standing committees of the Academic Committee.

The Academic Committee shall establish standing committees including:

- Academic Standards and Quality Committee (AS&Q) which oversees Results Committees (RC)
- Academic Committee – Appeals (convened as needed)
- Learning and Teaching Committee (LTC)
- Recognition of Academic Credit (RAC) Committee
- Research and Ethics Committee (REC) which oversees the Animal Ethics Committee (AEC)

STRUCTURE



Part B: Academic Committee Delegations and Terms of Reference

ACADEMIC COMMITTEE

1. Purpose

The Academic Committee provides advice to the NMIT Senior Leadership Team (SLT) through the Chair on educational and academic matters and developments pertinent to the institute.

The Academic Committee approves programmes of study, including changes to programmes pursuant to and consistent with the requirements of the New Zealand Qualifications Authority and delegations for approval by NZQA to NMIT.

It provides a forum for and fosters academic freedom, discussion and deliberation in all academic matters for development or improvement and manage academic risk.

2. Terms of Reference

- Manage approval of programmes of study, changes to programmes and courses, accreditation applications and Consent to Assess applications, in accordance with NMIT Strategy.
- Ensure NMIT complies with NZQA's Quality Assurance Rules, including giving effect to NMIT's Quality Management System (QMS), Organisational Self-review, Quality Improvement Plan, Monitoring, Sub-contracting, and Student Assessment Retention requirements.
- Require Standing Committees to report issues of academic concern or risk, as identified by Academic Committee. Decisions made by the standing committee are reported to, and approved by, the Academic Committee, unless specifically excluded through direct delegation from NMIT Council to an Academic Committee standing committee.
- Develop and monitor Quality Assurance activities, their implementation and effectiveness in terms of education outcomes, and Action Plans, where these are required.
- Provide advice and recommendations on academic matters, priorities, and risk, where appropriate, to SLT.
- Establish standing committees as deemed desirable or necessary, delegate responsibilities as appropriate, review and approve Terms of Reference, and receive and act on reports from standing committees.
- Approve students' eligibility to graduate and the award of qualifications.

3. Membership

3.1 Ex-officio Members:

- Chief Executive Officer (Chair)
- Director Academic and Teaching
- Director Māori and Learner Success
- Team Lead Learning and Academic
- Six (6) Curriculum Area Managers

3.2 Elected/Appointed Members -

- Minimum of two (2) academic staff representatives
- Two (2) student representatives

3.3 Co-opted Members

- Co-opted members for specific tasks or purposes.

4. Other

- Members can nominate a delegate (one-off) who can vote in the member's absence.

- Academic Committee is an open meeting enabling any person who wishes to attend to do so. They have no speaking or voting rights but may be granted speaking rights by the Chair.
- Academic Committee may establish working parties/ad hoc sub committees of members or other staff for specific purposes and report back to the Committee.
- Academic Committee may co-opt or invite additional attendees from time to time for specific purposes. Co-opted members have the same rights as full members. Any person requested to attend an Academic Committee meeting is 'in attendance' and as such has speaking rights, but no voting rights.
- Representatives from academic staff are appointed by the members of Academic Committee, and the appointment is for a term of two years. Elected Academic staff members are eligible for re-election.
- Representatives from student representatives are appointed by the members of Academic Committee, and the appointment is for a term of two years.
- Members retiring from Academic Committee will formally notify their resignation to the Academic Committee Chair.
- Members of Academic Committee and its standing committees are expected to attend all meetings. Absence from more than two meetings in succession, or from more than 20% of the meetings in any academic year without due cause may result in forfeiture of membership, at the discretion of the Chair.
- In urgent or exceptional circumstances, a decision may be made by the Committee outside a meeting by way of a circular resolution (electronic voting or e-vote).
- The Chair of the Academic Committee has a deliberative vote, and in the case of an equality of votes, also has a casting vote.
- The Chair of Academic Committee may determine that a paper or papers will be discussed in closed session for reasons of privacy or commercial sensitivity. These papers and their minutes will not be distributed outside of Academic Committee without the written permission of the Chair of Academic Committee.
- Minutes are distributed to Committee members, published and announced on NMIT's intranet.

6. Quorum

- A quorum comprises of seven (7) members and must include the Chair or nominee.

