

# Manukau Institute of Technology and Unitec – Student Regulations

## Audience

These regulations are relevant to all Manukau Institute of Technology and Unitec staff and students.

**NB:** The terms Delegated Authority and Designated Contact are used throughout this document. Where these terms are used, they refer to the appropriate authority or contact, as outlined in the supporting *Manukau Institute of Technology and Unitec Delegations Register*, which is available on the Manukau Institute of Technology and Unitec websites.

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# MIT&Unitec Student Regulations

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## 1. General

### 1.1. Introduction

#### 1.1.1 MIT&Unitec is committed to:

- Maintaining the highest academic standards;
- Providing a safe, effective, and inclusive learning environment; and
- Ensuring the principles of the Treaty of Waitangi are reflected in educational practice.

#### 1.1.2 The *MIT&Unitec Student Regulations* outline the overarching rules for students. They detail MIT&Unitec expectations and requirements for students, as well as the standards MIT&Unitec will meet.

### 1.2. Scope

#### 1.2.1 For the purposes of these Regulations, the term 'programme' is deemed to include all MIT&Unitec educational offerings (including programmes, micro-credentials, and short courses), unless expressly stated.

Where used in these Regulations, the term 'course' refers to the smallest component of a programme. A specified course or collection of courses forms a programme.

#### 1.2.2 The *Student Regulations* in place at the time of enrolment apply to all students who are applying for enrolment, currently enrolled, or participating in any programme at MIT&Unitec, except where otherwise specified in the Programme Regulations or a third-party delivery agreement.

**Note:** Not all sections of the Student Regulations apply to every student.

*In the context of these regulations the time of enrolment is the start of the course occurrence on which the student is enrolled.*

#### 1.2.3 In addition to the *Student Regulations*, students are also bound by:

- Programme Regulations which prescribe requirements, including for entry into and completion of each programme, and the courses making up the programme; and
- MIT&Unitec policies, procedures, and processes that give effect to the *Student Regulations*.

Where Programme Regulations or policies, procedures or processes have been amended after a student first enrolled in a programme, the latest approved version of the Programme Regulations shall apply to any current or future enrolments.

#### 1.2.4 The *Student Regulations* are intended to be consistent with relevant New Zealand legislation, external-regulatory, standard setting, and funding body requirements, and MIT&Unitec statutes.

#### 1.2.5 If there is an inconsistency between the *Student Regulations* and other Programme Regulations, policies, procedures, or processes, the *Student Regulations* will prevail, unless stated otherwise.

1.2.6 In the event of any inconsistency between MIT&Unitec documents and legislative provisions, the following order of precedence shall be applied:

- New Zealand legislation;
- MIT&Unitec statutes;
- Student Regulations;
- Programme regulations; and
- MIT&Unitec policies, procedures, and processes.

Where there is any conflict between these Regulations and any external regulatory, standard setting, or funding body requirements, the *[Delegated Authority]* will determine whether the regulations of that other authority will apply in respect to that programme. In making such a determination, they will consider any agreements and/or arrangements that exist between MIT&Unitec and the external authority, maintenance of the academic integrity of the programme, and any other relevant factors.

1.2.7 In exceptional circumstances, the *[Delegated Authority]* may approve exceptions to the provisions outlined in these Regulations. Information about all exceptions approved under this section must be reported to the next meeting of the Academic Committee.

1.2.8 Information regarding relevant requirements set out in specific Programme Regulations will be provided to students in programme and course information. Regulations, policy, and procedure documents are available on the MIT&Unitec website. Students are encouraged to familiarise themselves with this information.

### 1.3. Changes to this document

1.3.1 The *Student Regulations* are approved by MIT&Unitec Academic Committee and Senior Leadership Team.

1.3.2 The *Student Regulations* are reviewed periodically and issued annually.

1.3.3 Information provided to students will be updated where necessary to reflect any changes made to the *Student Regulations*. MIT&Unitec will inform students of any changes to these Student Regulations made outside of the regular review cycle, where such changes may affect them.

### 1.4. Reciprocal responsibilities

1.4.1 In the context of their enrolment at MIT&Unitec, students are expected to act with honesty and integrity, and:

- Actively participate and engage in their learning;
- Familiarise themselves with, and follow MIT&Unitec regulations and policies;
- Comply with New Zealand law;
- Provide accurate and truthful information;
- Engage respectfully with staff, other students, and the wider community;
- Respect the rights and property of others both on and off campus;
- Report any instances of misconduct or unsafe behaviour (including harassment, bullying and discrimination);

- Follow health and safety instructions;
- Maintain confidentiality of personal and sensitive information;
- Use MIT&Unitec resources responsibly and sustainably.

1.4.2 Students can expect MIT&Unitec to:

- Treat students respectfully, fairly, and transparently;
- Provide a quality learning experience;
- Promote an inclusive learning experience;
- Provide services supporting learning and wellbeing;
- Provide regular and constructive feedback on academic progress;
- Provide accessible regulations, policies, procedures, and processes;
- Appropriately manage and protect personal information;
- Provide opportunities for student involvement, and encourage and consider student feedback;
- Treat concerns, complaints, and misconduct seriously and fairly, following a clear and transparent process;
- Meet the requirements set out under the Education (Pastoral Code of Tertiary and International Learners) Code of Practice 2021.

1.4.3 Harassment, discrimination, and bullying in any form will not be tolerated and will be dealt with in accordance with section 14: Student concerns and complaints and may be treated as misconduct for the purposes of section 15: Student misconduct.

## 2. Admission and enrolment

### 2.1. General provisions

2.1.1 Before students can enrol at MIT&Unitec, they must complete and sign (digitally for online applications) all relevant admission and enrolment forms, and provide evidence of identity and eligibility to study in New Zealand:

*Admission and Enrolment forms are available on the MIT&Unitec website and from the [Designated Contact]. Where students have a legal guardian or have granted power of attorney to someone else, then that person may sign the form on behalf of the student.*

2.1.2 Failure by students to complete an *MIT&Unitec admission, registration, or enrolment form* correctly and truthfully, or to provide the necessary documents to confirm identity, citizenship, and any other information requested by MIT&Unitec, may result in their application being declined or their enrolment being cancelled (see section 2.9: Refusal or cancellation of enrolment).

2.1.3 Students enrolled at MIT&Unitec will be classified as either domestic students or international students (see section 4.1 Paying fees - Domestic students).

## 2.2. Name and gender changes

- 2.2.1 Students who have officially changed their name or gender must provide MIT&Unitec with appropriate evidence to support the change including, but not limited to a:
- Marriage Certificate or Civil Union Certificate;
  - Dissolution of Marriage Certificate;
  - Birth Certificate;
  - Name Change Certificate (for students whose births are not registered in New Zealand); or
  - Statutory Declaration issued by the Registrar of Births, Deaths, and Marriages.
- 2.2.2 Name and gender preferences will be sought and recorded at enrolment, and MIT&Unitec will endeavour to respect and accommodate these preferences. Where students have not officially changed their name or gender, external legal requirements may limit MIT&Unitec's ability to do this in all situations. MIT&Unitec records gender according to the Department of Internal Affairs gender settings.
- 2.2.3 Limitations may be imposed on the use of preferred names (e.g. where they are considered offensive, are longer than 30 characters, are an official title or rank or resemble one, or are spelled with numbers or symbols).

## 2.3. Entry requirements

- 2.3.1 To be considered for enrolment at MIT&Unitec, students must be an eligible person as defined in the Education and Training Act 2020.
- 2.3.2 The detailed criteria for entry into and completion of MIT&Unitec programmes are outlined in the relevant Programme Regulations. Where applicable, students must meet the minimum entry requirements and any pre-requisites for the programme before they can enrol. They must also provide appropriate evidence of meeting such requirements.
- 2.3.3 **Special admission:** Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme may be eligible to be enrolled. Such decisions must consider any applicable pre-requisites and will be made by the *[Delegated Authority]*.
- 2.3.4 **Discretionary admission:** Students who have not attained the age of 20 years and do not hold the required minimum entry requirements may be eligible to be enrolled in exceptional circumstances where they can demonstrate capability for study at the required level. Such decisions must consider any applicable pre-requisites and will be made by the *[Delegated Authority]*.

## 2.4. Maximum credit load

- 2.4.1 Students may not enrol in more than 60 credits in any one semester or more than 30 credits in any quarter or summer semester, except in exceptional circumstances (such as demonstrated high academic performance) and with the approval of the *[Delegated Authority]*. This limit also applies where students are enrolled concurrently at more than one institution.

