



**2010**

**ACADEMIC**

**REGULATIONS**

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## ACADEMIC REGULATIONS 2010 EDITION

These policies, procedures, statutes and regulations are effective from 1 January 2010, and supersede those in any prior format and/or document.

### GENERAL STATEMENT

These regulations apply to all programmes and modules of the Waikato Institute of Technology. Additional regulations may apply in the case of particular programmes or modules. Where there is a conflict between these Academic Regulations and the Programme Specific Regulations, the Programme Specific Regulations will prevail, unless stated otherwise.

**THE WAIKATO INSTITUTE OF TECHNOLOGY RESERVES THE RIGHT TO CHANGE ITS  
POLICIES, PROCEDURES, STATUTES AND REGULATIONS  
AT ANY TIME.**

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## 1 DEFINITIONS OF TERMS

**Achievement based assessment:** assessment to identify candidates' varying levels of achievement at a task or group of tasks, which is normally expressed in the form of a numerical mark or, as a grade.

**Admission:** acceptance to study at Waikato Institute of Technology as a whole.

**Assessment Activities:** activities used to judge an individual candidate's performance in a module or a programme.

**Assessment of Prior Learning (APL):** see Informal Transfer of Credit.

**Arion:** the Waikato Institute of Technology's Student Management System (SMS) database for the recording of candidate applications, enrolment, assessment, completion of programmes and award of qualifications.

**Candidate:** person applying for and enrolled in a programme leading to a qualification.

**Cheating:** includes plagiarism, copying the work of others in tests or exams, and other activities such as bringing into a test or examination environment any unauthorised material including written or printed matter or types of equipment such as calculators or mobile phones.

**Class:** a group of candidates within a module or a programme: the primary unit for timetabling, enrolment, teaching and assessment. Large classes may be subdivided into streams.

**Competency based assessment:** assessment requiring that candidates reach a particular standard if they are to be judged as 'competent', and therefore receive credit. This type of assessment does not result in award of a grade, though it may provide for recognition of meritorious performance.

**Continuing Education modules:** modules not attached to vocational programmes. These modules are not assessable. Students may receive a Waikato Institute of Technology A5 certificate to acknowledge attendance but do not receive other results.

**Co-requisite:** a module that, if not already passed, credited or exempted, must be taken concurrently with the module for which it is specified.

**Credit (see also Transfer of Credit):** the value of a programme, module or module bundle when counted toward a Waikato Institute of Technology qualification. One credit is approximately equivalent to ten candidate learning hours.

**Cross-credit:** see Transfer of Credit

**Did Not Complete (DNC):** if the candidate has not attempted any assessments in the entire module, an overall result of DNC will be awarded.

**Disability:** the Waikato Institute of Technology uses the definition in the Human Rights Act 1993, Section 21(h):

Disability means -

- (i) Physical disability or impairment
- (ii) Physical illness
- (iii) Psychiatric illness
- (iv) Intellectual or psychological disability or impairment
- (v) Any other loss or abnormality of psychological, physiological, or anatomical structure or function
- (vi) Reliance on a guide dog, wheelchair, or other remedial means
- (vii) The presence in the body of organisms capable of causing illness.

**EFTS:** equivalent full-time student. A full-time candidate workload for one year is 1200 candidate learning hours (120 credits), which is one EFTS.

**Enrolment:** the completion of formal processes, including the payment of fees and charges, whereby a person is formally registered for one or more modules and entitled to attend classes.

**Entry requirements:** the minimum requirements an applicant must meet in order to gain entry into a programme, including a process for exceptions where applicants do not meet the normal entry requirements, such as provisional entry or restricted entry.

**Entry:** acceptance into a specific programme of study within the organisation.

**Examination scripts:** those scripts submitted by candidates at the conclusion of a supervised examination or test.

**Exemption:** The exclusion of a module bundle or a unit within a module bundle where the programme regulations exemption criteria have been met.

**Flexible Delivery:** flexible delivery at the Waikato Institute of Technology incorporates not only traditional face-to-face delivery, but also the utilisation of a variety of electronic technologies, to enhance candidate and tutor access to other learning resources, such as distance learning or online.

**Formative Assessment:** assessment activities that take place during the delivery of a module which are used to give candidates developmental feedback.

**Full-time programme:** the total of EFTS module factors necessary to make a full-time programme for purposes of loans and allowances, depending on the number of gross weeks in a candidate's programme of study (that is, weeks from start date to finish date, excluding breaks lasting longer than three weeks), has been defined by the Tertiary Education Commission as set out in the following table. Waikato Institute of Technology defines full-time enrolment by these same criteria.

Length of Enrolment (Gross Weeks)	Loan Entry Threshold (LET) (Equivalent Full Time Student Unit)
12	0.3
13	0.3
14	0.3
15	0.3
16	0.4
17	0.4
18	0.4
19	0.4
20	0.5
21	0.525
22	0.55
23	0.575
24	0.6
25	0.625
26	0.65
27	0.675
28	0.7
29	0.725
30	0.75
31	0.775
32-52	0.8
53 or more	1.0

Summer school modules are an exception to the above table. A **summer school programme** may be considered full-time if its module factor totals 0.025 per teaching week, or if it is part of a longer enrolment that is full-time.

**Grade:** the final assessment or result awarded to a candidate on completion of a module, as a measure of achievement in the module as a whole.

**Grade Method:** the method used to record candidate achievement of a module.

**Incomplete (I):** a result applied to competency assessed modules only, indicating that all criteria for a pass for a module bundle or a unit within the module bundle have not been met.

**ITO:** Industry Training Organisation

**Level:** any of the ten levels of the Register, which range from Level 1 to Level 10.

**Mark:** the result awarded to a candidate in respect of an individual item of assessment. Marks contribute to the grade assigned at the end of the module.

**Module:** a component of a programme approved as a module by the Academic Board, which may contribute to or form an entire programme.

**Module bundle:** a bundle of one or more NQF units that may contribute to or form an entire programme.

**Module factor:** proportion of an equivalent full-time student workload represented by a particular module or programme. For instance, a module weighted at 30 credits has a module factor of 0.25. See also EFTS.

**Module Outline:** a document provided to students **at** the commencement of each module that includes detailed information about the module and its requirements.

**Module work:** may include all or some of the following: essays, assignments, reports, and practical work.

**NQF:** National Qualifications Framework

**NQF credit value:** the NZQA value assigned to an NQF unit. One credit is approximately equivalent to ten candidate learning hours.

**NQF qualification version:** the version number allocated by NZQA to qualifications that have been changed following revision.

**NQF unit:** A unit standard registered by NZQA on the NQF.

**NQF unit version:** the version number allocated by NZQA to units that have been changed following revision.

**NZQA:** New Zealand Qualifications Authority which quality assures secondary and tertiary qualifications and education providers, evaluates overseas qualifications and administers the New Zealand Register of Quality Assured Qualifications and the National Qualifications Framework (NQF), including the NCEA.

**Plagiarism:** copying or paraphrasing someone else's work, or using the ideas of another author's work, be it published or unpublished, without clearly referencing the source.

**Postgraduate programmes:** programmes leading to the award of an Honours degree, postgraduate certificate, postgraduate diploma or Masters degree.

**Pre-requisite:** a module that must normally be passed or credited before a person may enroll in the module for which the prerequisite is specified.

**Programme:** the module or modules taken by a candidate towards a particular qualification.

**Qualification:** a certificate, diploma or degree awarded by the Academic Board of the Waikato Institute of Technology, or by another agency with the approval of the Academic Board, or a qualification taught at the Waikato Institute of Technology but awarded by NZQA.

**Reconsideration:** a candidate may apply to request a review of the result awarded.

**Register:** the NZQA system that identifies all quality assured qualifications in New Zealand.

**Resit:** applies to summative assessment, invigilated tests and demonstrations. It may be limited in terms of type or the number of attempts as defined in specific programme regulations.

**Resubmit:** applies to summative out-of-class assignments and projects.

**Selection criteria:** the requirements for admission and entry, as well as additional requirements to be used in selecting candidates when a programme is over-subscribed.

**Selection process:** the process by which selection criteria are applied in order to make admission and entry decisions.

**Start date:** the first day of teaching in a programme or, where there is an orientation period prior to the start of teaching, the first day of that period.

**Stream:** a subdivision of a class for timetabling, teaching and assessment purposes. The term is also used for study pathways within programmes.

**Summative assessment:** the process of assessing candidate achievement during or at the end of a module that contributes to the final grade or mark.

**Transfer of Credit (formal):** the award of credit for previous formal study. This may be credit for specified modules or units, or may be unspecified credits (a total of credits at a particular level, not equivalent to specific modules). It may comprise cross-credit for some modules from a completed qualification, or credit for individual modules completed where the qualification has not been gained.

**Transfer of Credit (informal):** (previously Assessment of Prior Learning/APL) the award of credits towards a Waikato Institute of Technology and/or a NZQA qualification for modules, module bundles or NQF units for relevant and current prior learning, gained through work experience, personal experience, private or other study.

**Unit:** see NQF unit.

**Unspecified credit:** credit gained towards a qualification but not to learning outcomes from specified modules.

**Withdrawn (W):** the result awarded to a candidate who formally withdraws from a module after the 10% point and up to the 75% point.

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## 2 GENERAL PROGRAMME REGULATIONS

### 2.1 Statutory framework

All procedures for candidate admission, entry, selection and enrolment in programmes at the Waikato Institute of Technology must operate within the framework of all relevant legislation, including but not limited to the Education Act 1989 and Human Rights Act 1993.

### 2.2 Transitional arrangements

Where new programme regulations are introduced for existing programmes, transition arrangements will be set out in the programme specific regulations of the new or replacement programme.

### 2.3 Admission

2.3.1 In order to be enrolled to study for any programme or module at the Waikato Institute of Technology, an applicant must be an eligible person under section 224 of the Education Act 1989.

2.3.2 Every applicant must be approved for admission by the Academic Board or its delegated agent.

2.3.3 Applicants may be required to attend an interview to determine eligibility for admission, entry and/or selection into their intended programme of study.

2.3.4 No domestic applicant under the school leaving age (that is, less than 16 years of age) may be admitted for any module or programme at the Institute unless:

- The applicant has been exempted from attending school by a person designated under sections 21 or 26 of the Education Act 1989; **or**
- The applicant has been exempted from attending school by the Chief Executive of the Ministry of Education; **or**
- The Principal of the registered school at which the applicant is enrolled has given permission for the applicant to enrol in the Institute's programme or module.

2.3.5 Applicants for any programme below Level 4 may be interviewed to assess their likelihood of success, and may be asked to complete a short assessment to better establish their literacy, numeracy and language abilities.

Where applicants to foundation programmes have a disability (such as deafness or visual impairment) that may render the above assessment processes potentially discriminatory, an alternative form of assessment may be appropriate. Programme staff must consult Student Learning Services about non-discriminatory assessment processes in such cases.

If after assessment it is considered that applicants are unlikely to succeed in the programme, they may be directed to other foundation programmes, or may be offered provisional entry to a limited number of modules. If they require a full-time programme to gain a student allowance and/or student loan, they should be admitted to modules with a sufficient total course factor to allow them to apply to StudyLink for limited full-time status (that is their enrolment should be more than half the full-time course factor for the length of the programme). Such applicants will meet the StudyLink criterion for limited full-time status as they have been restricted to a less than full-time programme 'on academic advice'. Such candidates should also be referred to Student Learning Services for a further academic assessment to establish what study assistance they will need to maximise their likelihood of success.

2.3.6 Admission requirements for any non-diploma programme that is at Level 4 or above include a minimum of 12 credits at NCEA Level 1 or equivalent, in the language that is the medium of instruction (English or Māori). In the case of programmes at Level 4 or above that are taught bilingually, the minimum admission requirement will be at least 12 credits at NCEA Level 1 or equivalent, in either English or Māori. Applicants who cannot provide this evidence may be

required to undertake an assessment of their competence before confirmation is given that they have met admission requirements. Details of this assessment will be provided by the Head of School or designated equivalent.