7. Academic Committee Meeting Procedure

- Academic Committee meetings are public meetings under the Local Government Official Information and Meetings Amendment Act 2015. Normal in-committee procedures apply.
- The Academic Committee should meet at a minimum of six meetings per annum.
- Members must declare any Conflict of Interest at the start of each meeting.
- Agenda items should be forwarded to members at least three working days and preferably one week prior to a meeting.
- Absent voting members may nominate proxies in advance to the Committee Secretary. Proxies shall have full voting rights provided that proxies do not represent a majority of eligible votes.
- Student representative members may nominate a student proxy, who needs to be a student representative, in advance to the Committee Secretary.
- Should the Chair and Deputy Chair be absent without a proxy, those present shall elect a voting member to chair the meeting.
- The Chair may exercise a casting vote.
- Proceedings and resolutions of every meeting shall be recorded. Academic Committee minutes are sent to Academic Committee members, included in the NMIT Council meeting papers, stored electronically and made available to all staff.

1. Purpose

The Academic Committee - Appeals holds delegations from the NMIT Council and is responsible to the Academic Committee to consider appeals against decisions by the Academic Standards and Quality Committee, solely on the basis of due process not being followed.

2. Terms of Reference

- Receive and consider academic appeals as required.
- Determine whether the **grounds for appeal** are satisfied as outlined in the NMIT Appeals Policy
- Conduct a hearing to ensure parties are heard, deliberate and decide the outcome of the appeal.

3. Membership

The Academic Committee - Appeals shall comprise three Academic Committee members, who have been independent of the appeal in question to date:

- The Chair of the Academic Committee or Chief Executive Officer nominee (Chair)
- One (1) staff member
- One (1) nominated student representative

4. Other

- Academic Committee - Appeals meetings are held as required.
- Minutes are confidential and are securely filed by the Secretary of the Academic Committee.
- Decisions shall be made by majority vote and shall be deemed to be decisions of Academic Committee and therefore there is no requirement to report to Academic Committee.

1. Purpose

The Academic Standards and Quality Committee is responsible to the Academic Committee to assure the integrity of academic processes, documentation, approvals and accreditation.

2. Terms of Reference

- Review and approve new or amended and withdrawn QMS academic policies and procedure.
- Review, evaluate and approve documentation for programmes or amendments to Programme Regulations and Course Descriptors.
- Review and approve accreditation and consent to assess applications.
- Refer matters that constitute academic concerns or risks to NMIT's academic integrity to the Academic Committee.
- Approve course results, and the award of qualifications (excluding Special Honour and Recognition Awards), and NMIT Record of Learning.
- Approve academic appeals by ākonga relating to selection, exclusion, assessment results, course results or grades, unsatisfactory progress.
- Approve appeals by ākonga of determinations of academic conduct, and any penalty.
- Approve variations to qualification completion requirements under exceptional circumstances.

3. Membership

3.1 Ex-officio Members

- Team Lead Learning and Academic
- Team Lead Te Puna Manaaki
- Business Support representative
- Manager Information and Admissions

3.2 Elected/Appointed Members

- Six (6) curriculum area representatives, including one (1) from Marlborough
- One (1) elected student representative

3.3 Co-opted Members

- Individuals with specialist expertise may be co-opted in an advisory (non-voting) capacity, for specific tasks as necessary. Individuals may be an academic from another institution or other external body.

4. Other

- Membership of the Academic Standards and Quality Committee will be reviewed at the first meeting of each year.
- Meetings will be scheduled once a month.
- In urgent or exceptional circumstances, a decision may be made by the Committee outside a meeting by way of a circular resolution electronic voting or e-vote.
- Members of this Committee are expected to attend all meetings. Absence from more than two meetings in succession, or from more than 20% of the meetings in any academic year without due cause may result in forfeiture of membership, at the discretion of the Chair.

5. Quorum

- A quorum comprises of eight (8) members and must include the Chair or nominee.

RESULTS COMMITTEES (RC)

1. Purpose

Each Results Committee is responsible to the Academic Standards and Quality Committee for accurate, timely, robust results approval processes that meet quality assurance expectations.

Results Committees receive, consider, analyse and approve assessment results for the programmes, courses and unit standards offered in each curriculum area.