*To apply for approval to exceed the maximum credit load, students should contact the [Designated Contact].*

## 2.5. Limitations on enrolment

- 2.5.1 Where students meet the requirements for entry into a programme or course, they are entitled to be enrolled if places are available.
- 2.5.2 MIT&Unitec may limit enrolments in any programme or course when necessary. Reasons for limiting the number of enrolments include, but are not limited to, the availability of:
- Staff;
  - Accommodation (e.g., classroom space, work experience places, or health and safety constraints);
  - Equipment; and
  - Funded places.
- 2.5.3 If there are more eligible applicants than available places in a programme or course, selection will be based on criteria specified in the Programme Regulations. If no selection criteria are outlined in the Programme Regulations, places will be allocated on a first come first served basis (in the order fully completed applications accompanied by full documentation are received).
- 2.5.4 Where students provide evidence of meeting the required level of English language proficiency for entry into a programme, MIT&Unitec reserve the right to reconfirm, using a method determined by the *[Delegated Authority]*, that the student has sufficient English language proficiency to have a reasonable chance of success in the programme.

## 2.6. Alternative programmes or courses

- 2.6.1 Where students apply for a programme or course that is not available or is full, MIT&Unitec may place the student on a waiting list and/or offer them entry into an alternative programme or course.
- 2.6.2 Students will be notified at the time of application if the programme or course in which they wish to enrol is full. They will be advised whether they will be placed onto a waiting list and/or offered the opportunity to select an alternative programme or course.

## 2.7. Confirmation of accepted or declined entry

- 2.7.1 Students will be informed in writing of the outcome of their application for entry into a programme or course.

## 2.8. Late enrolment

- 2.8.1 Unless otherwise specified in the Programme Regulations, students may be accepted for late enrolment by the *[Delegated Authority]* up to 10 per cent of the course duration. In exceptional circumstances this period may be extended at the discretion of the *[Delegated Authority]*. For international students, the decision to allow late enrolments in exceptional circumstances must be made in consultation with the *[Designated Contact]*.
- 2.8.2 All decisions to allow late enrolments must consider the student's likelihood of success following late enrolment. All students accepted for enrolment after 10 per cent of the course duration will be provided with an Individual Learning Plan provided by the school. Nothing in this section prevents the school from requiring an Individual Learning Plan for any learner.
- 2.8.3 Until they are officially enrolled at MIT&Unitec, students may not attend classes (in person or online).

## 2.9. Refusal or cancellation of enrolment

### 2.9.1 MIT&Unitec may refuse to permit, or may cancel the enrolment of students who:

- Do not meet the minimum entry requirements or any pre-requisites for a programme (see section 2.3: Entry requirements) or course;
- Have a history of repeated enrolments followed by non-attendance, withdrawal, or non-completion;
- Are not of good character (including, but not limited to, having history of non-payment of fees, a criminal conviction, a history of breaching any tertiary institution's regulations or policies, or misconduct during enrolment);
- Have been guilty of misconduct or a breach of discipline (see section 15: Student misconduct);
- Are enrolled for full-time instruction in another institution or in secondary school (see section 2.11: Enrolment provisions for specific student groups); or
- Have made insufficient progress at MIT&Unitec or another tertiary institution (see section 13: Insufficient academic progress).

*The above factors will not automatically prevent enrolment or re-enrolment at MIT&Unitec. Students who may be affected by this provision are encouraged to discuss their circumstances with the [Designated Contact].*

### 2.9.2 Students whose enrolment has been cancelled because of misconduct will not be re-enrolled at MIT&Unitec until their term of exclusion has been lifted or expired. The [Delegated Authority] determines the term and conditions of exclusion in each case (see section 15: Student misconduct).

### 2.9.3 Where, subsequent to enrolment, students are found to have falsified evidence or not disclosed required information relevant to meeting the entry requirements for a programme, this will be treated as misconduct (see section 15: Student misconduct) and is likely to result in the cancellation of a student's enrolment without a refund of fees (see section 2.9: Refusal and cancellation of enrolment).

### 2.9.4 Where falsification or non-disclosure results in a student no longer meeting the minimum entry requirements for a programme, their enrolment may be automatically cancelled (without the need to complete the misconduct investigation process – see section 16: MIT&Unitec investigation procedure).

### 2.9.5 Students with an outstanding debt to MIT&Unitec may be excluded from re-enrolling (see section 2.9: Refusal or cancellation of enrolment and section 4.3: Consequences of unpaid fees). Students with a company or other third-party bad debt may re-enrol if they are paying their fees themselves or through a student loan or other third-party. Students cannot enrol or re-enrol using a company or other third-party invoice for payment where the company or third-party has a debt. Students with a history of non-payment of fees may be required to pay their fees before they will be re-enrolled at MIT&Unitec.

### 2.9.6 Where mandated by the Government, MIT&Unitec may require students to meet certain health or vaccination requirements (or hold a valid exemption) to access MIT&Unitec campuses. MIT&Unitec may refuse to permit or cancel the enrolment of students who do not provide sufficient proof of meeting these criteria within specified time frames.

### 2.9.7 When required, Immigration New Zealand will be immediately notified where enrolments of international students are cancelled.

## 2.10. When enrolment becomes official

- 2.10.1 MIT&Unitec will issue a confirmation of enrolment to students once they have been accepted onto a programme. This will include:
- The specified teaching periods for their course(s) (course timetable);
  - Information about withdrawal periods (see section 6: Withdrawals);
  - A statement of applicable fees / course costs for the programme; and
  - Any information required under the Education (Pastoral Care of Tertiary and International Learners) Code of Practice.
- 2.10.2 Students are deemed to be enrolled in a programme when:
- The relevant form(s) for admission, registration and enrolment have been:
    - Completed and signed by the student (forms may be signed either in person or, when enrolling online, by online acceptance);
    - Submitted through the appropriate enrolment channels; and
  - They have received an offer of enrolment from MIT&Unitec; and
  - They have either:
    - Paid their fees or have made provision for their fees to be paid; or
    - Not paid their fees but have engaged with the course.
- 2.10.3 If enrolled for more than 4 credits, students will be issued an ID card at the time of enrolment. This card may be required to access MIT&Unitec services and is required for entry to MIT&Unitec examinations.

## 2.11. Enrolment provisions for specific student groups

- 2.11.1 The following table details enrolment provisions for specific student groups:

| Group   | Enrolment details  |
|---|--|
| Students under 16 years (excluding School of Secondary-Tertiary Studies, Trades Academy, and STAR students) | <p><b>Full-time study:</b> Students under 16 years of age who wish to enrol full-time at MIT&amp;Unitec must provide:</p> <ul style="list-style-type: none"><li>▪ An <i>Early Leaving Exemption Certificate</i> from the Ministry of Education</li><li>▪ Evidence of support from a parent, guardian, or caregiver.</li></ul> <p><b>Part-time study while still at school:</b> Students under 16 years of age who wish to enrol part-time at MIT&amp;Unitec while staying at school must provide a letter from their school principal confirming that:</p> <ul style="list-style-type: none"><li>▪ They are capable of managing both secondary and tertiary study; and</li><li>▪ The principal has approved their attendance at MIT&amp;Unitec.</li></ul> <p>Enrolment will only be approved if MIT&amp;Unitec is satisfied the student has a reasonable likelihood of success.</p> <p>Students must be at least 16 years of age at the course start date to be exempt from the above requirements. If they are 15 at the start date, all conditions listed above must be met.</p> |



| Group   | Enrolment details  |
|---|--|
| Students who are still at school ( <i>incl. the School of Secondary-Tertiary Studies, Trades Academy, and STAR students</i> ) | In most cases, students who are enrolled at secondary school cannot be enrolled in courses that require them to be absent from school to complete their studies. These students can only enrol at MIT&Unitec during school hours in specific programmes such as the School of Secondary-Tertiary Studies, Trades Academy, and STAR funded courses.   |
| Students with the Department of Corrections / Forensic Mental Health Services   | <p>Students who are in a correctional or forensic mental health facility and wish to apply for a programme not covered by publicly funded programmes designed for prisoners or forensic mental health patients, may be eligible to enrol at MIT&amp;Unitec provided:</p> <ul style="list-style-type: none"> <li>▪ They meet the entry requirements for the programme;</li> <li>▪ They can take part in the programme based on its mode of delivery;</li> <li>▪ They can fulfil all programme requirements, such as attendance and placement obligations.</li> </ul> <p>Such students may have to complete a pre-enrolment assessment to determine their readiness and suitability for study.</p> |
| Students who are studying in another provider's programme at MIT&Unitec   | <p>Students who are not enrolled with MIT&amp;Unitec but who are studying in a programme delivered by another provider at a MIT&amp;Unitec campus must enrol and follow the enrolment process of that provider.</p> <p>In some cases, these students may be entitled to use specified MIT&amp;Unitec support services (e.g., library, computers, cultural support). Students will be informed where this is the case. Whilst engaging in study based at or through MIT&amp;Unitec these students will have to follow MIT&amp;Unitec regulations, policies, and rules for the use of these services.</p>  |
| International Students  | <p>MIT&amp;Unitec may refuse to allow or may cancel the enrolment of international students who do not meet the terms of their student visa.</p> <p>International students who will be under the age of 18 years of age at the commencement of a proposed programme of study, may only be enrolled with the approval of the <i>[Delegated Authority]</i>.</p>  |

### 3. Recognition of Prior Knowledge and Skills (RPKS)

#### 3.1. General

3.1.1 Recognition of prior knowledge and skills (RPKS) includes assessment and recognition of prior learning, cross credit, and credit transfer. These processes recognise formal, informal, and non-formal learning. Credit may be granted when evidence provided by the applicant shows the learning is:

- Current;
- Equivalent to the learning outcomes of the course for which credit is sought; and
- At the same level or a higher level than the course.