This admission requirement will not apply to national programmes that have “open entry” as part of their framework prescription. Furthermore, in exceptional circumstances, the Academic Board has the discretion to overrule this admission requirement for local programmes.

- 2.3.7 Admission requirements for any diploma include a minimum of 12 credits per subject at NCEA Level 2 across a minimum of two subjects<sup>1</sup>, or equivalent qualification. Individual programme regulations may recommend specific subjects as part of these entry criteria.
- 2.3.8 Special admission may be granted to applicants aged 20 years or above at the starting date of the programme of study in which enrolment is sought, who do not meet standard admission requirements, but whose previous life and/or work experience indicates that they have a reasonable chance of success in the programme. (For applicants aged under 20 who do not meet normal admission requirements, see clause 2.4.5 of these regulations.)

Where there is doubt of such applicants’ preparedness, they may be required to undergo an assessment such as an interview, test and/or submission of written work. If the outcome of this assessment is unsatisfactory, such applicants may be required to complete successfully one of the institution’s foundation or tertiary introductory programmes, as a precondition of entry into higher level programmes.

- 2.3.9 The English language is the medium of instruction in most programmes of study at Waikato Institute of Technology, while Māori and Sign Language are also official languages of New Zealand. Applicants for Waikato Institute of Technology programmes whose first language is not English or Māori may be interviewed to assess their level of English competency. Such applicants must demonstrate an adequate level of English competency as follows:

2.3.9.1 Applicants for foundation level programmes (Levels 1 to 3) will have:

- a score of 5.5 or better in the academic module of the International English Language Testing System (IELTS);\* **or**
- a score of 196 or better in the computer-based version, or 525 or better in the paper-based version, of the Test of English as a Foreign Language (TOEFL).

\* Where foundation level programmes require a degree of English literacy, a minimum score in the IELTS written band may also be required in the specific programme regulations.

2.3.9.2 Applicants for programmes at Level 4 or above will have :

- a score of 6.0 or better in the academic module of the International English Language Testing System (IELTS), with at least 5.5 in the written band; **or**
- a score of 213 or better in the computer-based version, or 550 or better in the paper-based version, of the Test of English as a Foreign Language (TOEFL).

Different IELTS requirements may be specified by external bodies for some diploma and degree programmes and are detailed in the programme regulations for those programmes.

For post-graduate IELTS requirements refer to 2.9.2.

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<sup>1</sup> NCEA equivalencies table - refer to Appendix 6.

2.3.9.3 Where a candidate is not able to provide evidence of meeting the above criteria they will be referred to the School of English Language for an English Language assessment.

2.3.10 The programme regulations of specific programmes of study may specify admission requirements additional to the admission requirements stated in clauses 2.3.5-9 of these regulations, such as but not limited to:

- a higher level of required minimum educational qualification; **and/or**
- a level of educational achievement in a particular relevant subject or subjects; **and/or**
- a reasonable minimum age limit higher than 16 years; **and/or**
- experience and/or employment in a relevant vocation.

2.3.11 Students intending to enrol in programmes provided jointly by the Waikato Institute of Technology and another institution must also satisfy the admission requirements of that institution.

2.3.12 If candidates have a disability that is likely to impact upon their ability to participate or demonstrate competency in any aspect of their intended programme, they must contact Student Learning Services prior to enrolment in order that:

- appropriate assessment of their needs can be made; **and**
- reasonable accommodation<sup>2</sup> arrangements can be negotiated.

Failure to inform Student Learning Services of these needs prior to enrolment may result in difficulties for the Institute in providing appropriate resources. In cases where a candidate enrolls in a programme without advising Student Learning Services of a disability, and where the disability may pose a hazard to the candidate or others in carrying out practical tasks required by the programme of study, the candidate may be excluded from the programme at the discretion of the Office of the Dean.

2.3.13 The Institute may decline to admit or enrol an applicant whose disability is such that the applicant requires special services or facilities that in the circumstances cannot reasonably be made available (being services or facilities that are required to enable the applicant to participate in the applicant's intended programme of study, or to enable the applicant to derive substantial benefits from that programme) in accordance with section 60(1) of the Human Rights Act 1993.

## 2.4 Entry

2.4.1 As well as the general entry requirements stated below, specific programme regulations may stipulate additional requirements.

2.4.2 All enrolments in and credit towards any Waikato Institute of Technology programme will be at the discretion of the relevant Head of School or designated equivalent, acting with the delegated authority of the Academic Board.

2.4.3 Entry requirements apply regardless of whether the programme is offered on a full-time or part-time basis.

2.4.4 If candidates are considered by the Head of School or designated equivalent to be inadequately prepared, they may be required, as a condition of entry, to complete preparatory work/modules and/or additional modules.

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<sup>2</sup> Reasonable accommodation adjustments may include how the module is delivered, the module content, the way assignments are presented, the types of support to be provided during the module, assessment methods, etc.

## 2.4.5 Provisional entry

2.4.5.1 Provisional entry may be granted in cases where an applicant does not meet standard entry criteria, and is aged under 20, but appears to have a reasonable chance of success in the programme, as indicated by other educational attainment and/or work or life experience. (For applicants aged 20 or over who do not meet normal admission requirements, see clause 2.3.8 of these regulations.) Provisional entry allows candidates to enrol in the first year of a programme but places restrictions on their re-enrolment. These restrictions may be lifted where a candidate's performance in the programme has been satisfactory.

Provisional entry may be granted to applicants who are members of a target equity group and/or can demonstrate that difficulties during their schooling have prevented them from attaining the entry requirements. In such cases, an alternative demonstration of eligibility for entry may be required in the form of a test or formal academic assessment.

2.4.5.2 To be eligible for provisional entry, an applicant must be a New Zealand citizen or permanent resident.

2.4.6 Programme regulations may provide for restricted entry in cases where a candidate does not meet the normal entry requirements. Restricted entry allows candidates to enrol in a specific module or modules only within a programme, but does not constitute entry to the programme.

2.4.7 Conditional entry may be granted to candidates who apply before the results of some assessment relevant to the application are available. Conditional entry will be granted at the discretion of the Head of School or designated equivalent, and will be conditional upon the applicant attaining a satisfactory result in such assessment.

## 2.4.8 Limitations on Entry

2.4.8.1 Limitations may be placed on enrolments in specific modules or programmes as a consequence of a level of candidate demand in excess of the availability of resources, staffing or accommodation, or as a consequence of the occupational or other requirements of some curricula.

2.4.8.2 Notwithstanding clause 2.4.8.1, entry into any module is subject to applicants having satisfied normal entry requirements, including any pre-requisite and co-requisite requirements.

2.4.9 Where programmes of study involve professional service to clients, and/or lead to qualification for such service, specific programme regulations may require that applicants declare any criminal convictions.

For additional entry regulations for Bachelors degrees see section 2.8 of these regulations. For additional entry regulations for postgraduate programmes see section 2.9 of these regulations.

## 2.5 International Students<sup>3</sup>

2.5.1 International students must apply on the appropriate application form available from the Student Enrolment and Information Centre.

2.5.2 Applicants whose first language is not English or Māori will be required to provide satisfactory evidence of their proficiency in the English language, as in clause 2.3.9 of the admission requirements. Applicants who are unable to provide such evidence may be required to

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<sup>3</sup> An international candidate is a foreign candidate under the Education Act 1989.

undergo, at the applicant's expense, an assessment by Waikato Institute of Technology staff, and/or to complete an appropriate English language module, before being eligible for admission.

- 2.5.3 All international students must have a valid New Zealand Immigration Service student permit for the duration of their studies.
- 2.5.4 All international students must have valid medical and travel insurance for the duration of their stay in New Zealand.
- 2.5.5 Waikato Institute of Technology is required by law to recover the full cost of providing each international student place. International students are therefore charged higher fees than are normally applicable to domestic candidates.

## **2.6 Selection processes**

- 2.6.1 Selection processes, with the admission and entry decisions they involve, will be administered by Heads of School or designated equivalent, acting with the delegated authority of the Academic Board.
- 2.6.2 The standard criteria for selecting candidates when a programme is over-subscribed are that candidates are selected on the basis of previous educational attainment and other experience relevant to the programme.
- 2.6.3 Other/additional criteria may be stated in specific programme regulations. As well as institutional admission requirements, and requirements for entry to the programme, they may include indicators of potential for success in the programme, such as satisfactory performance in entry tests and interviews, references, attestations, curriculum vitae, portfolios and performances.
- 2.6.4 In applying the selection criteria, consideration will be given first to applicants who submitted their application by the due date. If places in the programme are still available after these applicants have been accepted or declined, the remaining places may be allocated to applicants who submitted their applications after the due date, in the order in which applications were received, subject to applicants' eligibility for admission.
- 2.6.5 Applicants who are denied entry to programmes or modules will be advised by the Head of School or designated equivalent.
- 2.6.6 Appeals against decisions relating to entry to programmes or modules should be made in the first instance to the Office of the Dean and will be conducted in accordance with the appeal regulations (see section 7 of these regulations).

## **2.7 Enrolment**

### **2.7.1 General**

- 2.7.1.1 Enrolment in any programme or module at the Waikato Institute of Technology is dependent upon applicants' acceptance that they are bound by the statutes, policies, regulations and rules of the Institute.
- 2.7.1.2 Each candidate's programme of study must be approved by the Academic Board or its designated agent.
- 2.7.1.3 Candidates in all Waikato Institute of Technology programmes will enrol prior to commencement of the programme and/or prior to the commencement of each semester of the programme. Any more specific requirements for time of enrolment will be stated in the regulations for specific programmes.
- 2.7.1.4 Unless stated otherwise in the specific programme regulations, Waikato Institute of Technology programmes are open for both full-time and part-time enrolment.

- 2.7.1.5 The minimum requirements for the award of qualifications are defined in the specific programme regulations. Preparatory work/modules and/or additional modules may be required by the Head of School or designated equivalent if any candidate is considered inadequately prepared. Other variations to the programme regulations may be approved in special cases.
- 2.7.1.6 Except with the specific permission of the Head of School or designated equivalent, a candidate may be enrolled in a module only after having passed the pre-requisites for that module and only while concurrently enrolled in or having satisfied every co-requisite for that module.
- 2.7.1.7 The normal maximum module load for a candidate enrolled in a full-time, full year programme is a total commitment of 1200 candidate learning hours (equivalent to a National Qualifications Framework credit value of 120).

## 2.7.2 Enrolment procedures

### 2.7.2.1 Enrolment at the Institute is conditional on candidates:

- Providing evidence of their date of birth, citizenship and eligibility for admission and entry; **and**
- Being admitted by the Institute into a programme; **and**
- Meeting entry requirements as defined in programme regulations; **and**
- Completing the enrolment procedures prescribed by the Academic Board.

2.7.2.2 Students who do not complete enrolment procedures within the time frame specified by the Institute, or according to the conditions set out in the Enrolment Guide, may forfeit their place in the programme or modules. Applications submitted after the due date may be considered subject to the availability of places after the enrolment of applicants who submitted their applications by the deadline.

2.7.2.3 Students enrolling in the Institute's modules towards qualifications awarded by another agency are required to enrol with the Institute and also to complete the admission, entry, enrolment and all other requirements of the other agency.

## 2.7.3 Change of enrolment

2.7.3.1 Enrolled candidates wishing to change their modules must submit a Change to Enrolment Form by the prescribed deadline. Where a change involves withdrawal from modules, the date of withdrawal will be the date the Withdrawal Form is received by the Student Enrolment and Information Centre.

2.7.3.2 Enrolled candidates wishing to change their programme of study must meet admission and entry requirements, and follow selection procedures, for the new programme.

## 2.7.4 Student withdrawals

2.7.4.1 An enrolled candidate may withdraw without academic penalty provided the Withdrawal Form is submitted by the end of the week of study which is 75% of the total duration of the module. The result will be recorded as W (withdrawn).

2.7.4.2 A candidate who submits the Withdrawal Form after 75% of the module has elapsed will receive the result DNC (did not complete).

2.7.4.3 In all cases the date of withdrawal will be the date the Withdrawal Form is received by the Student Enrolment and Information Centre.