2. Terms of Reference

Every Results Committee will check and confirm that:

- All assessment/unit standard results have been checked for accuracy by academic teams
- All internal moderation requirements have been met, including programme readiness
- Any new unit standard assessments delivered for the first time have been pre-moderated by the Standard Setting Body (SSB)
- All unit standards are the most recent version
- All results including any unusual, or exceptional, or 'cusp' results are explained and are valid
- Results are consistent with Programme Regulations
- Results are accurately recorded in EBS

3. Membership

- Curriculum Area Manager (Chair); delegated to another CAM if not available
- Programme Team Lead (PTL) or Programme Support Coordinator (PSC) or Academic Coordinator (AC)
- Two (2) academic staff, one who can speak to the specific results being considered, and one who can comment on any unusual or exceptional ākongā results
- Minimum of one (1) attending member with results expertise who is outside the programme for which the results are being considered.

4. Other

- Each curriculum area will convene regular Results Committee meetings.
- The meetings will be chaired by the relevant Curriculum Area Manager (CAM).
- Meeting minutes will be recorded and approved at the next full meeting of the Committee.

5. Quorum

- A quorum is five (5) members, and comprises the Chair or delegate, and at least four members, two of whom are not associated with the programme/course for which results are being presented.

LEARNING AND TEACHING COMMITTEE (LTC)

1. Purpose

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

2. Terms of Reference

The Learning and Teaching Committee is responsible to the Academic Committee to:

- identify, promote and enhance best practice and innovation in teaching and learning
- review and report to Academic Committee as required on matters of significance and concern.
- support the maintenance and growth of a teaching culture

3. Membership

Membership of the Learning and Teaching Committee will be reviewed at the first meeting of each year.

3.1 Ex-officio Members:

- Director Academic and Teaching (Chair)
- Director Māori and Learner Success
- Two (2) Programme Team Leads
- Four (4) academic staff members, including one (1) from Marlborough or Woodbourne Campus
- Teaching and Learning Coach
- One (1) elected Student Representative

4. Other

- Amendments to this Constitution will be approved by the Academic Committee.
- Meetings will be scheduled to align with Academic Committee reporting.
- Meeting minutes will be recorded and provided to the Academic Committee.
- In urgent or exceptional circumstances, a decision may be made by the Committee outside a meeting by way of a circular resolution (electronic voting or e-vote).
- Additional members may be co-opted for specific tasks or purposes

5. Quorum

- A quorum comprises the Chair (or Chair's nominee) and five other Committee members.

PROGRAMME APPROVAL COMMITTEE (PAC)

1. Purpose

The Programme Approval Committee (PAC) is responsible to the Academic Committee, as required, to receive, review and recommend approval of new or reviewed programmes, Training Schemes, micro-credentials, sub-contracted delivery, offshore delivery, new permanent delivery sites, applications for DAS Consent to Assess, and applications for New Zealand qualification development and listing.

2. Terms of Reference

The Programme Approval Committee will convene as required to

- check applications against external accreditation and/or approval requirements
- seek additional input, in relation to the application(s), for consideration by the PAC. The opportunity for input may be extended at the discretion of the Chair
- set requirements to be met prior to recommending programmes for approval, and verify that requirements have been met
- make recommendations for approval to Academic Committee

3. Membership

3.1 A minimum of three (3) **Voting Members** may be selected from the following:

- Director Academic and Teaching (Chair)
- Director Māori and Learner Success
- Curriculum Area Managers or Programme Team Leads
- Academic Standards and Quality Committee members
- Business Support Team Leads
- Elected Student Representatives
- Co-opted members, as required

3.2 **Non-Voting Members**

- The Project Coordinator Learning and Academic, or delegate (as secretary)
- The Academic Advisor presenting the application

4. Other

- Programme Approval Committee representatives will be selected by the Team Lead Learning and Academic.
- To achieve consistency, the same members should attend all meetings and business relating to each application.
- Programme Approval Committee Meetings will be held regularly, either as face-to-face or e-meetings.
- Meetings will be held as often as required.
- Meeting minutes will be recorded and provided to the Academic Committee.

RECOGNITION OF ACADEMIC CREDIT (RAC) COMMITTEE

1. Purpose

The Recognition of Academic Credit (RAC) Committee is responsible to the Academic Committee to receive, review and recommend approval of all applications for Recognition of Academic Credit.