- 3.1.2 RPKS credit is assessed and awarded at a course level only. It will not be awarded for an assessment making up part of a course.
- 3.1.3 RPKS may be pre-approved to allow automatic crediting of courses between agreed programmes through cross credit or credit transfer. This typically occurs through articulation agreements or where students transition from lower-level embedded programmes into higher-level programmes. Where this is available, it will be clearly stated in programme information.
- 3.1.4 RPKS is available for all programmes subject to limitations outlined in section 3.5: Limitations on the granting of RPKS.
- 3.1.5 RPKS is available to current MIT&Unitec students, those in the process of enrolling, and for anyone seeking the award of a qualification through MIT&Unitec (subject to the provisions set out in these Regulations). Non-MIT&Unitec students seeking the award of a qualification from MIT&Unitec through RPKS will have to complete a MIT&Unitec enrolment for the purposes of the awarding of credit for the qualification.

### 3.2. Applying for RPKS

- 3.2.1 Students may apply for RPKS by completing and submitting an *RPKS Application form*.  
*RPKS Application forms and further information is available on the MIT&Unitec website or from the [Designated Contact].*
- 3.2.2 Applicants who wish to seek credit for courses as part of their enrolment, must formally request RPKS at least 30 working days before the course start date, unless otherwise agreed by the *[Delegated Authority]*.
- 3.2.3 Students seeking credit through RPKS for pre-requisite or compulsory courses in a programme, must obtain RPKS for those courses before enrolling in the subsequent course.
- 3.2.4 If students realise after starting a course that they may be eligible for RPKS, they should seek guidance from the teacher responsible for the course. In these circumstances MIT&Unitec withdrawal (see section 6: Withdrawals) and refund (see section 8: Refunding fees) provisions will apply. Until RPKS credit is approved, students should remain enrolled and continue attending the course.
- 3.2.5 International students wishing to be granted RPKS should contact the *[Designated Contact]* in the first instance. All international documentation, if not in English, must be authenticated and translated by an approved translator before it is accepted.

### 3.3. Assessment of RPKS (equivalence assessment)

- 3.3.1 Applicants for RPKS must provide appropriate and authentic evidence to support their application.
- 3.3.2 After receiving an RPKS application, MIT&Unitec will assign an RPKS assessor to determine whether the applicant's prior knowledge and skills are current and equivalent to the course learning outcomes. Each RPKS application will be considered on its own merits.
- 3.3.3 Subject to limitations set out in section 3.5 Limitations on the granting of RPKS, applicants whose prior knowledge and skills are equivalent to the achievement of the course learning outcomes will be granted credit for the course.

- 3.3.4 Students will be kept regularly informed of the progress of their application.
- 3.3.5 Misconduct during the RKPS process will be treated as academic misconduct and will be dealt with in accordance with student misconduct provisions set out in these Regulations (see section 15: Student misconduct).
- 3.4. Fees
- 3.4.1 RPKS fees are charged for the equivalence assessment (see section 3.3: Assessment of RPKS) and are non-refundable. Fees are to be paid prior to the equivalence assessment being undertaken by MIT&Unitec.
- 3.5. Limitations on the granting of RPKS
- 3.5.1 Some programmes may limit the recognition of credit through RPKS. Where this is the case, it will be outlined in the Programme Regulations.
- 3.5.2 Unless otherwise stated in the relevant Programme Regulations or prescribed by an external regulatory body, the following limitations apply to the granting of credit for RPKS:
- Learning for which credit is sought via credit transfer or cross credit must have taken place within the past five years;
  - No RPKS credit will be granted for capstone or compulsory research projects, including theses and dissertations, at Level 7 or above; and
  - No more than two thirds of programme credits may be awarded through RPKS.
- In exceptional circumstances, the Chair of the Academic Committee may waive requirements set out in this section for an individual student or for the programme.
- Applications to waive these requirements should be made as part of the application for RPKs using the RPKS Application form.*
- 3.5.3 In most cases, RPKS credits can be used once only towards a specific programme or course.
- 3.6. Other considerations
- 3.6.1 Domestic student eligibility for student loans and allowances may be affected by RPKS.
- 3.6.2 International students who are granted RPKS may need to update their visa with Immigration New Zealand. They are encouraged to seek advice from the *[Designated Contact]* at MIT&Unitec to ensure all visa requirements are met.

## 4. Paying fees

- 4.1. Domestic students
- 4.1.1 By the start of the course fees must be paid in full, or a signed agreement made for payment by instalments.
- 4.1.2 To qualify for domestic fees, students must verify their status as a domestic student before enrolling. Domestic students include:
- Citizens or residents of New Zealand, the Cook Islands, Tokelau, or Niue;
  - Australian citizens or permanent residents living in New Zealand;

- Recognised refugees and their partners and children; and
- Any other class of visa holder approved for domestic fees by the Ministry of Education.

Students will be considered an international student until sufficient documentation is provided proving they are domestic (see also section 8.3.6: Refunds — International students).

- 4.1.3 In exceptional circumstances, students may be approved to pay their fees in instalments. Where students are eligible for a student loan, payment in instalments will not normally be approved. Agreements for the payment of fees in instalments will incur an administration fee.

*Students may apply to pay fees in instalments by completing and submitting an Instalment Application form. Instalment Application forms for domestic students are available from the [Designated Contact/s]. Completed forms must be submitted to the [Designated Contacts] along with supporting information.*

- 4.1.4 Where fees are paid by instalment, payment must be completed by the end of the course.

- 4.1.5 Fees may also be paid by a third-party (e.g. employer).

*Students who would like more information about this option should contact [Designated Contact].*

## 4.2. International students

- 4.2.1 Fees must be paid in full by the start of the course.

## 4.3. Consequences of unpaid fees

- 4.3.1 Students who do not pay their fees are in breach of their enrolment agreement with MIT&Unitec and may be referred to a debt collection agency. This could result in additional fees and may affect their credit rating.

*Students with unpaid fees should contact [Designated Contact] as soon as possible to discuss options for payment.*

- 4.3.2 Until students have paid their fees in full, they will not be:

- Enrolled in further programmes or courses (see section 2.9: Refusal or cancellation of enrolment);
- Issued with an academic transcript (see section 12.8 Academic Transcript);
- Granted the award for which fees are owed (see section: 19.2 Eligibility for awards); or
- Eligible to have their academic records confirmed to a third-party.

## 4.4. Fees paid by a company or other third-party

- 4.4.1 Companies or third parties that agree to pay student fees either in writing to MIT&Unitec or through the provision of a purchase order number, are responsible for any outstanding fees, even if the student withdraws or transfers their enrolment or no longer works for the company.

## 5. Cancellations, postponements, and timetable changes

### 5.1. Cancellation or postponement of a programme or course

#### 5.1.1 MIT&Unitec reserves the right to cancel or postpone a programme or course if:

- There are insufficient enrolments before the programme or course is planned to start; or
- For any other reason where it is necessary for the sound management of MIT&Unitec and its resources.

Programmes or courses may be cancelled or postponed by the *[Delegated Authority]*. When this occurs, affected students will be given as much notice as practicable. For programmes where international students have been enrolled, a minimum of three (3) months' notice will be given before cancellation or postponement, unless an exception is approved by the *[Delegated Authority]*.

#### 5.1.2 Where MIT&Unitec cancels or postpones a programme or course, and an equivalent cannot be provided, the student will be withdrawn, and all fees will be (as decided by the student):

- Refunded in full; or
- Credited to another programme or course.

#### 5.1.3 Immigration New Zealand will be notified where cancellations or postponements affect international students.

#### 5.1.4 MIT&Unitec disclaims liability in the event of a programme or course being cancelled or postponed from delivery for an indefinite period because of circumstance(s) beyond MIT&Unitec control.

### 5.2. Timetable changes

#### 5.2.1 MIT&Unitec will endeavour to provide at least one week's notice of timetable changes.

- Where a permanent change is made to the delivery day, time or campus which disadvantages students, MIT&Unitec will endeavour to provide an alternative course that meets their requirements or will withdraw the student enrolment and refund their fees in full.
- Where a temporary change is required to be made to the timetable due to matters outside MIT&Unitec control, alternative delivery options will be provided to ensure students are not disadvantaged by the change.

## 6. Withdrawals

### 6.1. General provisions

#### 6.1.1 Students may withdraw from a course before the start date by advising MIT&Unitec in writing (e.g. email or by completing a *Withdrawal and Transfer Application Form*).

#### 6.1.2 Students may apply to withdraw from a course after the course start date by completing and submitting a *Withdrawal and Transfer Application Form*.