2.7.4.4 In exceptional circumstances, such as medical or compassionate circumstances, or other circumstances beyond the control of the candidate, these regulations regarding changes of programme may be varied at the discretion of the Office of the Dean.

#### 2.7.5 Change of address

All candidates are required to notify the Waikato Institute of Technology of any change of address either in writing, or online by using the log-in information contained in the candidate's Acknowledgement Letter.

#### 2.7.6 Cancellation of enrolment

In the event of an applicant having provided false or misleading information at the point of entry into a programme, or should the applicant have neglected to provide requested information or failed to disclose relevant information, the Office of the Dean may cancel the enrolment. A period of notice of the cancellation will be given to applicants to enable them to make a submission should they so wish. Reimbursement of fees will be at the discretion of the Chief Financial Officer or designate.

#### 2.7.7 Withdrawal of modules or programmes from offer

2.7.7.1 The Waikato Institute of Technology reserves the right to withdraw modules and/or programmes from offer. In such cases, modules and/or programmes may be withdrawn at the discretion of the Office of the Dean.

2.7.7.2 When a module or programme is withdrawn from offer, candidates who have applied for or enrolled in the module or programme will be notified as soon as possible.

2.7.7.3 In such cases, candidates will be offered an alternative opportunity for enrolment or have their fees refunded in full as stated in section 4.2 of these regulations.

### 2.8 Admission, entry and enrolment into Bachelors degree programmes

2.8.1 The following requirements are supplementary to the admission, entry and enrolment requirements set out in sections 2.3 - 2.7 of these regulations. Please note that if entry into a profession or occupation is regulated by government legislation, the Waikato Institute of Technology makes no representation about entry into the profession or occupation in respect of the qualification. Entry into that profession or occupation is subject to the applicable statute and the rules of the relevant governing professional or occupational body.

2.8.2 To gain entry to any Bachelors degree programme at the Waikato Institute of Technology, applicants must have:

- obtained 42 credits at NCEA Level 3 across three subjects; **or**
- gained 60 credits at NCEA Level 2 across four subjects including English; **or**
- satisfied the criteria for entrance to a New Zealand University, or an equivalent qualification approved by the relevant Programme Committee; **or**
- completed an appropriate overseas school qualification; **or**
- completed a year of study at an overseas secondary school, and gained the equivalent of 60 credits at NCEA Level 2 across four subjects.

2.8.3 To be eligible for provisional entrance to a Bachelors degree programme, applicants must hold:

- 15 credits at NCEA Level 2 in at least one subject; **or**
- an equivalent overseas qualification.

2.8.4 Each applicant must complete the relevant section of the Application to Enrol Form, and with their application must provide the following information:

- A verified record of the subjects taken towards the qualification and the grades obtained, produced by the institution at which the study was undertaken; **and**
- An official English translation of the record, if the original document is not in English, which indicates an equivalence to 60 credits at NCEA Level 2 across four subjects.

2.8.5 In special circumstances and at the discretion of the Academic Board, candidates who do not meet the above admission criteria may be accepted into the degree programme.

## **2.9 Admission, entry and enrolment into postgraduate programmes**

2.9.1 The requirements set out below, and in the sections on specific types of postgraduate programme following, are supplementary to the admission, entry and enrolment requirements set out in sections 2.3-2.7 of these regulations.

2.9.2 Every candidate for entry into a postgraduate programme whose first language is neither English nor Māori must demonstrate English competency by:

- having completed their Bachelors degree at an institution where the medium of instruction was English; **or**
- an International English Language Test Score academic module result of 6.5 with 6.0 in the written band, or equivalent;

unless specified otherwise by a relevant external body and noted in the programme specific regulations for that post-graduate programme.

2.9.3 The Academic Board or its delegated agent may prescribe qualifying modules that must be passed or additional work that must be completed either prior to admission to a postgraduate programme or concurrently. These will be identified in the Programme handbook.

2.9.4 In exceptional cases based on academic merit, a candidate who has not more than 30 credits to pass to complete the requirements for a Bachelors degree may be permitted to enrol in the postgraduate programme under such conditions as the Academic Board may prescribe. Such candidates will then have to complete the remaining modules for their undergraduate degree before they can be awarded the higher degree, diploma or certificate. Moreover, these candidates will normally enrol for the remaining undergraduate degree modules as part of their enrolment for the postgraduate programme, if possible in the first semester of study.

2.9.5 The Academic Board may in any year set a limit to the number of candidates to be enrolled in any postgraduate programme.

2.9.6 Postgraduate certificate programmes

2.9.6.1 Every candidate for admission into a postgraduate certificate programme must have qualified for the award of the corresponding Bachelors degree or have completed a qualification or work experience deemed by the Academic Board to be equivalent to the Bachelors degree.

2.9.6.2 Every candidate must enrol, and follow a programme of study, in the appropriate School for an appropriate period of full-time or the equivalent in part-time study.

2.9.7 Postgraduate diploma programmes

2.9.7.1 Every candidate for admission into a postgraduate diploma programme must have qualified for the award of the corresponding Bachelors degree or postgraduate certificate, or have completed a qualification or work experience deemed by the Academic Board to be equivalent to the Bachelors degree or postgraduate certificate.

2.9.7.2 Every candidate must enrol, and follow a programme of study, in the appropriate School for a period of one year's full-time or the equivalent in part-time study.

## 2.9.8 Honours degree programmes

2.9.8.1 Every candidate for admission into an Honours degree programme must have qualified for the award of the corresponding Bachelors degree with a minimum B grade average, or, in exceptional circumstances, have completed a qualification or work experience deemed equivalent to the Bachelors degree by the Academic Board.

2.9.8.2 Every candidate must enrol and follow a programme of study, in the appropriate School, for a period of one year's full-time or the equivalent in part-time study.

## 2.9.9 Masters degree programmes

2.9.9.1 Every candidate for admission into year one of a Masters degree programme must have qualified for the award of the corresponding Bachelors degree with a minimum B grade average, or, in exceptional circumstances, have completed a qualification or work experience deemed equivalent to the Bachelors degree by the Academic Board.

2.9.9.2 Every candidate for admission into the final year of a Masters degree programme must have completed the corresponding Bachelor with Honours degree or postgraduate diploma with a minimum of a B grade average or equivalent.

2.9.9.3 Every candidate must enrol, and follow a programme of study, in the appropriate School for a period of one year's full-time or the equivalent in part-time study if the candidate has been admitted under clause 2.9.9.2 of these regulations, or for a period of two years' full-time or the equivalent in part-time study if the candidate has been admitted under clause 2.9.9.1 of these regulations.

## 2.10 Advice and appeals

2.10.1 Applicants who are denied entry to programmes or modules will be advised by the Head of School or designated equivalent.

2.10.2 Appeals against decisions relating to entry to programmes or modules should be made in the first instance to the Office of the Dean and will be conducted in accordance with the appeal regulations in section 7.

## 2.11 Exclusion

2.11.1 Unless the Office of the Dean approves otherwise, no person will be eligible to be enrolled at the Institute for a module or programme leading to an award, who has been excluded from the Waikato Institute of Technology or another tertiary institution.

2.11.2 Students will not automatically be eligible for re-enrolment in any given year, if they have demonstrated unsatisfactory progress by failing half or more of the modules in their programme in the preceding year.

2.11.3 Such candidates may be excluded from re-enrolment for one academic year.

2.11.4 Students who have twice failed a specific module will be excluded from that module, and may only be re-enrolled by the permission of the Head of School or designated equivalent.

2.11.5 An I (incomplete) or DNC (did not complete) result is a fail for purposes of deciding whether a candidate's progress is unsatisfactory.

2.11.6 Students transferring from another institution may not be enrolled, except with the permission of the Office of the Dean, if their results are such that they would be excluded from the Waikato Institute of Technology for unsatisfactory progress.

2.11.7 Specific programme regulations may also provide for exclusion on professional and other grounds.

2.11.8 Students may apply to the Office of the Dean for waiver of exclusion, with payment of the prescribed fee (which will be refunded if the application is successful).

2.11.9 Students who have twice been excluded from re-enrolment on the grounds of having failed to successfully complete more than half their modules, may only be re-enrolled by a decision of the Academic Board, on the candidate's written application.

## **2.12 Transfer of credit**

2.12.1 Candidates who have completed relevant units, modules and/or qualifications at another educational institution may apply for formal transfer of credit towards programmes of study at the Waikato Institute of Technology. Programme specific regulations may identify standard transfer of credit arrangements, and may set limits to transfer of credit. See the transfer of credit regulations in section 3 of these regulations.

2.12.2 Informal transfer of credit may be available where candidates have attained competencies for the programme of study by means other than formal learning. Informal transfer of credit will be assessed and awarded in accordance with the informal transfer of credit regulations in section 3.4 of these regulations.

## **2.13 Programme requirements**

2.13.1 The programme requirements stated in specific programme regulations are the requirements for candidates who have not received any transfer of credit towards the programme. The requirements for individual candidates may be less, depending on the transfer of credit awarded in each case.

2.13.2 Specific programme regulations may require that candidates attend a proportion of taught classes and/or complete one or more work experience placements. Such attendance requirements may in exceptional circumstances be waived by the Head of School or designated equivalent, upon being satisfied that the candidate has attained the required competencies for the programme. Special attendance requirements may also apply to candidates enrolled under an agreement with an Industry Training Organisation (ITO).

## **2.14 Progress through programmes**

2.14.1 Progress will be based on successful completion of the required or approved modules.

2.14.2 Candidates will normally have to successfully complete modules that are pre-requisites for subsequent modules in a programme, if they are to be enrolled in those subsequent modules.

2.14.3 Where candidates fail to demonstrate satisfactory progress by passing half or more of their modules in a given year of study, they may be declined re-enrolment. (See Exclusion, section 2.11 of these regulations.)

## **2.15 Completion of programmes**

2.15.1 Specific programme regulations may state a maximum period within which a candidate may complete the programme. In such cases, the period will be calculated from the date on which the candidate first commenced study in the programme.

2.15.2 Such maximum periods for completion of a programme may be extended by special permission of the Head of School or designated equivalent.

## **2.16 Assessment**

2.16.1 Assessment in all programmes will be carried out in accordance with the assessment regulations in section 5 of these regulations.

2.16.2 Aegrotat consideration is available for any achievement based assessment items in any programme of study, but not for competency based assessment items.

2.16.3 Where programmes are assessed on the basis of competency in assessment tasks, aegrotat assessment is not available. This will be stated in the programme regulations specific to such programmes.

## **2.17 Award of qualifications**

2.17.1 The Waikato Institute of Technology qualification for each programme will be awarded to any candidate who successfully completes the programme requirements as stated in the specific regulations for that programme. Unless otherwise stated, successful completion of required modules consists in gaining passing grades in those modules.

2.17.2 A qualification may be awarded “with Merit”, “with Distinction”, or “with Honours”. If applicable, the criteria for these awards will be specified in the specific regulations for that programme.

2.17.3 Where a programme may lead to more than one qualification, the individual requirements to be awarded each qualification will be stated in the specific regulations for that programme.

2.17.4 Where a Waikato Institute of Technology programme also incorporates the requirements for a national qualification, this will be stated in the specific regulations for that programme.

## **2.18 Waiver of programme regulations**

The Office of the Dean may in exceptional circumstances approve a waiver of, or variation to, any provision in these Academic Regulations, or to the programme specific regulations.

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# **3 TRANSFER OF CREDIT REGULATIONS**

This section should be read in conjunction with the Waikato Institute of Technology’s Policy on Transfer of Credit AB4 – 3/99 Part (A) and Part (B) which are available through Mytec or the Quality and Academic site on the Wintec Staff Intranet.

## **3.1 Transfer of credit**

3.1.1 The Waikato Institute of Technology will not normally consider applications for Transfer of Credit from candidates who do not wish to complete a programme of study at the Waikato Institute of Technology.

3.1.2 Credit transfer arrangements at the Waikato Institute of Technology will be transparent, easily audited, and will be publicised to candidates via the Waikato Institute of Technology’s electronic and print publications.