2. Terms of Reference

The Recognition of Academic Credit (RAC) Committee will

- Accept and consider all applications for Recognition of Academic Credit
- Ensure Programme Regulations in relation to the application are correctly and consistently applied
- Ensure any provisions in relation to Recognition of Academic Credit determined in contracts with other providers are adhered to
- Approve or decline all applications
- Recommend or endorse significant and minor changes to the Recognition of Academic Credit policy and procedure
- Recommend additions to the Recognition of Academic Credit register

3. Membership

3.1 Standing Members:

- Manager Information and Admissions (Chair)
- Four (4) Programme Support Coordinators (PSCs)
- Academic Advisor

3.1 Appointed Members:

Staff representatives for programmes (representation of Business Support and Academic Staff Members, and staff from other campuses is encouraged.)

4. Other

- The Chair may invite other staff to attend all or part of the meeting to provide feedback, and contribute to discussions, on applications for Recognition of Academic Credit.
- Recognition of Academic Credit Committee Meetings will be held fortnightly as face-to-face meetings.
- Meeting minutes shall be coordinated by the RAC Committee Secretary and made available on the intranet for the Secretary of the Academic Committee.
- Meeting minutes will be recorded and provided to the Academic Committee.

5. Quorum

A quorum is four (4) members and comprises the Chair or delegate.

RESEARCH AND ETHICS COMMITTEE (REC)

1. Purpose

The Research and Ethics Committee (REC) is responsible to the Academic Committee to contribute to research strategy, monitoring and reporting.

2. Terms of Reference

The Research and Ethics Committee will

- Review and endorse research ethics applications for research against the requirements set out in the NMIT Code of Ethical Conduct in Research.
- Review and recommend changes to the NMIT Code of Ethical Conduct for Research, and NMIT Research and Rangahau Policy
- Receive and review agenda and minutes of Animal Ethics Committee meetings
- Endorse submission of research proposals to NZ Health and Disability Ethics Committee
- Recommend and report to Academic Committee on research outputs and activities
- Recommend and report changes to research strategies and monitoring systems, and strategic decisions relating to research

3. Membership

- Team Lead Research (Chair)
- Director Maori and Learner Success
- One (1) representative from NMIT's Animal Ethics Committee
- Two (2) Research Professors (*ex officio*)
- One (1) elected Student Representative
- At least four (4) and up to six (6) Academic Staff with research/consultancy experience, nominated by Managers
- Provision for one external member in situations where a conflict of interest may occur.

4. Other

- Meetings will be held as required, at least two (2) per annum.
- The Team Lead Research may nominate another Research and Ethics Committee member as Chair, when required.
- Meeting minutes will be recorded and provided to the Academic Committee.

5. Quorum

- A quorum is six (6) members.

6. Purpose

The Animal Ethics Committee (AEC) is responsible to the Research and Ethics Committee to consider ethical matters pertaining to the manipulation of animals for research, testing, and teaching at NMIT, as well as the manipulation of animals by parented organisations.

Functions, powers, membership and all other terms are as specified in the ***NMIT Code of Ethical Conduct for the Use of Animals in Research, Testing and Teaching***, and in accordance with section 88 of the Animal Welfare Act 1999.

Terms of Reference

The Animal Ethics Committee will

- consider Animal Use Protocol (AUP) applications to use animals for research, testing and teaching (RTT)
- set, vary, and revoke conditions of project approvals
- monitor compliance with conditions of project approvals
- consider and monitor adherence to standard operating procedures (SOPs)
- review results of approved projects
- monitor animal facilities used for RTT
- monitor routine animal husbandry, welfare, and animal manipulations
- set conditions for pre-approval from the Department of Conservation and/or an appropriate iwi group, if required
- recommend to NMIT, amendments to the Code.

Membership

- A Chair who is a senior representative of the organisation, and who is nominated by the NMIT Chief Executive Officer subject to the endorsement of the AEC. The Chair is required to be a senior member of the staff of NMIT appropriately qualified and experienced in the manipulation and use of animals (i.e. as required by the Act).
- A veterinarian nominated by the New Zealand Veterinary Association (NZVA) who is not employed by or associated with NMIT.
- A person nominated by an approved animal welfare organisation (the Royal New Zealand Society for the Prevention of Cruelty to Animals (RNZSPCA)), who is not employed by, or associated with NMIT, or involved in RTT.
- A person nominated by a territorial authority or regional council, not employed by or associated with NMIT, or associated with the scientific community or an animal welfare agency.