*Forms are available from the [Designated Contacts]. Completed forms and supporting information are to be submitted to the [Designated Contacts].*

#### 6.1.3 Withdrawal applications will only be accepted within the course duration.

- 6.1.4 The withdrawal date will be the date which the completed *MIT&Unitec Withdrawal and Transfer Application form* is received by the *[Designated Contacts]*.
- 6.1.5 The withdrawal period starts from the course start date, and **not** the programme start date or the date on which the student started the course.
- 6.1.6 Where students transfer between courses, the withdrawal/transfer dates will apply from the start date of the course in which they initially enrolled.
- 6.1.7 Withdrawal from a course does not affect a student's right to apply for re-enrolment in that course, except where they have a history of repeated enrolments followed by withdrawal (see section 2.9.1: Refusal or cancellation of enrolment).
- 6.1.8 MIT&Unitec may cancel a student's enrolment in a course if pre-requisites are not met (see section 2.9.1: Refusal or cancellation of enrolment). Students who enrol in a course before receiving their results and subsequently fail a pre-requisite will be withdrawn from the affected course/s. In such cases, MIT&Unitec will contact the student to discuss alternative course enrolment options and confirm whether course fees will be refunded.
- 6.1.9 Students who enrol and become subject to exclusion because of insufficient academic progress, will be withdrawn from any affected courses and associated fees will be refunded (see section 2.9.1: Refusal or cancellation of enrolment and section 13: Insufficient Academic Progress).
- 6.1.10 Immigration New Zealand will be notified of withdrawals of international students.

## 6.2. Withdrawal by MIT&Unitec

- 6.2.1 MIT&Unitec may withdraw students from a course where there is no evidence of course engagement. Before doing this, MIT&Unitec will try to contact students to determine whether they wish to remain enrolled. If students do not respond to these efforts, they will be deemed to have withdrawn.
- 6.2.2 Students enrolled in attendance only courses which are longer than two weeks will be automatically withdrawn if they do not attend in the first two weeks of their enrolment. Students will be advised that they have been withdrawn. These students may not re-enrol unless the *[Delegated Authority]* approves the re-enrolment. Re-enrolment will only be considered in exceptional circumstances, for instance, injury, bereavement, critical family business or company business, and where appropriate written supporting documentation has been supplied.
- 6.2.3 In exceptional circumstances, students may be withdrawn from a course at the discretion of the *[Delegated Authority]*.

## 6.3. Academic consequences of withdrawal

- 6.3.1 The table below outlines what will be recorded on the academic record of students who withdraw, or are withdrawn, from a course (this will apply for both domestic and international students):

| Date of withdrawal               | Academic Record   |
|----------------------------------|---|
| Up to 10% of the course duration | There will be no academic record for the relevant course. |

| Date of withdrawal                             | Academic Record  |
|--|--|
| After 10% and up to 80% of the course duration | The grade 'W' or 'WD' (withdrawn from course) will be recorded against the relevant course     |
| After 80% of the course duration               | The grade 'NC' or 'DNC' (did not complete course) will be recorded against the relevant course |

## 7. Transfers

### 7.1. Transfers between/within programmes or courses at MIT&Unitec

- 7.1.1 Students may apply to transfer between MIT&Unitec programmes or courses, or within a programme between strands, specialisations, or majors by completing and submitting a *Withdrawal and Transfer Application* form.

*Forms for are available from the [Designated Contacts]. Completed forms and supporting information are to be submitted to the [Designated Contacts].*

- 7.1.2 Transfers are only accepted:

- In accordance with the relevant Programme Regulations;
- In accordance with section 2.8: Late enrolment;
- Within the current academic year;
- Where places are available in the relevant course; and
- With the approval of the *[Delegated Authority]*.

- 7.1.3 Transfer time frames are calculated from the start date of the course in which the student enrolled, i.e., where students transfer into a course and later withdraw from that course, the withdrawal date will be calculated from the date of their initial enrolment (see section 6.3.1 Academic consequences of withdrawal).

- 7.1.4 The date of transfer will be the date that the completed *Withdrawal and Transfer Application* form is received by the relevant *[Designated Contact]*.

- 7.1.5 Transfers are treated as withdrawals for the purposes of the academic consequences entered on the student's academic record (see section 6.3 Academic consequences of withdrawal).

- 7.1.6 Students who wish to transfer within a suite of nested programmes (e.g., a diploma equivalent to the first year of a degree, or from a postgraduate certificate to a postgraduate diploma), may apply to do so at any time during their enrolment. Where students are transferring courses as part of this process, section 7.1.2 will apply.

### 7.2. Fees associated with transfers

- 7.2.1 An administration fee may be charged for each transfer initiated by students. The fee must be paid before the transfer application will be processed.
- 7.2.2 Where transfers involve the payment of further fees, students must pay or arrange for payment of the additional fees when requesting the transfer.

- 7.2.3 Students must pay any direct costs (e.g., equipment, uniform, books) incurred by MIT&Unitec because of the transfer.

### 7.3. Transfers of international students

- 7.3.1 By accepting a place in a MIT&Unitec programme, international students enter an agreement with MIT&Unitec for the period defined in their student visa. Unless their circumstances fall within specific criteria set out in sections 8.3: Refunds for international students or 8.4: Refunds on compassionate or exceptional grounds, there will be no transfer of tuition fees for study within this period.
- 7.3.2 Where Immigration New Zealand requires the payment of one year's tuition fees for students to obtain a visa, no tuition fees will be transferred if the student does not complete the full year of study.
- 7.3.3 Immigration New Zealand will be notified of transfers of international students.

### 7.4. Deferral of study of international students

- 7.4.1 International Students can only defer their study for one enrolment period, or as otherwise stated in the Programme Regulations.
- 7.4.2 International students who wish to defer their study must first meet with Immigration New Zealand to apply for a change of visa status. Once the change of visa has been approved by Immigration New Zealand, students must meet with staff from the *[Designated Contact]* to arrange the deferral of their studies.
- 7.4.3 Applications to defer study must be submitted at least ten (10) working days before the start of the course/s the international student wishes to defer.

## 8. Refunding fees

### 8.1. General provisions

- 8.1.1 Refunds will only be made as outlined in this section.
- 8.1.2 Refunds will be calculated from the date that a completed *Withdrawal and Transfer Application* form is received by MIT&Unitec (see section 6: Withdrawals).
- 8.1.3 Except as outlined in this section, Students who withdraw from, or cease attending, a course before paying their fees remain responsible for the payment of all outstanding fees.
- 8.1.4 Where students owe other fees to MIT&Unitec, those fees will be deducted from any refund.
- 8.1.5 Refunds will be paid directly into a bank account. Printed confirmation of the bank account details (e.g., a deposit slip, bank statement or similar document that meets MIT&Unitec audit requirements) is required before a refund will be made.
- 8.1.6 Where it is known that student fees have been paid by a recognised third-party (including student loans), the refund will be issued to that third party. The refund will only be paid to the student if they provide sufficient evidence, such as a written authority from the third party, allowing payment to be made to them.



- 8.1.7 Overpayments will be refunded into the same account from which the funds originated. No exceptions will be granted, except that where the originating bank account has been closed, in which case the overpayment will be refunded into the student's nominated bank account in the same jurisdiction as the originating bank account. Any refunds due to overpayments must be authorised by the *[Delegated Authority]*.
- 8.1.8 Refunds for international students transferring to another institution will be paid directly to that institution.
- 8.1.9 Students are responsible for any bank fees, transaction fees, duties, or taxes related to the refund. These may be deducted from the refund amount.
- 8.1.10 Where MIT&Unitec administers external examinations on behalf of an external organisation (e.g. a regulatory body), fees will be refunded less an administration fee, provided MIT&Unitec is notified of the withdrawal before the cut-off date set each year. Where fees have been sent to the examining body, students must request the refund directly from the appropriate organisation, within the publicised time frame.
- 8.1.11 No refund of less than \$100.00 (including GST) will be made.
- 8.1.12 Exceptions to this section will be approved by the *[Delegated Authority]*.