3.1.3 Applications for credit transfer should normally be received in time to be decided and notified to the candidate not later than two weeks before the commencement of the programmes to which the credits apply.

3.1.4 Where candidates are granted transfer of credit, they will normally receive written advice of this before the commencement of the programme in question.

3.1.5 Programme Committees may specify maximum levels and numbers of credits that may be transferred to any programme of study. These limits, and any other rules about transfer of credit specific to any programme of study (such as transitional credit transfer arrangements, when a new programme is replacing an earlier programme), will be specified in the regulations governing that programme. Programme specific regulations are published on the Institute’s web site.

3.1.6 Transfer of credit for a specific module will be entered on a candidate's record as a CR (credit) result for the module on the candidate's academic transcript.

### **3.2 Formal transfer of credit**

3.2.1 Students who have completed modules and/or a qualification at the Waikato Institute of Technology or another New Zealand or overseas educational institution may apply to have that study recognised:

- as the basis for admission to a programme of study; **and/or**
- for formal transfer of credit towards a programme of study.

3.2.2 Applications for formal transfer of credit must be made to the Student Enrolment and Information Centre on the appropriate form, and be accompanied by satisfactory evidence of achievement such as originals or certified copies\* of certificates, results, notices, academic transcripts or records of learning. Refer also clause 3.1.3.

\* A certified copy must be countersigned by a Justice of the Peace or other person authorised to take statutory declarations under the Oaths and Declarations Act 1957, or by a person of equivalent standing in the case of an overseas record, stating that it is a true and correct copy.

3.2.3 Formal transfer of credit may be awarded towards an applicant's programme on the basis of a previously awarded qualification (cross-credit), or for modules previously allocated to another, incomplete qualification.

3.2.4 Formal transfer of credit may take the form of credit awarded for specific modules within a programme, or of credit for specific units within module bundles.

3.2.5 Formal transfer of credit may be available for unspecified credits as stated in the individual programme regulations.

### **3.3 Transfer of credit for previously gained NQF unit standards**

3.3.1 Students who have previously gained NQF unit standards included in the requirements for modules and/or programmes at the Waikato Institute of Technology will automatically receive formal transfer of credit for those, if they provide verifying documentation.

3.3.2 Applications for recognition of these credits must be made to the Student Enrolment and Information Centre on the appropriate form, and be accompanied by the applicant's NZQA Record of Achievement, or a certified copy thereof (see note to clause 3.2.2). Refer also clause 3.1.3.

### **3.4 Informal transfer of credit (Assessment of Prior Learning/APL)**

3.4.1 Students may apply for informal transfer of credit based on work experience, independent study or personal experience, or for competencies gained formally in an old world qualification (e.g. Trade Certificate). Students should enquire at the Student Enrolment and Information Centre in the first instance. The candidate will be advised of:

- approximate cost of an informal transfer of credit application; **and**
- how to proceed with an application for informal transfer of credit.

3.4.2 All applications for informal transfer of credit must be made on the appropriate form and submitted to the Student Enrolment and Information Centre. Refer also clause 3.1.3.

3.4.3 Informal transfer of credit will be granted only to candidates who demonstrate that they have met the learning outcomes of the module or unit.

- A range of assessment procedures may be used to establish the level of informal transfer of credit awarded.

- The assessment of informal transfer of credit will be done only by a person whose qualification to undertake informal transfer of credit assessment is recognised by the Waikato Institute of Technology.
- If the candidate's application for informal transfer of credit continues to the assessment stage, the assessment fee will be charged.

3.4.4 On receipt of an application for informal transfer of credit for modules towards a programme the Institute will:

- assign an informal transfer of credit facilitator who will provide the candidate with information on the informal transfer of credit process, inform the candidate of the assessment requirements and quote to the candidate the cost of the informal transfer of credit assessment which must be paid before the application can proceed further; and
- appoint an informal transfer of credit assessor who will assess the candidate's portfolio of evidence and provide a statement of the outcome of the assessment to the candidate and the Programme Committee.

3.4.5 Informal transfer of credit will only be awarded to candidates in programmes for which they are enrolled.

3.4.6 A successful application for informal transfer of credit may result in:

- the award of credits for specified modules which will be recorded as Credit Transfer (CR) in the modules concerned; **and/or**
- exemptions from one or more modules (subject to clause 3.4.10 of these regulations); **and/or**
- admission to a module or programme (subject to clause 3.4.10 these regulations).

3.4.7 A successful informal transfer of credit application cannot normally result in granting credit for modules which do not specify learning outcomes.

3.4.8 One hundred percent (100%) informal transfer of credit may be granted for the purpose of exemption for module admission.

3.4.9 The availability of informal transfer of credit towards any qualification may be limited by the programme specific regulations governing that qualification.

### 3.5 General

3.5.1 Notwithstanding the above, the Academic Board may require any candidate to fulfil specified conditions regarding qualifying experience or supplementary modules for the award of a Waikato Institute of Technology qualification.

3.5.2 Programme Committees may recommend limits for transfer of credit in programme regulations. The Academic Board may specify a maximum level and number of credits to be awarded to any qualification by informal transfer of credit.

3.5.3 All Schools will maintain a schedule of exemptions and informal transfer of credit awarded and will report annually to the Academic Approvals Committee (AAC).

3.5.4 Appeals against the award of transfer of credit should be made in the first instance to the Head of School or designated equivalent, and will be conducted in accordance with section 7 of these regulations.

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## 4 FEES

This section should be read in conjunction with the Waikato Institute of Technology's policies on Student Fees and Refunds – Domestic EXB – 6/01 Part (A) and Part (B) ; and Student Fees and Refunds – International EXB – 16/07 Part (A) and Part (B) ; which are available through Mytec or the Quality and Academic site on the Wintec Staff Intranet.

### 4.1 General

- 4.1.1 Tuition fees and other charges are determined annually by the Waikato Institute of Technology Council.
- 4.1.2 Every candidate who wishes to enrol will pay the prescribed tuition fees and charges in full at enrolment, unless the payment is covered, partially or fully, by a scholarship, grant or other award.
- 4.1.3 A penalty charge for late payment will be applied if any fee is not paid by the prescribed date. In addition to the penalty charge candidates may not be permitted to attend classes until the outstanding fees are paid.
- 4.1.4 A candidate who has an outstanding debt of tuition fees or other charges (including library fines), will not be permitted to enrol in subsequent years unless that debt is cleared first. In addition the following consequences may occur:
- A candidate may be denied entry to classes.
  - Assessment results may not be released.
  - The award of any certificate may be withheld.
  - Academic records may not be issued to the candidate or transferred to other institutions.
  - Library access may be denied.
  - Computer access may be denied.
- 4.1.5 The fees and charges payable on enrolment include the following:
- Tuition fees are determined annually by the Council for 'domestic' candidates and international ('foreign') candidates.
  - Independent activity charges set by Schools for specific modules of study.
  - Students' Association fees, which are set annually by the Council (on the recommendation of the Students' Association).
  - Special charges such as the charge for late payment of fees and instalment administration.
  - Health and counselling levy (for candidates studying in Hamilton)
- 4.1.6 New Zealand Qualifications Authority fees
- Since 2000, New Zealand Qualification Authority (NZQA) unit credit fees have been included in module fees, where applicable. Up to 1 January 2010, it is the candidate's responsibility to pay the fee to NZQA for registration on the National Qualifications Framework (NQF) database. For unit standards achieved after 1 January 2010, there is no registration fee payable as this will be included in a single fee for registering credits on the NQF, which will be included in module fees where applicable.

However, it is still the candidate's responsibility to pay fees to NZQA associated with exams, assessment or certification, and to meet closing dates for any NZQA requirements for a programme.

Information is available from the Student Enrolment and Information Centre.

## 4.2 Refunds

- 4.2.1 The entitlement to a refund for any domestic candidate who withdraws from a module is based on the start and end-dates of the module. The Waikato Institute of Technology may withhold an administration charge from the amount refunded.
- A full refund of tuition fees and Students' Association fees is available for domestic candidates who have submitted the Change to Enrolment or Withdrawal Form to the Student Enrolment and Information Centre before 10% of the module duration has elapsed.
  - No refunds are available if the Change to Enrolment or Withdrawal Form is submitted to the Student Enrolment and Information Centre after 10% of the module duration has elapsed.
- 4.2.2 In all cases, any refund of independent activity charges is at the discretion of the Head of School or designated equivalent.
- 4.2.3 The regulations on refunds may be varied at the discretion of the Finance Department in exceptional circumstances beyond the control of the candidate (such as medical or compassionate circumstances).
- 4.2.4 A refund of fees 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 candidate.
- 4.2.5 A refund to a candidate who has received a targeted assistance grant from the Waikato Institute of Technology or a Manaaki Taurira Grant will be first applied to offset the grants with any balance being refunded to the candidate.
- 4.2.6 Refunds for international candidates must be received by the Student Enrolment and Information Centre two weeks prior to programme commencement. A refund of 70% of tuition fees paid will be given, with 30% retained for administrative purposes. Candidates will also be required to provide evidence of cancellation of student permits and that they have returned to their home country.

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## 5 ASSESSMENT

This section should be read in conjunction with the Waikato Institute of Technology's Assessment Policy AB7 – 1/97 Part (A) and Part (B); Moderation of Assessment Policy AB7 – 3/97 Part (A) and Part (B); and The Use of Te Reo Māori in Assessment Policy AB7 – 2/96 Part (A) and Part (B); which are available through Mytec or the Quality and Academic site on the Wintec Staff Intranet.

### 5.1 General

- 5.1.1 The performance of each candidate enrolled for a module will be assessed on the basis of such examinations, tests and other module work as set out by the examiners.
- 5.1.2 Written advice regarding the methods of assessment, the due dates for any piece of module work or assessment which will contribute to the final grade, and the relative value of each piece of work or assessment will be provided by the School for enrolled candidates by the end of the first week of classes.

5.1.3 The Academic Board or its designated agent will appoint an examiner for each approved module. The examiner of a module will:

- arrange an assessment programme appropriate to the level and content of the module in consultation with the academic staff members with responsibility for the module;
- advise the candidates of the assessment requirements of the module at the commencement of the module; **and**
- instruct the supervisors of assessment activities as to the conditions applying to those activities.

5.1.4 Heads of School or designated equivalent will appoint moderators for modules where this is required to fulfil statutory or contractual obligations. A moderator will:

- review the academic standard and appropriateness of the assessment techniques and content and advise the examiner on the pass standard; **and**
- provide the Programme Committee with a written report on the standard and appropriateness of the assessment techniques and content; **and**
- undertake such other duties as are required to meet statutory or contractual obligations.

5.1.5 Students are required to submit their internally assessed assignments by specified dates. Unless an extension has been granted, an examiner may either:

- lower the grade as penalty for lateness; **or**
- after consulting with the Programme Manager, refuse to accept a piece of work which is submitted after the specified date, and automatically award a no grade.

The policy that applies within each school or programme will be set out in the module outlines and reported to the Programme Committees annually.

5.1.6 Programme regulations may prescribe particular requirements, such as occupational conditions, attendance requirements, or some piece of compulsory module work. Students who do not complete any one of these requirements will be awarded the result DNC (did not complete) for achievement based modules and I (incomplete) for competency based modules.

5.1.7 Any material presented by a candidate for assessment must be the work of the candidate. The same, or a similar, piece of work must not have been submitted for assessment elsewhere. Where an examiner requires the submission of a piece of work the same or similar to that already submitted for assessment, or collaboration between candidates towards a directed group project, this will be clearly stated in the assessment statement for the module.

Examiners may decline to mark any module work that they are satisfied is the result of some dishonest or improper practice, or does not comply with instructions. In these instances the procedures will conform to the provisions of the academic misconduct regulations which are contained in Section 6 of these regulations.

5.1.8 Mixed mode assessment

5.1.8.1 Modules may provide for both competency and achievement based assessment and be approved through the normal quality assurance processes.

5.1.8.2 Where both types of assessment are incorporated in a module, the final result will be recorded on Arion and the official result notice will be the achievement result/grade.