Other

- The AEC will meet face-to-face at least two times a year, and additionally when required to enable it to fully carry out its responsibilities including reviewing teaching and research AUP and SOP applications.
- The Team Lead Research may nominate another Research and Ethics Committee member as Chair, when required.
- Restricted minutes of the AEC will be made available to Research and Ethics Committee members ensuring confidentiality for parented organisations.

Quorum

- A quorum will be achieved through attendance of 50% +1 members including two external statutory members.
- Meetings may not proceed without quorum, noting that discussions can be had without quorum, but no decisions can be made.

Part C: Quality Management System (QMS)

NMIT's Quality Management System (QMS) sets out the policies and procedures that govern the academic and operational matters of the Institute to ensure student and institutional outcomes are met.

The QMS ensures that NMIT is compliant with legislative requirements and meets obligations and national standards required by the key stakeholders, particularly the New Zealand Qualifications Authority (NZQA), Ministry of Education (MoE) and Tertiary Education Commission (TEC).

NMIT's QMS comprises:

- NMIT QMS Quality Management System Policy
- NMIT QMS Controlled Documents Procedure
- NMIT QMS Document Development Framework
- NMIT Academic Regulations
- All approved policies, procedures and frameworks
- All guidelines, templates, forms and other documents that support controlled documents

Part D: Academic Regulations

Refer to [NMIT Academic Regulations](#), [NMIT Academic Procedures Manual](#) and applicable policies and procedures.

Part E: Programme Approval and Accreditation

Refer to [NMIT Academic Regulations](#), [NMIT Academic Procedures Manual](#) and applicable policies and procedures.

Part F: Programme Development and Review

Refer to [NMIT Academic Regulations](#), [NMIT Academic Procedures Manual](#) and applicable policies and procedures.

Part G: Student Entry, Enrolment and Withdrawal

Refer to [NMIT Academic Procedures Manual](#), [NMIT Withdrawal Policy](#), and other applicable policies and procedures.

Part H: Assessment, Results and the Award of Credits

Refer to [NMIT Assessment Policy](#), [NMIT Course Result Keys](#), and [NMIT Academic Procedures Manual](#).

Part I: Academic Integrity and Academic Misconduct

Refer to [NMIT Academic Integrity and Academic Misconduct Policy](#) and applicable procedures.

Part J: Academic Appeals

Refer to [NMIT Ākonga Appeals Policy](#) and [NMIT Academic Procedures Manual](#).

Part K: Awards

QUALIFICATIONS

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

Awards that are qualifications are:

- | | |
|--|---------------------------|
| • Certificate (Level 1, 2, 3, 4, 5, 6) | Tohu Pōkaitahi |
| • Diploma (Level 5, 6, 7) | Tohu Pōkairua |
| • Bachelor Degree (Level 7) | Tohu Paetahi |
| • Graduate Certificate (Level 7) | He Pōkaitahi Tohu Paetahi |
| • Graduate Diploma (Level 7) | He Pōkairua Tohu Paetahi |
| • Post Graduate Certificate (Level 8) | He Pōkaitahi Tohu Paerua |
| • Post Graduate Diploma (Level 8) | He Pōkairua Tohu Paerua |
| • Master's Degree (Level 9) | |

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

Responsibility for determining whether students have met the requirements, and for approving the award of a qualification, lies with the Academic Standards and Quality Committee. Once all the required approvals are gained, the Award is issued by NMIT.

Students may graduate from a programme under the Programme Regulations which were in force at the time of their enrolment or from subsequent Programme Regulation versions where they meet all completion requirements.

Where completion of the programme leads to an award by another authority the regulations of that authority will apply. Once all the required approvals are gained, the Award is issued by the relevant awarding body.

NON-FORMAL AWARDS

NMIT may provide awards that are not qualifications:

- Record of Participation
- Record of Learning
- Training Scheme
- Micro-credential

A **Record of Participation** is awarded when a student has actively participated in a course or programme in which there is usually no form of assessment. It may be used to record staff participation in structured continuing professional development courses. This can be awarded to a student who attends a programme involving assessment but fails to reach the minimum level of achievement required.

A **Record of Learning** is 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 Learning is awarded when the student has attained the defined level of achievement for a Training Scheme.

Training Schemes

Defined in Section 159(1) of the Education Act (1989) as study or training that leads to an award; but does not, of itself, lead to an award or a qualification listed on the NZQF [def NZQA]. A Training Scheme cannot exceed 39 credits.