## 8.2. Refunds – Domestic students

- 8.2.1 Fees for domestic students will only be refunded in the following circumstances:

| Circumstances under which fees will be refunded   | Refund  |
|---|---|
| <ul style="list-style-type: none"> <li>All courses other than short courses or micro-credentials - <i>Withdrawal and Transfer Application</i> form (or email notification) is received by MIT&amp;Unitec before the course start date and up to 10% of the course duration.</li> <li>Short courses or micro-credentials of 12 weeks duration or less - <i>Withdrawal and Transfer Application</i> form (or email notification) is received by MIT&amp;Unitec five (5) working days or more prior to the course start date. Micro-credentials over 12 weeks' duration will be treated as a course.</li> <li>MIT&amp;Unitec withdraws student where there is no evidence of course engagement (see section 6.2: Withdrawal by MIT&amp;Unitec).</li> <li>MIT&amp;Unitec cancels an enrolment where the student has not passed a pre-requisite course or has made insufficient academic progress (see sections 6.1.8 - 6.1.9: Withdrawals).</li> <li>Course cancelled or postponed (see section 5: Cancellations, postponements, and timetable changes).</li> </ul> | <p>100% tuition fees</p> <p>100% resource fees where these apply (<i>provided physical resources are returned unused</i>)</p> |
| <ul style="list-style-type: none"> <li>Compassionate or exceptional circumstances (see section 8.4: Refunds on compassionate or exceptional grounds).</li> </ul>  | <p>As determined by <i>[Delegated Authority]</i></p>  |

### 8.3. Refunds - International students

8.3.1 By accepting a place in a programme, international students enter a legally binding agreement with MIT&Unitec for the period specified in their student visa. Fees will only be refunded in the following circumstances:

| Circumstances under which fees will be refunded  | Refund  |
|--|---|
| <ul style="list-style-type: none"> <li>MIT&amp;Unitec declines or withdraws an offer of a place to the student.</li> <li>Programme or course is cancelled or postponed (see section 5: Cancellations, postponements and timetable changes).</li> </ul>   | <p>100% tuition fees</p> <p>100% resource fees where these apply (<i>provided physical resources are returned unused</i>)</p>   |
| <ul style="list-style-type: none"> <li>Student visa application or extension to the visa is rejected by Immigration New Zealand, and: <ul style="list-style-type: none"> <li>Student has not commenced study for the relevant period</li> <li>an <i>International Student Withdrawal and Transfer Application</i> form (or email notification), including appropriate evidence that the application has been rejected by Immigration New Zealand, is received by MIT&amp;Unitec within at least ten (10) working days of the student receiving notification from Immigration New Zealand.</li> </ul> </li> <li><i>International Student Withdrawal and Transfer Application</i> form (or email notification) received by MIT&amp;Unitec at least ten (10) working days before the earliest course start date.</li> </ul>   | <p>100% tuition fees</p> <p>100% resource fees where these apply (<i>provided physical resources are returned unused</i>)</p> <p>A \$500 admin fee may be charged</p> |
| <ul style="list-style-type: none"> <li><i>International Student Withdrawal and Transfer Application</i> form requesting transfer to another institution received by MIT&amp;Unitec (including an offer letter from the other institution) at least ten (10) working days before the earliest course start date.</li> <li>MIT&amp;Unitec withdraws or declines to offer a place <u>before</u> the earliest course start date because of a student supplying fraudulent information.</li> </ul>  | <p>70% of tuition fees*</p> <p>100% resource fees where these apply (<i>provided physical resources are returned unused</i>)</p>                                      |
| <ul style="list-style-type: none"> <li>Student has paid one year's tuition fees to be granted a student visa and does not complete the full year of study.</li> <li>Student is on a student visa and fails to enrol at MIT&amp;Unitec before the start date of the earliest course.</li> <li><i>International Student Withdrawal and Transfer Application</i> form is received by MIT&amp;Unitec less than ten (10) working days before the earliest course start date.</li> <li>Student has started study but has not obtained or maintained a student visa or has had their visa application rejected;</li> <li>Student has deferred their study for an enrolment period (see section 7.4: Deferral of study of international students) but does not enrol and/or attend as agreed; or</li> <li>Where Immigration New Zealand requires the enrolment of the student with a special visa application under section 61 of the Immigration Act 2009 to be cancelled.</li> <li>Enrolment is cancelled because of misconduct (see section 15: Student misconduct).</li> </ul> | <p>No tuition or resource fees will be refunded</p>   |

| Circumstances under which fees will be refunded  | Refund   |
|--|--|
| <ul style="list-style-type: none"> <li>Compassionate or exceptional circumstances (see section 8.4.3: Refunds on compassionate or exceptional grounds).</li> </ul> | As determined by<br><i>[Delegated Authority]</i> |

- 8.3.2 MIT&Unitec will not reimburse students any commission or fees paid to an agent. Students must seek reimbursement directly from the agent for any fees they have paid. Any commission or fees paid by MIT&Unitec relating to the student recruitment, enrolment or accommodation will be deducted from the amount of any refund payable. This includes (but is not limited to):
- Agent fees;
  - Homestay placement fees;
  - Airport shuttle fees;
  - Insurance; and
  - Any Visa administration fees.
- 8.3.3 Refunds will be paid to international students upon their return to their home country, except when they transfer to another institution within Aotearoa New Zealand (see section 7.3: Transfers of international students) or obtain a changed immigration visa. MIT&Unitec must be provided with appropriate evidence that the student has ceased studying in New Zealand. This includes documentation showing the cancellation of their student visa and confirmation of their return home, or verification of the changed immigration visa.
- 8.3.4 Refunds will be paid in New Zealand dollars or a nominated currency (at the current exchange rate) at the student's or recognised third party's (see section 8.1.6) reasonable discretion. MIT&Unitec is not liable for any exchange rate loss or bank fees charged upon payment of a refund. The agent commission is not refunded.
- 8.3.5 Refunds will be paid as follows:
- Directly into an overseas nominated bank account in the same jurisdiction from where the funds originated;
  - To another institution, if requested in writing with the applicant's signature and supported by evidence of an offer of place by the other institution and a Student Visa for that institution; or
  - To the student's bank account in New Zealand on sighting a changed immigration visa.
- 8.3.6 International students who gain residency after the start of a course will not receive a refund for that course. However, they will be treated as a domestic student for courses that start after they gain residency, whether in the same or a different programme (see section 4.1.2: Domestic student - eligibility for domestic fees). Any international fees paid in advance for courses that have not yet commenced will be refunded, provided the student notifies MIT&Unitec and provides sufficient evidence of their changed residency status).

## 8.4. Refunds on compassionate or exceptional grounds

- 8.4.1 To be eligible for a refund on compassionate or exceptional grounds, a student's application to withdraw must be received within the academic year in which they are enrolled, and the following criteria must be met:
- **Compassionate grounds:** where the student's ability to study has been significantly affected by events beyond their control, including but not limited to:
    - Serious illness or injury;
    - Bereavement;
    - Major personal crises or major mental health issues.
  - **Exceptional grounds:** where the student's ability to study has been significantly affected by unexpected events beyond their control, including but not limited to:
    - Being called up for New Zealand armed forces duty;
    - Serious impact from being the victim of a crime etc.;
    - Being unable to travel to MIT&Unitec sites due to civil emergency;
    - Errors on the part of MIT&Unitec.
- 8.4.2 To request a refund on compassionate or exceptional grounds, students must submit a completed *Withdrawal under Compassionate or Exceptional Circumstances Application* form and appropriate documentary evidence (e.g. a medical certificate or other appropriate evidence of the illness, injury, or exceptional circumstances).
- For injury or illness, international students must provide medical reports from an Immigration New Zealand approved panel doctor. Further information about approved panel doctors is available from *[Designated Contact]* or Immigration New Zealand.
- Forms are available from the [Designated Contacts]. Completed forms and supporting information are to be submitted to the [Designated Contact].*
- 8.4.3 Refunds on compassionate and exceptional grounds will be decided at the discretion of the *[Delegated Authority]*. Decisions to approve a refund, and the amount of the refund, may consider how much of the course the student has completed before withdrawal. Partial refunds may be approved. Fees may also be transferred to another programme or course or to the same programme or course for a different intake. Students should not expect that repeat applications for compassionate or exceptional refunds will automatically be approved for the same or similar circumstances.

## 9. Engagement and attendance

### 9.1. General provisions

- 9.1.1 Students are expected to engage in all classes, including being punctual and present for the duration of classes, practica, work placements, and other in-person activities (whether face to face or online) and interacting in a timely manner with online content.
- 9.1.2 Some programmes or courses may have minimum attendance requirements outlined in the programme document. If applicable, these requirements will be communicated to students in course information. Failure to meet these requirements may result in students failing a course.
- 9.1.3 Attendance is recorded by the teacher for the course, for the duration of the course.

## 9.2. International students

- 9.2.1 International students must meet Immigration New Zealand attendance requirements to fulfil student visa requirements. Failure to attend may result in deportation. MIT&Unitec therefore urges international students to attend 100 per cent of the courses in which they are enrolled.
- 9.2.2 International students who are unable to attend any scheduled class/es are expected to advise the *[Designated Contact]* as soon as practicable.
- 9.2.3 In cases where an international student is absent for more than one scheduled course day, or has repeated absences, they must as soon as practicable provide the *[Designated Contact]* with:
- A medical certificate from an Immigration New Zealand approved panel doctor (in the case of illness or injury); or
  - Suitable documentation clearly indicating the reason(s) for non-attendance.
- 9.2.4 Where international students return to their home country due to illness or injury as outlined in section 8.4: Refunds on compassionate or exceptional grounds, they must as soon as practicable provide MIT&Unitec with medical reports from an Immigration New Zealand approved panel doctor. These medical reports may be required by Immigration New Zealand to consider whether there were genuine reasons for an absence/s.
- 9.2.5 Further information about approved visa requirements and panel doctors is available from Immigration New Zealand or *[Designated Contact]*.