5.1.8.3 Any unit standard results that form part of the competency assessment will be sent to NZQA for the candidate's Record of Achievement.

5.1.8.4 Modules incorporating mixed mode assessment must clearly state the requirements for completion of competencies and communicate these to candidates.

5.1.8.5 Individual programme regulations may require competencies to be met to be eligible for the award of a grade/mark for a programme/module.

## 5.2 Conduct of tests and examinations

Detailed rules regarding the conduct of tests and examinations are appended to these regulations in Appendix 1, and will be binding on all candidates for tests and examinations at the Waikato Institute of Technology. Any breach of any part of these rules will constitute a breach of the assessment regulations.

5.2.1 Tests and examinations will be held at the times and under the conditions determined by the Programme Committee. Permission to sit at a different time or place than that specified will be granted only in exceptional circumstances and when adequate supervision can be arranged. Applications should be made to the Programme Manager well in advance of the scheduled examination time and should be supported by evidence of the reasons for such consideration.

5.2.2 Students must write answers in the presence of a supervisor who will be appointed by the Waikato Institute of Technology.

5.2.3 Students must not bring with them into a test or examination environment any unauthorised material or written or printed matter. Students must observe any rules specifying the type of equipment, such as calculators, that may be used during the test or examination.

5.2.4 Students must observe the rules regarding the conduct of tests and examinations and must follow the instructions of the supervisors.

5.2.5 No candidate will communicate directly with an examiner in regard to a test or examination from the time it begins until the result is published, but may communicate through the Student Enrolment and Information Centre.

5.2.6 Any alleged breach of the assessment regulations with regard to a test or examination will be referred to the Office of the Dean for investigation. In these instances the procedures will conform to the provisions of the academic misconduct regulations which are contained in Section 6 of these regulations.

## 5.3 Aegrotat consideration

5.3.1 Aegrotat consideration is available to candidates who, as the result of illness or injury, bereavement or some other exceptional circumstance beyond their control:

- are seriously impaired in the preparation of work presented for assessment; **or**
- are prevented from completing any test, examination, or other assessment activity.

5.3.2 Aegrotat consideration is not available for competency based assessment activities.

5.3.3 Applications for aegrotat consideration must be made on the prescribed form which is available from the Student Enrolment and Information Centre (SEIC). The form must be received by SEIC for consideration by the Head of School or designated equivalent not later than seven days after the module work was due to be submitted, or the test or examination was held.

The Head of School or designated equivalent may, in exceptional circumstances, accept an application after the seven days have elapsed, provided they have received satisfactory evidence of the reason for late submission, and are satisfied that the application has been submitted at the earliest possible opportunity by the candidate.

An application for aegrotat consideration received more than four weeks after the due date for the module work or the day of a test or examination, must be referred to the Office of the Dean for consideration.

5.3.4 In the case of illness or injury or other medical circumstance the aegrotat application form must be completed by a Registered Medical or Dental Practitioner, Registered Midwife, Independent Nurse Practitioner, Psychologist or a Waikato Institute of Technology Counsellor. The application must:

- relate to a consultation which has taken place if possible before the assessment, or otherwise, within 24 hours of the assessment; **and**
- clearly state the nature of the illness or injury, and the opinion of the practitioner of the effect of this on the candidate's ability to perform in an assessment.

Sufficient detail must be provided in the application to make it clear that the candidate was not responsible for the disability, and it should be in a form suitable for submission, in cases of doubt, to a qualified referee.

5.3.5 In the case of bereavement or exceptional circumstances beyond the control of the candidate, but not involving illness, satisfactory evidence of the bereavement or exceptional circumstances, and evidence of the effect of this on the candidate, must be provided. Such evidence should include the nature of the relationship which led to the personal grief or necessary absence.

5.3.6 A candidate who fails to present work for assessment due to oversight or a lack of familiarity with the assessment requirements of any module, as published in the module outline, will not have grounds for making an aegrotat application.

5.3.7 Where assessments are conducted on behalf of other agencies, eligibility for aegrotat and compassionate consideration will depend upon the regulations of those bodies.

#### **5.4 Grades and results for modules**

5.4.1 The composition of the final grade, and relative weighting of assessment components for any module, is set out in the module outline provided to all candidates at the commencement of the module. It is the responsibility of each candidate to ensure that they are familiar with this information.

5.4.2 The approval of grades is the responsibility of Programme Committees, who will advise the Student Enrolment and Information Centre to lock and release the results.

5.4.3 A candidate will be deemed to be credited with a module on the date that Programme Committees approve the results.

5.4.4 For modules in which a competency based learning system is operated, results may be specified as follows:

M	Merit pass
P	Pass
P(r)	Resubmit Pass
Cr	Credit
I	Incomplete (where a candidate has attempted the assessment but has not passed)
DNC	Did not complete (where a candidate has not attempted any assessment in one or more units)

In certain exceptional circumstances, a national 'old world' (non-Framework) prescription may require other kinds of results to be specified.

5.4.5 For achievement based modules in which results are determined on the basis of summative assessment, results may be specified as either:

P Pass  
 F Fail; or:

grades may be allocated according to the level of achievement, in which case results will normally be specified in the following terms:

Mark (%)	Grade	Result
90-100	A++	)
85-89	A+	) Pass
80-84	A	)
75-79	A-	)
70-74	B+	)
65-69	B	) Pass
60-64	B-	)
55-59	C+	) Pass
50-54	C	)
40-49	D	) Fail
0-39	E	)

**Alternatively:**

Programme Committees have the discretion to award a **conceded pass** instead of 'D' in the **range 45%-49%** to a candidate whose narrow fail has been compensated by good grades in their other modules in the same programme. A conceded pass will only be available to candidates enrolled in programmes of **greater than 120 credits**. **Only one conceded pass is available to the candidate in their programme of study**. A conceded pass will be counted as a credit within that programme, but may not be counted as a credit by other programmes of the Waikato Institute of Technology or by other institutions.

Mark (%)	Grade	Result	Explanation
45-49	C-	P:c	<b>Conceded Pass</b> . Awarded only where a narrow fail has been compensated by good overall performance.

**Alternatively:**

Programme Committees have the discretion to award a **terminating pass** for a result in the **range of 45%-49%** where awarding this pass grade allows candidates to complete the qualification. A terminating pass will only be available to candidates enrolled in programmes **greater than 120 credits** and is **available for one module only in their final enrolment period** in order to complete the qualification. A terminating pass will be counted as a credit within that programme, but may not be counted as a credit by other programmes of the Waikato Institute of Technology or by other institutions.

Mark (%)	Grade	Result	Explanation
45-49	C-	P:t	<b>Terminating Pass</b> . Credit for module but does not fulfil pre-requisite requirements of other modules.

**Alternatively:**

Where the programme prescription allows, a candidate who has scored **in the range 45%-49%** may **resubmit** part of the assessment for the module. The initial result for a candidate who has been allowed to resit a test or examination or resubmit an item of module work will be recorded as:

Mark (%)	Grade	Result	Explanation
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45-49	D	Fail	Fail
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If the candidate passes as a result of the **resubmission** the result will be amended to:

Mark	Grade	Result	Explanation
-	C- or P	P:r	Resit

**Alternatively:**

A candidate whose result has improved as the result of **aegrotat consideration** may be awarded any of the following grades and results:

Grade	Result	Explanation
A++	)	Aegrotat Pass
A+	)	
A	)	
A-	)	
B+	) P:a	
B	)	
B-	)	
C+	)	
C	)	
P	)	
F	F	

5.4.6 If the candidate has not attempted any assessments in the entire module, the candidate will be awarded the following result:

Grade	Result	Explanation
<b>DNC</b>	<b>DNC</b>	No credit. Did not complete the module.

If the candidate has attempted at least one of the assessments in the module, but they still did not meet the criteria to successfully complete the module, the candidate will receive an overall module result of **'Fail'**.

5.4.7 Candidates who **formally withdraw** from a module up to the 75% point of the module will be awarded the following result:

Grade	Result	Explanation
W	W	Withdrawn (achievement based modules)
—	W	Withdrawn (competency based modules)

5.4.8 The Office of the Dean may authorise the use of **'H' (result pending)** in the following instances:

- where a candidate has initiated an appeal before a result is issued (and the appeal process thereby delays the result being issued to the candidate at the regular time);
- when an extension, resit or resubmission recommended by an academic staff member falls outside the timeframe for release of results. This must be authorised by the Head of School or designated equivalent;
- when a Programme Committee, Head of School or designated equivalent has instigated a review, or an investigation, of a candidate result or group of results;
- when a candidate's application for an aegrotat pass falls outside the timeframe for release of results;

- when the outcome of a candidate's application for aegrotat consideration only becomes available outside the timeframe for release of results;
- modules with an "H" grade must be resulted by the end of the following semester.

## 5.5 Reconsideration of marks and grades

5.5.1 A candidate may formally apply to have the result awarded for an assessment reconsidered.

5.5.1.1 Applications for reconsideration of a mark or grade must be made on the prescribed form which is available from the Student Enrolment and Information Centre (SEIC). The form must be received by SEIC for consideration by the appropriate Programme Committee within 14 days of notification of the result, and must be accompanied by the prescribed fee.

5.5.1.2 Where the assessment has been returned to the candidate the work must be resubmitted with the application.

5.5.2 A candidate may apply to have the **final grade** for a module reconsidered.

5.5.2.1 Applications for reconsideration of a final grade must be made on the prescribed form which is available from the Student Enrolment and Information Centre (SEIC). The form must be received by SEIC for consideration by the appropriate Programme Committee within four weeks of the date on the official results notice, and must be accompanied by the prescribed fee.

5.5.3 Reconsideration may lead to no change or to either a raising or lowering of the grade.

5.5.4 The charge for reconsideration will be refunded if the application results in a change of result.

## 5.6 Return of work

5.6.1 Candidates are entitled to reasonable access to all of their written work submitted for assessment.

5.6.2 Time limits for collection of class work may be set for individual programmes. Such limits will be notified in the programme information.

5.6.3 All assessed work held by the Waikato Institute of Technology **will be destroyed on 1 July of the year following its presentation** except where:

- that work is subject to appeal;
- that work is subject to a disciplinary procedure;
- the candidate has freely given permission for the work to be held by the Waikato Institute of Technology.

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## 6 ACADEMIC MISCONDUCT

### 6.1 General disciplinary powers

6.1.1 The Council has disciplinary powers over the conduct of all candidates within Institute precincts, where the functions or interests of the Waikato Institute of Technology are affected.

6.1.2 The Council may exclude a candidate from, or limit access to, any part or facility of the Waikato Institute of Technology if the candidate is found to have behaved in a manner detrimental to the Institute, its staff, its candidates, or its property.

- 6.1.3 By enrolling at the Waikato Institute of Technology a candidate accepts that they are bound by the regulations and statutes of the Institute. The Academic Board or its designated agent may require each or any candidate to sign a statement to this effect.
- 6.1.4 The Waikato Institute of Technology's policies include regulations that apply to computer use, the library and to general conduct on its campuses. These policies can be accessed through Mytec or the Quality and Academic site on the Wintec Staff Intranet.

## 6.2 Penalties for misconduct

The Waikato Institute of Technology may impose any or all of the following penalties on a candidate found guilty of misconduct:

- A good behaviour contract.
- A monetary fine determined by the Chief Executive.
- A written reprimand.
- Denial of credit for any module(s).
- Restriction or limitation of access to any part or facility of the Waikato Institute of Technology.
- Reparation for damages as determined by the Chief Executive.
- Suspension from any module(s) or programme(s) or from the Waikato Institute of Technology for a specified period.
- Exclusion from any module(s) or programme(s).
- Exclusion from the Waikato Institute of Technology.

**Note:** Exclusion normally means ongoing exclusion unless the Waikato Institute of Technology Council or its delegated authority determines otherwise.

## 6.3 Misconduct with regard to tests, examinations and module work

6.3.1 Any module work presented by a candidate for assessment must be the work of that candidate only, except as allowed under section 6.3.1.3 of these regulations.

6.3.1.1 A candidate who is found to have cheated and/or plagiarised in the preparation or submission of a piece of work presented for assessment will be subject to disciplinary procedures.