Micro-credentials

A micro-credential certifies achievement of a coherent set of skills and knowledge, and is specified by a statement of purpose, learning outcomes, and strong evidence of need by industry, employers, iwi and/or the community. A micro-credential is 5 – 40 credits in size.

Training Schemes and Micro-credentials will be approved by the Academic Committee under delegated authority from NMIT Council and by NZQA.

SPECIAL HONOUR AND RECOGNITION AWARDS

The NMIT Council may grant a special honour or recognition award equivalent to the highest qualification that it currently has the power to award.

Honorary Fellow

The category of Honorary Fellow is reserved for the highest prestigious awards and 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 NMIT Council on the recommendation of the Chief Executive Officer.

Honorary Degree

Honorary degrees are awarded by the NMIT Council on the recommendation of the Academic Committee. 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 NMIT Council may wish to recognise and whose acceptance of an honorary degree would bring acclaim to the organisation.

Normally, current employees of the organisation and current members of the NMIT Council do not qualify for an Honorary Degree.

Persons currently holding political office or persons engaged in a material commercial relationship with the organisation are not eligible for consideration for an Honorary Degree.

Honorary Degrees will be conferred at a graduation ceremony or upon such other occasions as the NMIT Council may decide. Recipients are expected to attend the appropriate graduation ceremony and may be called upon to make a short address.

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 NMIT Council on the recommendation of the Chief Executive Officer.

Privileges granted to retired staff or others

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

NOMINATION AND APPROVAL OF SPECIAL AWARDS

Honorary Degrees

Staff, students, and members of the NMIT Council will be invited to submit nominations in writing to the Chief Executive Officer.

The nomination document should include the reasons why, in the opinion of the nominator(s), such an honour should be conferred; reasons why NMIT 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.

The Chair of the Academic Committee shall acknowledge, in writing, the receipt of each nomination.

The Academic Committee reserves the right to request further information. The Academic Committee shall consult with the relevant Director/Manager if the proposed candidate is recommended for distinction in an academic or professional area represented at the organisation.

The deliberations of the Academic Committee shall take place in strictest confidence with recommendations going forward to the NMIT Council as confidential agenda items. Recommendations will be accompanied by a written summary of the rationale and supporting documentation.

The rationale(s) for decisions of the Committee are not shared with the nominating parties verbally or in writing.

The approval for all awards shall be by a majority vote by the NMIT Council.

Once approved, candidates for Honorary Degrees are advised by letter from the Chair of the NMIT Council and the Chief Executive Officer 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.

Approval of Honorary Fellows and Institutional Medals

Staff, students, and members of the NMIT Council will be invited to submit nominations in writing to the Chief Executive Officer, who reserves the right to request further information.

The nomination document should include the reasons why, in the opinion of the nominator(s), such an honour should be conferred; reasons why NMIT should award an Honorary Fellow or Institutional Medal to this candidate; achievements following the criteria as outlined in this policy; names of the nominator(s) and date of submission.

The deliberations of the Academic Committee shall take place in strictest confidence with recommendations going forward to the NMIT Council as confidential agenda items. Recommendations will be accompanied by a written summary of the rationale and supporting documentation.

The rationale(s) for decisions of the Committee are not shared with the nominating parties verbally or in writing.

The approval for all awards shall be by a majority vote by the NMIT Council.

Once approved, candidates for awards are advised by letter from the Chair of the NMIT Council and the Chief Executive Officer inviting them to accept the award. Once accepted in writing, the names are released to the staff of the organisation and to the media.

Approval of Privileges and Staff Merit Awards

Nominations, with rationale, must be submitted in writing to the Chief Executive Officer, who reserves the right to request further information.

Part L: Academic Regalia

Academic dress for Nelson Marlborough Institute of Technology (NMIT) graduands for all graduation ceremonies is:

Certificate graduands	NMIT certificate sash
Diploma graduands	Black gown, NMIT diploma stole
Degree graduands	Black gown, hood, trencher
Graduate Diploma; Post-Graduate Diploma; Graduate Certificate; Post-Graduate Certificate	Graduands who have previously graduated with a degree: Regalia appropriate to that degree or black gown with the NMIT diploma stole Graduands who do not have a previous degree: black gown, NMIT diploma stole
Master's	Black gown, hood, trencher

The robe for the Chair of NMIT Council and the NMIT Chief Executive Officer will be appropriate for a formal academic ceremony.

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.