## 10. Student research

### 10.1. Support for student research

- 10.1.1 Where research is being undertaken as part of their studies, students will be supported to achieve high research standards. Specifically (as relevant to the type and level of research being conducted):
- Staff will guide the development of research proposals;
  - The research proposal approval process will be rigorous and supportive;
  - Research will be appropriately supervised, and students will have access to the methodological expertise, discipline-specific knowledge, and practical wisdom needed to complete research;
  - Completed research must meet academic integrity standards;
  - The research examination process will be independent and rigorous; and
  - Students will be encouraged and supported to publish quality-assured research (unless otherwise stated, this applies only to postgraduate research).

Refer MIT&Unitec Conduct of Student Research Policy.

### 10.2. Supervision of postgraduate theses, dissertations, and research projects

- 10.2.1 Student proposals for a thesis, dissertation, or research project topic must meet the requirements for the type of proposal.

- 10.2.2 Supervisors will be appointed by *[Delegated Authority]* to support and guide students through the research process. This appointment will occur no later than six weeks from the start of the thesis, dissertation, or research project.
- 10.2.3 Students undertaking a thesis, dissertation, or research project of 60 credits or more will have at least two supervisors:
- At least one supervisor will have experience of supervising candidates to the successful completion of a Master's or Doctoral research component;
  - One supervisor will be designated as the principal supervisor, responsible for regular and frequent supervision;
  - Except for external supervisors or advisers, all supervisors shall be recorded in the MIT&Unitec Register of Supervisors;
  - A candidate undertaking a research project worth fewer than 60 credits may have one supervisor.
- 10.2.4 If a supervisor is unavailable and their absence would unreasonably disadvantage student progress, a substitute supervisor will be appointed by MIT&Unitec.
- 10.2.5 Where student work is not progressing satisfactorily due to an ineffective relationship with their supervisor(s), the *[Delegated Authority]* may arrange for a suitably qualified replacement.

### 10.3. Ethical approval for student research

- 10.3.1 Ethics approval is required for all research, including coursework research, that involves:
- Human or animal subjects;
  - Collaborative research between staff and students (to ensure the ethical implications of their relationship are appropriately considered);
  - Te ao Māori and Treaty of Waitangi dimension;
  - Any use of MIT&Unitec data that is not publicly available. If this data relates to personal or commercially sensitive information, the confidentiality and privacy implications must be considered by the *[Designated Contact]*. Additionally, if access to the MIT&Unitec student management system is required, approval must be obtained from the *[Delegated Authority]* and the Privacy Officer.
- 10.3.2 Research must not commence without written ethics approval from the Ethics Committee.
- For standardised research projects conducted as part of coursework, the teacher responsible for the course will seek ethical approval for the entire course;
  - For research that varies from student to student, particularly in higher-level courses, individual approval may be required.

*For advice on when and how to seek ethical approval, contact the teacher responsible for your course. A teacher will supervise each student research project that requires ethical approval. See the MIT&Unitec Guidelines for Ethical Approval for further information.*

## 11. Assessment

### 11.1. Assessment information

#### 11.1.1 Students will be advised at the start of a course about:

- Assessment information and requirements (including learning outcomes, assessment type, assessment weighting, assessment conditions, submission requirements including any mandatory assessments, academic integrity, extensions, late submissions including any penalties, resubmissions, permissible use of Generative AI (Artificial Intelligence), etc.;
- Assessment timetables;
- Assessment mark and course grade values (including pass requirements);
- How assessment outcomes will be reported;
- How to raise a concern or make a complaint regarding an academic decision and associated appeals provisions; and
- Arrangements for the return of assessment evidence.

#### 11.1.2 Students must familiarise themselves with the assessment rules and procedures for their course.

#### 11.1.3 Students are responsible for satisfying all summative assessment requirements and ensuring they attempt and complete required assessments at the scheduled time and/or place.

### 11.2. Changes to summative assessment after the course start date

#### 11.2.1 MIT&Unitec will not make changes to summative assessment requirements after a course begins, except in exceptional circumstances. Any such changes will be notified in writing to students enrolled in the course and will not disadvantage any student.

### 11.3. Summative assessment in te reo Māori

#### 11.3.1 Summative assessment may be completed in te reo Māori, provided an assessor approved by MIT&Unitec for language fluency and subject expertise is available. This does not apply where English or other language capability is specifically required.

#### 11.3.2 Students wishing to undertake assessments in te reo Māori should notify the *[Delegated Authority]* in writing at enrolment.

#### 11.3.3 The *[Delegated Authority]* will respond in writing to the request before the start of the course.

### 11.4. Assessment support for students with permanent disabilities or impairment

#### 11.4.1 Students with a permanent disability or impairment who are seeking assessment support must register with *[Designated Contact]* within two weeks of the start of the programme. Where appropriate, approval for alternative examination arrangements will be granted for the duration of the programme. If time limits apply, this will be clarified at the start of the programme, and students will be informed accordingly.

#### 11.4.2 Students who have a temporary disability or impairment and who wish to apply for an alternative assessment must follow the Assessment Concession process (see section 11.5 Assessment concessions).

## 11.5. Assessment concessions (*where personal circumstances affect completion of an assessment*)

- 11.5.1 Students whose ability to prepare for or complete an assessment is impacted by circumstances beyond their control (e.g., illness, injury, bereavement, or other situations) may be eligible for an assessment concession. Concessions may include one or more of the following:
- An extension of time to complete an assessment (see section 11.5.3 – 11.5.8: Extensions);
  - Assessment assistance (see sections 11.5.9 – 11.5.13: Assessment assistance);
  - An opportunity for further assessment or resubmission (see section 11.13: Further assessment and resubmission);
  - Aegrotat pass (see section 12.7: Aegrotat Pass).

*Affected students should contact the staff member responsible for their course as soon as possible to discuss their options.*

- 11.5.2 Students seeking an assessment concession must complete the *Application for Assessment Concession* form. Applications must state the type of concession(s) being requested and include relevant supporting documentation (e.g., medical certificate, professional report, or other appropriate evidence).

*Application for Assessment Concession forms are available on the MIT&Unitec website. Completed forms and supporting information are to be submitted to the [Designated Contact].*

**Exception:** In some cases, MIT&Unitec may offer an assessment concession directly to students (e.g. an extension, further assessment, or resubmission opportunity). These opportunities will be communicated directly to affected students who will not be required to apply for a concession.

### Extensions

- 11.5.3 Students may apply for an extension to an assessment deadline if they are affected by legitimate circumstances beyond their control (e.g., illness, injury, bereavement). Some courses or assessments may not allow extensions; where this is the case, it will be specified in course information.
- 11.5.4 Applications for an extension must:
- Be submitted as soon as possible after a student becomes aware they may need an extension. Wherever possible, applications for an extension should be submitted before the assessment due date. If circumstances prevent this, requests may still be considered after the due date.
  - Use the *Application for Assessment Concession form* (see section 11.5.1 and 11.5.2).
- 11.5.5 Extension requests are approved at the discretion of:
- The staff member responsible for the assessment, if the assessment will be completed before to the course end date.
  - The *[Delegated Authority]*, if the assessment will be completed after the course end date.
- 11.5.6 In exceptional circumstances (e.g., due to student incapacitation or administrative delays), MIT&Unitec may grant an extension without a student request. These are approved by the Programme Committee or *[Delegated Authority]*, depending on the situation.



- 11.5.7 Short-term extensions of five (5) calendar days or fewer may be granted at the discretion of the staff member responsible for the course. These extensions are managed outside the formal assessment concession process.

*Students seeking a short-term extension should contact the staff member responsible for their course to discuss their request.*

- 11.5.8 All approved extensions will be confirmed in writing, including the revised due date.

### **Assessment assistance**

- 11.5.9 Assessment assistance may be available for students with impairments or conditions such as a disability, illness, or injury who need assistance to take an examination, test, or other form of assessment.

- 11.5.10 Assessment assistance may include but is not limited to one or more of the following:

- Adapted assessment tasks that enable fair and valid assessment, and do not affect the integrity of the assessment;
- Additional time (normally not exceeding 20 minutes for each hour of an examination or test);
- Breaks during a test or examination;
- Assistive technology;
- Alternative room;
- Assistance by a reader and/or writer;
- Assistance by a New Zealand Sign Language interpreter.

- 11.5.11 Applications for assessment assistance must:

- Be submitted at least ten (10) working days before the assessment takes place (or 15 working days for examinations).
- Use the *Application for Assessment Concession form* (see section 11.5.1 and 11.5.2).

- 11.5.12 Requests for assessment assistance are approved at the discretion of the [*Delegated Authority*] in consultation with relevant staff. The [*Delegated Authority*] may approve assistance for the duration of a programme or course where they consider it appropriate.

- 11.5.13 All approved applications for assessment assistance will be confirmed in writing.