6.3.1.2 Research based upon the work of other scholars is an essential activity for all candidates. However, copying or paraphrasing someone else's work, or using the ideas of another author's work, be it published or unpublished, without clearly referencing the source will be deemed as cheating and plagiarism and will constitute misconduct.<sup>4</sup>

6.3.1.3 Consultation with others over projects and assignments may be valuable and is not discouraged. However, jointly preparing a piece of work for assessment, other than for directed group projects, will be deemed as dishonest and will also constitute misconduct.

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<sup>4</sup> Note: the Institute is currently introducing the use of a licensed package to detect plagiarism, and is extending the use of this tool to cover assessments from candidate's who are enrolled in a module/programme at Level 5 and above. Contact the Head of School and/or Programme Manager for further information.

In cases where collusion is established, each candidate will be penalised unless it can be established that one was not a party to the offence.

In cases of group projects, each candidate may be required to indicate the nature and extent of their contribution.

6.3.2 Where an examiner has evidence of dishonest or improper practice such as cheating and/or plagiarism relating to an examination or test, or the preparation or submission of an item of work for assessment, the examiner will, with the approval of the Programme Manager, decline to mark the test, examination or item of module work.

6.3.2.1 Before giving approval, the Programme Manager must give the candidate an opportunity to respond to the allegation of misconduct.

6.3.2.2 Any case that results in a decision to decline marking a candidate's work must be reported, in writing, to the Head of School or designated equivalent.

6.3.3 A Head of School or designated equivalent who receives a report of dishonest practice relating to an examination or test or the preparation or submission of an item of work for assessment, will:

- investigate the matter;
- advise the candidate in writing of the allegation of misconduct, and provide an opportunity for the candidate to present a written or oral response (in the case of an interview, the candidate is entitled to the presence of a support person); **and**
- determine the appropriate penalty within their jurisdiction.

6.3.4 Appeals against decisions of the Head of School or designated equivalent under this section should be made in the first instance to the Office of the Dean and will be conducted in accordance with the appeal regulations, Section 7. The appeal must be lodged with the Student Enrolment and Information Centre within 14 days of notification of the decision of the School, and must be accompanied by payment of the prescribed charge, which will be refunded if the appeal is successful.

6.3.5 A candidate's results for the module will be withheld until the appeal period has expired or, if the decision is appealed, until the appeal process is completed.

6.3.6 The Office of the Dean may require the withholding of a candidate's results for all modules in cases where serious misconduct is alleged.

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## 7 APPEALS

7.1 Students have the right of appeal against decisions made by individuals or committees on any academic matters, including:

- admission to programmes and academic progress;
- transfer of credit and exemptions granted at admission;
- results of assessments, award of qualifications, grades or distinctions;
- aegrotat applications;
- alleged misconduct or breach of rules relating to tests or examinations;
- refusal to permit, or cancellation of, enrolment.

- 7.2 A student may appeal to the Head of School or designated equivalent against decisions made by individuals or committees by lodging an application within 28 days of the notification of the decision in question.
- 7.3 A student may appeal to the Office of the Dean against decisions of a Head of School or designated equivalent, or a committee by lodging an application together with the prescribed charge within 14 days of notification of the decision in question.
- 7.4 A student may appeal to the Chief Executive against decisions of the Office of the Dean, or other members of the Executive, or a committee, by lodging an application to the Chief Executive's office together with the prescribed charge within 14 days of notification of the decision in question.
- 7.5 The Chief Executive, under delegated authority from the Waikato Institute of Technology Council (see section 13.3.3), has the power of final determination of appeals against decisions made by individuals or committees on all academic matters.

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## 8 ACADEMIC AWARDS

- 8.1 The award of a certificate from the Waikato Institute of Technology is official recognition that the recipient has successfully completed the prescribed programme, module or unit of learning and met all of its requirements. These requirements may vary from attendance to a range of assessments conducted in accordance with the established curriculum.
- 8.2 The award date for any academic qualification is determined by the Programme Committee.
- 8.3 The responsibility for determining whether candidates have accumulated the required number and level of credits, and whether they have fulfilled any other requirements, lies with the Programme Committee, which will receive advice from the Programme Manager responsible for the programme.
- 8.4 The certificates awarded must meet the criteria and general specifications set out in Appendix 5: Waikato Institute of Technology Policy Governing the Award of Certificates, and will be issued by the Student Enrolment and Information Centre.
- 8.5 The Academic Board may withdraw or refuse to grant any academic qualification if satisfied that the candidate made any untrue or misleading statement/s, or was guilty of any breach of regulations or dishonest practice in relation to the award of the qualification.
- 8.6 The award in which a candidate enrolls and which that candidate completes will be the award received by that candidate unless the Academic Board decides otherwise.
- 8.7 The full legal name under which a candidate enrolls will be the name which appears on the award certificate unless appropriate legal documentary evidence is provided of a change of name.

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## 9 CHIEF EXECUTIVE'S SPECIAL POWERS

The Chief Executive may make such provision as they think fit for the relief of undue hardship that has been, or will be, caused to a candidate by:

- an alteration or amendment of a regulation or prescription involving a change in a programme of study or in assessment requirements; **or**
- a misinterpretation of these or any other regulations by an authorised member of the Waikato Institute of Technology staff; **or**
- a decision of the Academic Board.

The Chief Executive will advise the Academic Board of any decisions made under the provisions of this clause.

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## APPENDIX 1

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### 10 CONDUCT OF TESTS AND EXAMINATIONS

#### 10.1 In the case of tests and examinations **lasting one hour or longer**:

- no candidate will be allowed to enter the room for a test or examination later than 45 minutes after candidates have begun writing the test or examination.
- no candidate will be permitted to leave the room until 30 minutes has elapsed from the time the writing of the test or examination began.
- no candidate is permitted to leave a test or examination during the last 15 minutes of the time allowed.

#### 10.2 Candidates must obey the instructions of the room supervisor in any test or examination.

#### 10.3 Candidates may not begin writing their answers until the room supervisor announces that they may do so. The examiner may allow candidates to read their test or examination papers for a period of not more than ten minutes before the writing time of the test or examination commences.

#### 10.4 No candidate will bring into a test or examination an electronic calculator except by direction of the examiner. Where a test or examination has been designated 'calculator permitted':

- the calculator used in the test or examination must be electronic, truly portable and self-powered, and noiseless (no audible alarms may be used);
- no supplementary material (e.g. operating manuals) related to the use and operation of the calculator will be permitted in the test or examination room other than spare batteries;
- in all cases it is the responsibility of the candidate to maintain the operation and operating power of the calculator.

#### 10.5 No candidate will bring to a test or examination any electronic dictionary or other written or printed matter or information stored in an electronic or recording device except by direction of the examiner.

10.5.1 Where a test or examination is '**Open Book**' candidates may take into the test or examination room any written or printed material including books, acts, etc, and there will be no check on items taken into the test or examination room.

10.5.2 Where a test or examination is designated '**Restricted Materials**', candidates may take into the test or examination room only material specified by the examiner, and that material must not be annotated, written or typed upon, or otherwise marked except by underlining or sidelining. Material taken into tests or examinations designated 'Restricted Materials' is subject to inspection and confiscation by the room supervisor, examiner or any person employed by the Waikato Institute of Technology.

10.5.3 Where a test or examination is designated '**Restricted Material may be written upon**', candidates must take into the test or examination room only material specified by the examiner, and that material may be annotated, written or typed upon or otherwise marked in a relevant and contextual manner.

10.5.4 All books and papers not approved for use in the test or examination, along with any spare personal belongings, must be left in such part of the room as the supervisor will direct. All paper

used during the test or examination must be handed to the room supervisor before the candidate leaves the room.

10.5.5 Where material is permitted under section 10.5.2 or 10.5.3 above, examiners will be required to be present at the commencement of the test or examination to check material brought into the room.

10.6 No candidate will communicate with another in the test or examination room.

10.7 No candidate will borrow materials from another candidate or share materials with another candidate in a test or examination room except where this has been expressly authorised by the examiner.

10.8 No candidate will continue writing an answer after the room supervisor has announced the expiration of time. In no circumstances is any time over and above the time allotted to any paper to be allowed for candidates to read over their scripts or make an amendment or addition to their scripts.

10.9 Examinations held under the authority of external agencies and/or organisations will be conducted and administered under provisions and regulations set by those agencies and/or organisations.

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**11 WAIKATO INSTITUTE OF TECHNOLOGY AWARDS STATUTE (AMENDED 10 OCTOBER 2008)**

At The Waikato Polytechnic this 28 day of February 1995. (Name changed to Waikato Institute of Technology from 1 October 2001.)

The Council of the Waikato Institute of Technology hereby makes the following statute in consultation with the Academic Board, pursuant to Section 194(1)g of the Education Act 1989 as amended by the Education Amendment Act 1991.

- 11.1 This statute may be cited as the Awards Statute 1995.
- 11.2 This statute prescribes the formal qualifications awarded by the Waikato Institute of Technology. In addition Schools may, with the authority of Programme Committees, award non-formal certificates.<sup>5</sup>
- 11.2.1 Formal qualifications of the Waikato Institute of Technology are awarded to candidates who have completed the requirements of a programme of study or training approved by the Academic Board, and whose performance as measured against the prescribed criteria meets or surpasses the minimum standard defined by the Academic Board for the award of the qualification.
- 11.2.2 Formal qualifications involving programmes of one year or more equivalent full-time study are issued on an A4 certificate printed on cream 160gsm embossed goatskin parchment. This certificate bears the common seal of the Waikato Institute of Technology and is signed by the Chair of the Academic Board and the Chair of Council.
- 11.2.3 Formal qualifications involving programmes of less than one year equivalent full-time study are issued on an A4 certificate printed on white 160gsm courier ultra-white smooth paper. This certificate is signed by the Chair of the Academic Board.
- 11.2.4 Formal qualifications that are jointly awarded by the Waikato Institute of Technology and another tertiary provider will also be signed by an office holder of the other institution. Refer also 11.2.2 and 11.2.3 above.
- 11.2.5 Non-formal certificates are printed on an A5 certificate on white paper and signed by the Head of School or designated equivalent.
- 11.2.6 Certificates are provided for each module completed under a Certificate of Proficiency. These are printed on an A5 certificate on white paper and signed by the Head of School or designated equivalent.
- 11.3 The following postgraduate qualifications may be awarded over the common seal of the Waikato Institute of Technology to any person who completes all modules of study in accordance with the regulations for that qualification:
- Bachelor of Media Arts (Honours)
  - Bachelor of Sport and Exercise Science (Honours)
  - Master of Arts
  - Master of Nursing
  - Master of Science (Sport and Exercise Science)
  - Postgraduate Certificate in Child and Family Health Nursing
  - Postgraduate Certificate in Nursing

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<sup>5</sup> All formal qualifications will have completed an approval process.