## **11.6. Academic integrity**

- 11.6.1 Students must follow any direction given by the assessor or assessment supervisor and any rules that apply (e.g., rules specifying the type of equipment and technology that may be used, time limits and the need for silence).

- 11.6.2 Students must act honestly in all assessment. All work submitted for summative assessment must:

- reflect their own learning;
- be written, authored, or created by them; and

- be their own work (unless formally referenced and acknowledged - see section 11.7 Plagiarism).

Work must not be submitted elsewhere in any other programme or course unless otherwise permitted in writing by the *[Delegated Authority]*.

- 11.6.3 Notwithstanding section 11.6.2, work may be presented by a group of students for summative assessment where this is specified in the assessment information.
- 11.6.4 MIT&Unitec treats academic misconduct very seriously. Academic misconduct is defined in the Glossary (see section 25: Glossary) and includes any attempt by students to gain an unfair advantage in a summative assessment, such as cheating, plagiarism or sharing of information about an assessment. Suspected incidents of misconduct will be addressed as outlined in section 15: Student misconduct. If an investigation is required, the investigation will be carried out in accordance with section 16: MIT&Unitec investigation procedures.

## 11.7. Plagiarism

- 11.7.1 Plagiarism is academic misconduct (see section 15: Student misconduct) and is forbidden.
- 11.7.2 Plagiarism involves using someone else's work, including work generated by artificial intelligence, without indicating that the ideas are not your own. It can be intentional or unintentional and includes paraphrasing or copying information from other sources (e.g., from books, journal articles, electronic sources such as Generative AI, the internet or databases, sound recordings, films, other students, or your own previous work) without proper acknowledgment or referencing.
- 11.7.3 All third-party material used for assessment must be formally referenced and acknowledged. Guidelines for appropriately referencing and acknowledging other people's work are available from the library.
- 11.7.4 MIT&Unitec regularly uses similarity-checking software (e.g., Turnitin) or other methods to confirm that an assessment is the work of the student and has not previously been submitted for assessment (see section 11.6: Academic integrity). Work may be retained in a similarity-checking database for on-going comparison with other work submitted.
- 11.7.5 By enrolling in a course at MIT & Unitec, students consent to the use of reasonable methods to confirm the integrity of assessments. This includes the submission of their work to similarity-checking software. Refusal to permit the use of such software may result in students being unable to complete their course or programme.

## 11.8. Late or non-submission of an assessment, or failure to attend a practical assessment, test, or examination

- 11.8.1 Students may be penalised for the late submission of an assessment if they have not been granted an extension. Penalties may include a reduction of marks or non-marking of an assessment.
- 11.8.2 In some cases, late or non-submission of an assessment or failure to attend a practical assessment, test, or examination may result in students failing the course (e.g., where the assessment is compulsory or makes up a significant number of marks for the course).

- 11.8.3 Schools will establish a fair and consistent means of calculating penalties and consequences for late or non-submission of an assessment. Penalties and consequences for late or non-submission of an assessment, or failure to attend a practical assessment, test or examination will be communicated to students in course information at the start of the course.
- 11.8.4 For postgraduate research courses, unless an extension has been granted by the *[Delegated Authority]* no late work will be accepted for marking, except in exceptional circumstances beyond the control of the student (see section 11.5.3 – 11.5.8: Assessment Concessions - extensions).
- 11.8.5 Students will not be disadvantaged or penalised for the late submission of an assessment or failure to complete a test or examination where this is because of a MIT&Unitec technology failure or other MIT&Unitec issue.

## 11.9. Examinations (excluding theses, dissertations, and research projects)

*This section applies to all assessments identified in course information as examinations or assessments conducted under examination conditions.*

- 11.9.1 Examination weeks will be published and made available to students before the online enrolment portal opens. Students will be informed about examination dates and times at least six weeks before the examination.
- 11.9.2 If Students have two or more examinations scheduled at the same time (a clash), they must inform the *[Delegated Authority]* in writing as soon as possible (ideally at least 20 working days before the examinations) so alternative arrangements can be made.
- 11.9.3 Except as outlined in section 11.9.2, examinations must be completed at the time outlined in the published timetable. Students can only sit an examination at another time if prior approval has been granted through an Assessment Concession (see section 11.5.3 - 11.5.8). In such cases, the examiner may allow students to sit the examination at a different place and/or a different time within three weeks of the initial examination. An alternative examination will be used in such instances.

*A Confidentiality Agreement must be signed by students sitting an identical exam before the time/date specified on the examination timetable.*

- 11.9.4 Examination methods at MIT&Unitec include:

### ***Paper-based examinations:***

- Open Book - Students may bring physical books or notes into the examination. No electronic materials are permitted. Prepared resources must not be attached to the answer booklet.
- Restricted Book - Students may only bring examiner-approved physical resources into the examination. The examiner will specify whether annotations are permitted.
- Closed Book - Students may not bring any written, printed, or electronic resources into the examination.

### ***Digital examinations:***

- Digital Closed Book - Examinations take place on a secure digital platform with internet access disabled. Exam Codes may be issued to restrict access to the internet.

- Digital Restricted Book - Examinations take place on a secure digital platform with internet access restricted, except for online resources approved by the examiner. Limited paper-based resources may also be allowed by the examiner. The examiner will specify whether annotations are permitted.

#### **Other examination methods**

- Examinations may be conducted using alternative formats (e.g. oral, practical, performance-based, or innovative digital methods), where approved by the *[Delegated Authority]*.

11.9.5 Students will be notified in advance of the examination of items they are permitted to bring into the examination room.

11.9.6 Examinations will be held with an invigilator or examiner present.

#### **Entering and leaving the examination room**

11.9.7 Only students registered for the named examination(s) and staff authorised by the *[Delegated Authority]* are permitted to enter the examination room.

11.9.8 Students may enter the examination room up to 15 minutes before the scheduled start time.

11.9.9 Students may not enter the examination room after half of the examination time has elapsed (not including reading time).

11.9.10 Students may not leave or return to the examination room before half of the examination has elapsed (not including reading time) unless the invigilator or supervisor gives permission, and the student has surrendered their examination materials (e.g. answer booklets, notes or digital submission in progress).

11.9.11 If students request a toilet break:

- During writing time: An invigilator or supervisor must accompany them. Students must empty their pockets and show they are not carrying any unauthorised materials or devices.
- During reading time: Toilet breaks are not allowed.

Students must not access any unauthorised materials, devices, or communication during toilet breaks.

11.9.12 Students may not leave the examination room in the final 15 minutes of the examination.

#### **Student identification and anonymous marking of examinations**

11.9.13 Students must:

- Bring their student ID card to the examination and display it clearly on their desk;  
For digital examinations, identity verification will additionally include logging in with student account credentials, or a unique Exam Code where applicable.
- Complete the attendance slip provided and display it alongside their student ID; and
- Enter only their student ID number on the examination booklets or digital submissions.  
Names must not appear unless the digital platform requires it.

*Students without student ID cards may still be permitted to sit an examination if their identity can be verified by providing another official photo ID (e.g., driver's license, passport), or course examiner verification. Students whose identity is unable to be confirmed may be refused entry to the examination.*

- 11.9.14 Students may be recorded at any time during examinations for the purposes of identity verification and academic integrity or other misconduct issues. Monitoring may include face recognition technology and/or by identification through log-in credential.

#### **Expectations of students during examination**

- 11.9.15 Students must:

- Comply with all instructions given by the invigilators and supervisors, and those outlined in examination materials or displayed in the examination room; and
- Behave in a way that does not disrupt the examination process, distract other students, or breach any of the rules outlined in any MIT&Unitec student regulations or policies.

- 11.9.16 During examinations, students must not:

- Communicate verbally, non-verbally or digitally with anyone other than the invigilator or supervisor;
- Lend, borrow, or share materials with another student;
- Use or attempt to use unauthorised electronic devices, storage media, or communication technologies; or
- Remove from the examination room any question papers, answer scripts or other resources provided for use during the examination or any other material that is the property of MIT&Unitec (unless expressly permitted).

- 11.9.17 If students are suspected of breaching any examination regulations or causing any incident which may have negatively affected the examination process:

- The student will normally be permitted to complete the examination; and
- The invigilator will document the incident in detail using an *Incident Report* form which will be sent to the *[Delegated Authority]* and examiner after the examination.

- 11.9.18 If a student refuses to follow any direct instructions from an invigilator or supervisor, or behaves in a disruptive manner, the exam invigilator or supervisor, in consultation with the examiner, may require the student to leave the examination. Once removed, they may not return.

- 11.9.19 Students must stop writing immediately when the invigilator announces the end of the examination unless they have been granted additional time as part of an assessment concession (see section 11.5.9- 11.5.13 - : Assessment concessions – assessment assistance). If students carry on writing after the end of the examination has been announced, the invigilator will complete an *Incident Report* form, which will be sent to the examiner.

- 11.9.20 For digital examinations, the system will usually automatically submit saved answers at the end of the allotted time. Any attempt to circumvent this process, including by entering the exam late, will be considered academic misconduct.