- Postgraduate Certificate in Sport and Exercise Science
- Postgraduate Diploma in Nursing
- Postgraduate Diploma in Sport and Exercise Science

11.4 The following degrees may be awarded over the common seal of the Waikato Institute of Technology to any person who completes a module of study in accordance with the regulations for that qualification:

- Bachelor of Applied Social Science
- Bachelor of Business
- Bachelor of Business Studies
- Bachelor of Engineering Technology
- Bachelor of Information Technology
- Bachelor of Media Arts
- Bachelor of Midwifery
- Bachelor of Nursing
- Bachelor of Sport and Exercise Science
- Bachelor of Teaching (Early Childhood Education)
- Bachelor of Technology

11.5 The following diplomas may be awarded over the common seal of the Waikato Institute of Technology to any person who completes a module of study in accordance with the regulations for that qualification:

- Diploma in Adult Learning and Teaching
- Diploma in Arboriculture (Level 6)
- Diploma in Beauty, Body and Spa Therapies (Level 5)
- Diploma in Business Administration (Level 5)
- Diploma in Business Enterprise (Level 6)
- Diploma in Business Management (Level 5)
- Diploma in Business Studies (Level 5)
- Diploma in Counselling (Level 6)
- Diploma in Engineering (Civil) (Level 6)
- Diploma in Fashion Design and Practice (Level 6)
- Diploma in Horticulture (Level 6)
- Diploma in Information and Communications Technology (Level 5)
- Diploma in Information and Communications Technology (Level 6)
- Diploma in International Tourism (Level 5)
- Diploma in Marketing (Level 6)
- Diploma in Mental Health Support (Level 6)
- Diploma in Midwifery – Cervical Smear Takers (Level 7)
- Diploma in Natural and Complementary Medicines (Level 6)
- Diploma in Personal Fitness Training (Level 6)
- Diploma in Social Work (Level 6)
- Diploma in Sport and Exercise Science (Level 5)
- Diploma in Sport and Exercise Science (Level 6)
- Diploma in Sport and Recreation (Level 5)
- Diploma in Te Whiuwhiu O Te Hau – Māori Counselling (Level 6)
- Diploma in Technology (Level 6)
- Diploma in Toi Whakaari – Māori Performing Arts (Level 5)
- Diploma in Tourism
- Diploma of Teaching (Early Childhood Education) (Level 7)
- Graduate Diploma in Business Studies (Level 7)
- Graduate Diploma in Communicating Science (Level 7)
- Graduate Diploma in Communication (Level 7)
- Graduate Diploma in Information Technology (Level 7)
- Graduate Diploma of Information Technology in Education (Level 7)
- Graduate Diploma in Practical Event Management (Level 7)
- Graduate Diploma in Sport and Exercise Science (Level 7)
- Graduate Diploma in Supervision (Level 7)

- Graduate Diploma in Teaching English to Speakers of Other Languages (Level 7)
- New Zealand Diploma in Business (Level 6)
- New Zealand Diploma in Engineering (Civil) (Level 6)
- New Zealand Diploma in Hospitality Management (Level 5)

11.6 The following certificates may be awarded over the common seal of the Waikato Institute of Technology to any person who completes a module of study in accordance with the regulations for that qualification:

- Certificate in Advanced English (Level 4)
- Certificate in Advanced Mental Health Support (Level 5)
- Certificate in Advanced Professional Supervision (Level 6)
- Certificate in Applied Technology (Level 4)
- Certificate in Beautician and Nail Technology (Level 4)
- Certificate in Beauty Clinic Practices (Level 4)
- Certificate in Body Therapy and Electrology (Level 5)
- Certificate in Building (Level 4)
- Certificate in Business Communication and Computing (Level 3)
- Certificate in Catering (Level 3)
- Certificate in Cruise Ship and Resort Services (Level 3)
- Certificate in Early Childhood Education (Level 5)
- Certificate in Electricity Supply (Level 2)
- Certificate in Engineering – Light and Heavy Fabrication (Level 2)
- Certificate in Engineering – Maintenance and Diagnostics (Level 2)
- Certificate in Engineering and Automotive Trades (Level 2)
- Certificate in English for Speakers of Other Languages (Level 4)
- Certificate in Equine Studies (Level 3)
- Certificate in Fitness Industry (Level 4)
- Certificate in Family Day Care (Level 3)
- Certificate in Floristry Practice (Level 3)
- Certificate in Food and Beverage Studies (Level 4)
- Certificate in Hairdressing (Level 2)
- Certificate in Hairdressing (Level 3)
- Certificate in Hairdressing (Level 4)
- Certificate in Health Studies (Level 4)
- Certificate in Horticulture (Level 4)
- Certificate in Introduction to Trades (Level 2)
- Certificate in Large Animal Technology (Level 4)
- Certificate in Motor Industry (Introductory Motorsport) (Level 3)
- Certificate in Motor Vehicle Modification (Level 2)
- Certificate in Natural Therapies (Level 4)
- Certificate in Outdoor Adventure and Recreation (Level 4)
- Certificate in Professional Cookery (Level 4)
- Certificate in Professional Patisserie (Level 4)
- Certificate in Rural Technology (Level 4)
- Certificate in Security (Level 3)
- Certificate in Social Services (Level 4)
- Certificate in Sport Studies (Level 4)
- Certificate in Te Aho Tapu (Toi Harakeke) (Level 4)
- Certificate in Te Pū ō Te Toi (Level 4)
- Certificate in Te Reo Rangatira (Level 4)
- Certificate in Trade Technology (Level 3)
- Certificate in Training Opportunities for Speakers of Other Languages (Level 1)
- Certificate in Travel (Level 4)
- Certificate of Agriculture (Level 3)
- Graduate Certificate in Communicating Science
- Graduate Certificate in Communication
- Graduate Certificate in Event Management
- Graduate Certificate in Landscape Practice
- Graduate Certificate in Sport and Exercise Science

- Graduate Certificate in Supervision
- Graduate Certificate in Teaching English to Speakers of Other Languages
- Graduate Certificate of Information Technology in Education
- New Zealand Certificate in Nanny Education (Level 5)

11.7 The following certificates may be awarded without the common seal of the Waikato Institute of Technology to any person who completes a module of study in accordance with the regulations for that qualification:

- Certificate for Health Care Assistants (Level 4)
- Certificate in Adult and Tertiary Education (Level 5)
- Certificate in Animal Care (Level 4)
- Certificate in Applied Technology (Level 3)
- Certificate in Beauty Retail (Level 3)
- Certificate in Beginner English for Speakers of Other Languages (Level 3)
- Certificate in Business Administration (Level 5)
- Certificate in Business Administration and Computing (Level 3)
- Certificate in Business Administration and Computing (Level 4)
- Certificate in Business Studies (Level 4)
- Certificate in Complementary Health Care Retailing (Level 4)
- Certificate in Computer Applications (Level 2)
- Certificate in Computer Skills (Level 2)
- Certificate in Computing and Information Technology (Level 5)
- Certificate in Contact/Call Centre Operations (Level 3)
- Certificate in Dairy Technology (Level 3)
- Certificate in Education Support (Level 4)
- Certificate in Electrical Engineering (Level 2)
- Certificate in Elementary English for Speakers of Other Languages (Level 3)
- Certificate in English for Living and Working in New Zealand (Level 4)
- Certificate in English Language Teaching (Level 5)
- Certificate in Floral Practice (Level 4)
- Certificate in Food and Beverage Service (Level 3)
- Certificate in Food Safety (Level 2)
- Certificate in Food Safety Control Plans (Level 5)
- Certificate in Image Styling (Level 3)
- Certificate in Information Communication Technology (Level 3)
- Certificate in Intermediate English for Speakers of Other Languages (Level 4)
- Certificate in Introduction to Study (Level 2)
- Certificate in Introductory English for Speakers of Other Languages (Level 2)
- Certificate in Mahi Raranga (Level 4)
- Certificate in Mahi Taniko (Level 4)
- Certificate in Management (Level 3)
- Certificate in Meat Technology (Level 3)
- Certificate in Media Arts (Level 4)
- Certificate in Motor Industry (Motorsport) (Level 3)
- Certificate in Pre-Intermediate English for Speakers of Other Languages (Level 4)
- Certificate in Public Service Knowledge (Level 3)
- Certificate in Public Service Knowledge (Level 4)
- Certificate in Radio Broadcasting (Level 4)
- Certificate in Rural Skills (Level 3)
- Certificate in Rural Skills (Agriculture) (Level 2)
- Certificate in Sport, Fitness and Recreation (Level 3)
- Certificate in Technology (Level 3)
- Certificate in Technology (Level 4)
- Certificate in Trades Environment (Level 2)
- Certificate in Upper-Intermediate English for Speakers of Other Languages (Level 4)

11.8 The following short course certificates may be awarded without the common seal of the Waikato Institute of Technology to any person who completes a module of study in accordance with the regulations for that qualification:

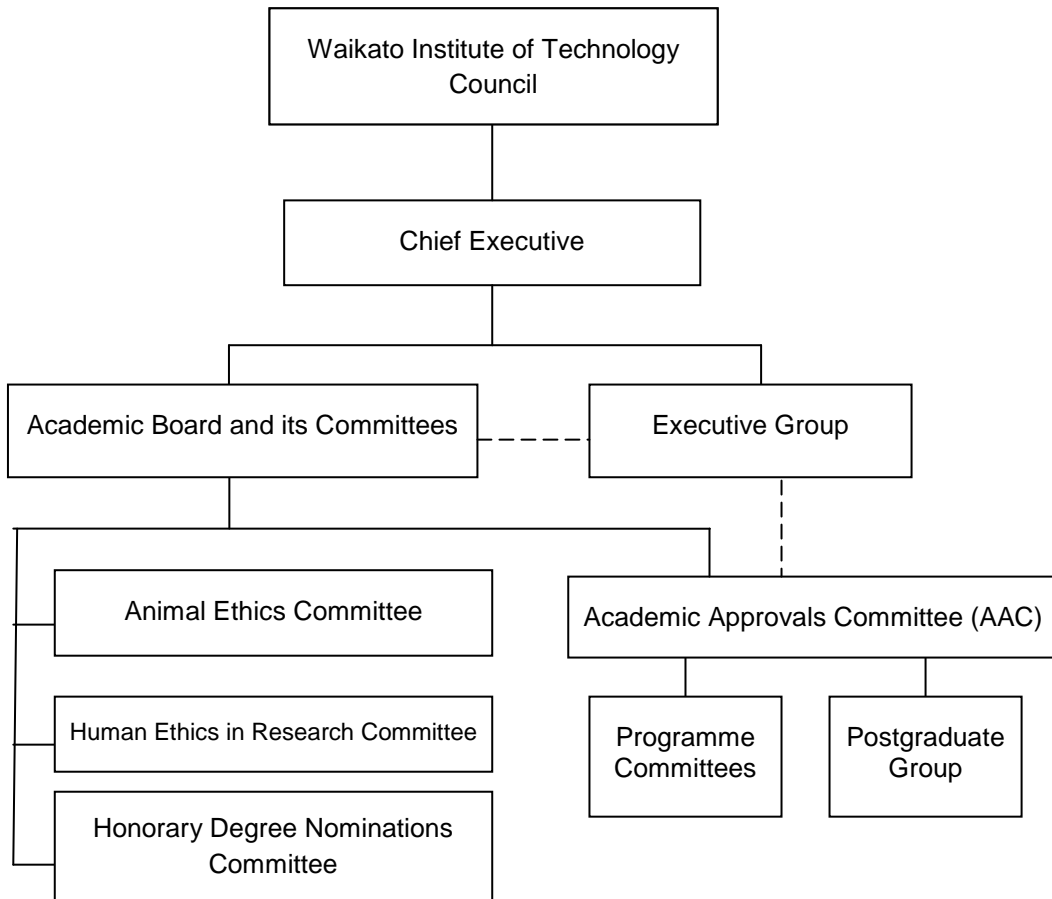
- . Short Course Certificate in Agrichemicals 1
- . Short Course Certificate in Agrichemicals 2
- . Short Course Certificate in Agrichemicals 3
- . Short Course Certificate in ATV Safety
- . Short Course Certificate in ATV Utilities
- . Short Course Certificate in Basic Livestock Handling
- . Short Course Certificate in Cervical Smear Taking (Level 7)
- . Short Course Certificate in Chainsaw Safety
- . Short Course Certificate in Electrical Service Technician A
- . Short Course Certificate in Electrical Service Technician B
- . Short Course Certificate in Light Four-wheel Vehicle Skills
- . Short Course Certificate in Livestock Handling
- . Short Course Certificate in Off-road Motorcycle Safety
- . Short Course Certificate in Relief Milking
- . Short Course Certificate in Rural Fencing
- . Short Course Certificate in Rural Health and Safety
- . Short Course Certificate in Rural Safety Compliance
- . Short Course Certificate in Small Engines and Tools
- . Short Course Certificate in Solar Hot Water Installations
- . Short Course Certificate in Supervision (Health and Social Services) (Level 7)
- . Short Course Certificate in Te Kapuinga o te Matauranga
- . Short Course Certificate in Tractor Safety
- . The New Zealand Law Society Legal Executive Diploma

#### 11.9 Special Honour and Recognition Awards

In accordance with section 193 of the Education Act (as amended in 1990), the Council may make the following special honour and recognition awards:

- . Honorary Fellow
- . Honorary Degrees (such degrees as specified in sections 11.3 and 11.4 of this statute)
- . Visiting Scholar
- . Institutional Medal
- . Staff Merit Awards

12 BOARD/COMMITTEE STRUCTURE



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## APPENDIX 4

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### 13 WAIKATO INSTITUTE OF TECHNOLOGY DELEGATION OF POWERS STATUTE 1995

At The Waikato Polytechnic this twenty-sixth day of April, 1995. (Name changed to Waikato Institute of Technology from 1 October 2001.)

(Amended 25 July 2000; Amended 21 March 2006; Amended 16 June 2008)

The Council of the Waikato Institute of Technology hereby makes the following statute pursuant to Section 194(1) of the Education Act 1989 as amended by the Education Amendment Act 1991:

#### 13.1 This statute may be cited as the Delegation of Powers Statute 1995

#### 13.2 Authority to Delegate

13.2.1 The delegations of functions and powers by the Council are made pursuant to sections 194 and 222 of the Education Act 1989.

13.2.2 The delegations of functions and powers by the Chief Executive are made pursuant to section 197 of the Education Act 1989.

13.2.3 The delegations of functions and powers by the Academic Board are made pursuant to section 197(2) and section 222(2) of the Education Act 1989.

13.2.4 Pursuant to section 197(2) of the Education Act 1989 a member of staff who has been delegated functions or powers by the Chief Executive may further delegate those functions or powers to other members of staff, with the prior approval of the Chief Executive in writing. This delegation must be signed by the delegating member of staff, or two members of the Council.

#### 13.3 Functions and Powers of the Chief Executive

13.3.1 Under section 196(1) of the Education Act 1989, The Chief Executive has responsibility to manage the academic and administrative affairs of the Waikato Institute of Technology. The delegation of functions and powers under the succeeding sections of this statute in no way derogates from the authority, duties or responsibilities of the Chief Executive.

13.3.2 The Council delegates to the Chief Executive authority to exercise the functions and powers granted to it under sections 193(2)(a), (b), (d), (f), and (g) and section 224(13) of the Education Act 1989 and to do anything incidental to the exercise of these powers.

13.3.3 The Council authorises the Chief Executive to make and enforce decisions with respect to:

- the good government of the institution, misconduct or a breach of discipline, the refusal to permit, or the cancellation of, the enrolment of a candidate;

- the imposition of penalties upon staff or candidates for failure to comply with the statutes and regulations of the institution. Appeals against decisions of the Chief Executive under section 13.3.2 will proceed as determined by the Council;
- the final determination of appeals against decisions made by individuals or committees on academic matters.

13.3.4 The Chief Executive is required to report to the Council on actions and decisions taken under this authority.

## **13.4 Functions and powers of the Academic Board**

13.4.1 The Chief Executive delegates to the Academic Board power to make and enforce regulations in the following matters:

- entrance to the Waikato Institute of Technology and any programme or module of study;
- the admission of candidates;
- programme/module assessment;
- the appointment of examiners, co-examiners, moderators and assessors;
- the award of qualifications of the Waikato Institute of Technology;
- the conduct and discipline of candidates;
- the refusal to permit, or the cancellation of, the enrolment of a candidate;
- research.

13.4.2 The Academic Board is required to report regularly to the Chief Executive on its activities and decisions.

13.4.3 The Academic Board is required to submit an annual report to Council of its activities and performance.

## **13.5 Functions and powers of Standing Committees of the Academic Board**

13.5.1 The Academic Board delegates to these committees the powers and duties contained in their terms of reference:

- Academic Approvals Committee
- Animal Ethics Committee
- Human Ethics in Research Committee
- Honorary Degree Nominations Committee
- Postgraduate Group
- Programme Committees

13.5.2 These committees are required to report annually to the Academic Board on their activities and decisions.

## **13.6 Functions and powers of the Office of the Dean**

13.6.1 The Academic Board delegates to The Office of the Dean authority to make decisions in individual candidates' cases which involve:

- admission to modules and programmes;
- exclusion from modules and programmes;
- enrolment, including the power of refusal to enrol, or cancellation of an enrolment;
- applications for aegrotat and compassionate consideration;
- examination and assessment matters;
- misconduct;
- appeals against decisions made by individuals and committees on academic matters.

13.6.2 Students may appeal to the Chief Executive against decisions made by the Office of the Dean under this delegated authority.

13.6.3 The Office of the Dean is required to report to the Academic Board on decisions made under sections 13.6.1 including any decisions to decline or cancel the enrolment of candidates.

## **13.7 Functions and powers of Heads of School or designated equivalent**

13.7.1 The Academic Board delegates to Heads of School authority to:

- admit applicants to modules and programmes;
- exclude applicants from modules and programmes;
- enrol candidates in modules and programmes, including the power of refusal to enrol, or cancellation of the enrolment of, a candidate;
- grant or decline aegrotat and compassionate consideration;
- deal with matters of candidate discipline;
- establish examination and assessment procedures.

13.7.2 Students may appeal to the Office of the Dean against decisions made by Heads of School under this delegated authority.

13.7.3 The Academic Board delegates to Heads of School authority to appoint examiners, co-examiners, moderators and assessors.

13.7.4 Heads of School are required to report through the Office of the Dean to the Academic Board on decisions made under sections 13.7.1 including any decisions to decline or cancel the enrolment of candidates.

## **13.8 Functions and powers of Programme Committees**

13.8.1 The Academic Board delegates to Programme Committees authority to:

- award grades;
- determine the completion of programmes;
- act in accordance with their terms of reference.

13.8.2 The Academic Board delegates to:

- Programme Committees authority to recommend the award of those qualifications listed in sections 11.3.1, 11.3.2, 11.4.1, 11.4.2, 11.5.1, 11.5.2, 11.6.1, 11.6.2, 11.7.1, 11.7.2 and 11.8.1 of the Awards Statute;

13.8.3 Programme Committees are required to report annually to the Academic Board on their decisions under section 13.8.2.

### **13.9 Functions and powers of committees of the Council**

13.9.1 The Council delegates to these committees the powers and duties contained in their terms of reference:

- Executive Committee of Council;
- Building and Assets Committee;
- Finance and Audit Committee;
- Appointments Committee;

13.9.2 These committees are required to report regularly to the Council on their activities and decisions.

## APPENDIX 5 14 WAIKATO INSTITUTE OF TECHNOLOGY POLICY GOVERNING THE AWARD OF CERTIFICATES

Awarding Certificates at Waikato Institute of Technology							Effective 1 July 2003 (updated September 2008)
Arion Type	Category	Criteria	Size	Material	Seal	Signatories	Script
0	External Body e.g. : NZQA	Formal programmes taught at Waikato Institute of Technology but awarded by an external body.	A4	As specified by external body	No	As specified by external body	Wording as per external body
1	Awards Statute Clause 11.2.5 Non-formal Certificates	Programmes/modules with no summative assessment. Indication of completion of some other requirement: e.g., attendance.	A5	White paper	No	Head of School or designated equivalent	Has completed ... or Has attended ...
1.2	Awards Statute Clause 11.2.6 e.g. Certificate of Proficiency or STAR modules	Modules with formal assessment that are quality approved.	A5	White paper	No	Head of School or designated equivalent	Has passed the requirements for the following ... credit module ...
1.3	Awards Statute Clause 11.8 Short Course Certificates	Quality approved qualifications less than 40 credits equivalent to NZ Register levels 1 – 9.	A4	White 160gsm courier ultra-white smooth paper	No	Chair: Academic Board	Has been awarded the short course certificate in/of ...
2 and 2N	Awards Statute Clause 11.2.3 Certificates	Formal programmes requiring less than one year equivalent full-time study with summative assessment requirements; equivalent to NZ Register levels 1 – 7.	A4	White 160gsm courier ultra-white smooth paper	No	Chair: Academic Board	Having satisfied the requirements of Waikato Institute of Technology, has been awarded the ...
3 and 3N	Awards Statute Clause 11.2.2 Certificates	Formal programmes requiring one year or more equivalent full- time study; equivalent to NZ Register levels 1 – 7.	A4	Cream 160gsm embossed goatskin parchment	Yes	Chair: Academic Board Chair: Council	Having satisfied the requirements of Waikato Institute of Technology, has been awarded the ...
4 and 4N	Awards Statute Clause 11.2.2 Diplomas	Formal programmes requiring one year or more equivalent full-time study; equivalent to NZ Register levels 5 – 7.	A4	Cream 160gsm embossed goatskin parchment	Yes	Chair: Academic Board Chair: Council	Having satisfied the requirements of Waikato Institute of Technology, has been awarded the ...
5	Awards Statute Clause 11.2.2 Degrees	Formal programmes requiring three years or more equivalent full- time stud; equivalent to NZ Register level 7.	A4	Cream 160gsm embossed goatskin parchment	Yes	Chair: Academic Board Chair: Council	Having satisfied the requirements of Waikato Institute of Technology, has been admitted to the degree of ...
6	Awards Statute Clause 11.2.2 Post-graduate qualifications (certificates, diplomas, bachelors with honours, masters)	Formal programmes requiring six months or more equivalent full-time study; equivalent to NZ Register levels 8 – 9.	A4	Cream 160gsm embossed goatskin parchment	Yes	Chair: Academic Board Chair: Council	Having satisfied the requirements of Waikato Institute of Technology, has been awarded the ... or has been admitted to the degree of ...
7	Awards Statute Clause 11.2.4 Qualifications jointly awarded	Formal programmes jointly taught/jointly awarded.	A4	Cream 160gsm embossed goatskin parchment	Yes	Chair: Academic Board Chair: Council Plus signatory of other body	Wording by agreement, consistent with above.



15 NCEA EQUIVALENCIES TABLE

**Basic equivalences NCEA L1 vs School Certificate**

School Certificate	NCEA LEVEL 1
SC Grade of:	
A	24 Credits at NCEA Level 1
B	18 Credits at NCEA Level 1
C	12 Credits at NCEA Level 1
D	Minimum 6 Credits at NCEA Level 1

**Basic equivalences NCEA L2 vs 6<sup>th</sup> Form Certificate**

Key	6 <sup>th</sup> Form Certificate	NCEA LEVEL 2
D	Grade 1	24 credits in a subject at NCEA L2
E	Grade 2	21 credits in a subject at NCEA L2
F	Grade 3	18 credits in a subject at NCEA L2
G	Grade 4	15 credits in a subject at NCEA L2
H	Grade 5	12 credits in a subject at NCEA L2
I	Grade 6	9 credits in a subject at NCEA L2
J	Grade 7	6 credits in a subject at NCEA L2
K	Grade 8	3 credits in a subject at NCEA L2
L	Grade 9	0 credits in a subject at NCEA L2

**Common Entry Requirements and their NCEA Level 2 Equivalents**

Key	6 <sup>th</sup> Form Certificate	NCEA Level 2
M	10 across 2 subjects	24 credits at level 2 across 2 subjects
N	12 across 2 subjects	18 credits at level 2 across 2 subjects
O	15 across 3 subjects	36 credits at level 2 across 3 subjects
P	12 across 4 best subjects	72 credits at level 2 across 4 subjects
Q	14 across 4 best subjects	66 credits at level 2 across 4 subjects
R	16 across 4 best subjects	60 credits at level 2 across 4 subjects
S	18 across 4 best subjects	54 credits at level 2 across 4 subjects
T	20 across 4 best subjects	48 credits at level 2 across 4 subjects
U	22 across 4 best subjects	42 credits at level 2 across 4 subjects
V	24 across 4 best subjects	36 credits at level 2 across 4 subjects
W	26 across 4 best subjects	30 credits at level 2 across 4 subjects

**Basic Equivalences NCEA L3 vs University Entrance**

Key	UE	NCEA Level 3	
X	UE - 3 C passes	14 Credits at NCEA level 3 in 3 core subjects	Total credits=42

**Note:**

Other specific NCEA requirements may be applicable for entry. These will be indicated in the programme specific regulations, or consult the Programme Manager for further information.