- 11.9.21 Students who enter the exam late must finish at the time set by the examiner and will not be granted additional time.

- 11.9.22 All incident reports in relation to students disobeying the examination regulations will be dealt with in accordance with MIT&Unitec misconduct provisions (see section 15: Student misconduct).

- 11.9.23 Students will have time to read the examination question paper before the examination begins. Extra time to read over their answers or make any amendments or additions to their answers is not allowed unless special assistance or alternative arrangements have been approved (see section 11.5.9 – 11.5.13: Assessment concessions - Assessment assistance).

#### 11.10. Postgraduate thesis, dissertation, and research project assessment

- 11.10.1 Theses, dissertations, and research projects will not be accepted for examination unless students are enrolled on the relevant course when they submit the work, and a signed *Examination Declaration* form is provided at the time of submission.

*Examination Declaration forms are available on the MIT&Unitec website.*

- 11.10.2 Theses, dissertations, and research projects of 60 credits or more will be assessed by at least two examiners, including one independent external examiner. Supervisors or advisers cannot be examiners of research they have supervised or advised on.
- 11.10.3 Research components of less than 60 credits must be assessed by a person who has not acted as the student's supervisor or advisor and must be moderated by a person other than the assessor, the candidate's supervisor, or advisor.
- 11.10.4 Examiners must have relevant qualifications and experience. At least one examiner must be a specialist in the study area. At least one examiner must have substantial experience examining postgraduate candidates.
- 11.10.5 Matters of academic integrity will be dealt with in accordance with section 11.6: Academic integrity.
- 11.10.6 Examiners will assess the student's work and will recommend a grade to the *[Delegated Authority]*. They may recommend that the work be:
- Accepted and a grade awarded;
  - Accepted with minor amendments, then a grade awarded;
  - Rejected and given a grade, but allowed to be revised, resubmitted, and re-examined with the award of a minimum pass grade; or
  - Failed with no right of resubmission.
- 11.10.7 Where recommended grades of examiners differ, the *[Delegated Authority]* will determine the final grade. To reach a decision, the *[Delegated Authority]* will consult with the examiners and may appoint an independent adjudicator.
- 11.10.8 Any candidate who is required to re-submit or significantly revise a postgraduate research thesis, dissertation, or research project must do so within three months from the date of notification of the result.

#### 11.11. Re-counts and the return of assessment evidence

- 11.11.1 **Assessments other than examinations and postgraduate thesis, dissertation, and research projects** - after summative assessment, students:
- Will receive their marked assessment and outcome, unless return risks its security (e.g. where the same assessment may be used more than once). In such cases, students will receive feedback but must return all materials, including their marked assessment;

- Will receive feedback on what was expected and how results were determined to help monitor their progress;
- May apply for a re-count of marks to check that all questions have been marked, and no counting errors were made. A re-count may lead to no change or either a raising or a lowering of the original mark. Applications must be submitted within ten (10) working days of receiving an assessment outcome. Re-marks are not available.

*To apply for a re-count of marks, students must submit a completed Re-count Application form to [Designated Contact]. Forms are available on the MIT&Unitec website. Outcomes are typically communicated within five (5) working days.*

#### 11.11.2 **Examinations** – within ten (10) working days of receiving examination results, students:

- May apply for a copy of their marked examination script or to view their marked script, unless return risks its security (e.g. where the same assessment may be used more than once).
- May apply for a re-count of marks to check that all questions have been marked, and no counting errors were made. Applications must be submitted within ten (10) working days of receiving an assessment outcome. Re-marks are not available.

After ten (10) working days, examination scripts (or copies) will be available, but re-counts will not be considered.

*To request a copy of their examination script, to view their marked script, or to apply for a re-count of marks, students should submit a completed Examination Script Request form to the [Designated Contact]. Forms are available on the MIT&Unitec website.*

#### 11.11.3 **Postgraduate thesis, dissertation, and research projects** –There is no re-count opportunity for postgraduate thesis, dissertation, or research project. Students may appeal a decision under provisions detailed in section 14: Student concerns and complaints (including academic decisions).

#### 11.11.4 Students who have concerns about the marking of their assessment should address this in accordance with the MIT&Unitec student concerns and complaints process (see section 14: Student concerns and complaints (including academic decisions)).

#### 11.11.5 MIT&Unitec will retain copies of all marked assessments, including practical assessments and examination scripts for at least 12 months after course completion, unless a longer retention period is required by an external authority. After this period assessment evidence may be destroyed, and copies will no longer be available.

### 11.12. Notification of summative assessment outcomes

#### 11.12.1 All summative assessments other than postgraduate thesis, dissertations, and research projects will be marked, and students notified of outcomes within 15 working days of the assessment due date. Students will be notified where this is not possible. Timeframes for postgraduate thesis, dissertations and research projects will be advised to students.

### 11.13. Further assessment and resubmission

#### 11.13.1 Students who fail an assessment may be granted one opportunity for further assessment or resubmission, unless otherwise specified in the Programme Regulations or assessment conditions for an NZQA Standard.

- 11.13.2 Applications for further assessment or resubmission must:
- Be submitted within five (5) working days of receiving the marked assessment.
  - Use the *Application for Assessment Concession form* (see section 11.5.1 and 11.5.2).  
*Details around fees, restrictions, or limitations for further assessment or resubmissions are provided in the Programme Regulations and course information.*
- 11.13.3 Further assessment and resubmission requests are approved at the discretion of the *[Delegated Authority]*.
- 11.13.4 In certain circumstances (e.g., for assessment or skill standards), MIT&Unitec may offer students a further assessment or resubmission opportunities without requiring a formal request. Where this applies, details will be outlined in the relevant course information and communicated to affected students.
- 11.13.5 Unless otherwise indicated in the Programme Regulations, the maximum mark available for a further assessment or resubmission is the minimum pass mark.
- 11.13.6 All approved opportunities for further assessment or resubmission are approved, students will be notified in writing, detailing the new time frames.

#### 11.14. Moderation

- 11.14.1 Summative assessments submitted by students may be subject to internal and external moderation. Presentations and/or practical assessments may be recorded or photographed and retained as evidence for moderation purposes.

#### 11.15. Complaints about academic decisions

- 11.15.1 Complaints about an academic decision may be made as outlined in section 14: Concerns and complaints (including academic decisions). “Academic decision” is defined in the glossary, and includes decisions around extensions, allocation of grades, and the granting of credit.

## 12. Assessment results and grades

#### 12.1. Marks and grades

- 12.1.1 Assessment at MIT&Unitec may be achievement or competency based. MIT&Unitec marks and grades that are applicable to each grading system are listed in sections 12.2 and 12.3 below. Not all grades listed are applicable to all assessments or courses.
- 12.1.2 The grading system applicable to each assessment, course, or programme, whether achievement-based or competency-based, is outlined in the Programme Regulations. Any exceptions to the standard grading systems described in this section, such as those mandated by external regulatory bodies, are also specified in the Programme Regulations.
- Legacy grade tables may apply for some programmes. Where this is the case, students will be notified in course information. For the avoidance of doubt, legacy and unified programmes will continue to use their approved grade tables outlined in the Programme Regulations.



## 12.2. Results used for assessments

12.2.1 The following tables set out the results that are used for assessments within a course:

12.2.2 Where a competency-based summative assessment system is used (including NZQA Standards), one of the following results will be specified:

| Code            | Meaning   | Credit status     |
|-----------------|---|-------------------|
| A or P          | Achieved / Pass   | Credits earned    |
| C               | Competent ( <i>available for skill and assessment standards</i> )             | Credits earned    |
| E               | Excellence Pass ( <i>available for skill and achievement standards only</i> ) | Credits earned    |
| M               | Merit Pass ( <i>available for skill and achievement standards only</i> )      | Credits earned    |
| F, N, NA, or NC | Fail / Not achieved / Not yet competent                                       | No credits earned |
| I               | Incomplete  | No credits earned |

12.2.3 Where an achievement-based summative assessment system is used, one of the following results will be specified:

| Code | Meaning               | Credit status     |
|------|-----------------------|-------------------|
| A    | Pass with distinction | Credits earned    |
| B    | Pass with merit       | Credits earned    |
| C    | Pass                  | Credits earned    |
| D    | Fail                  | No credits earned |
| E    | Fail                  | No credits earned |
| F    | Fail                  | No credits earned |

12.2.4 For achievement-based summative assessment, MIT&Unitec may, at its discretion, grant results that distinguish between levels of achievement within each passing grade as follows:

| Code | Mark Range | Meaning               | Credit status  |
|------|------------|-----------------------|----------------|
| A+   | 90-100     | Pass with distinction | Credits earned |
| A    | 85-89      |                       |                |
| A-   | 80-84      |                       |                |
| B+   | 75-79      | Pass with merit       | Credits earned |
| B    | 70-74      |                       |                |
| B-   | 65-69      |                       |                |

| Code | Mark Range | Meaning | Credit status     |
|------|------------|---------|-------------------|
| C+   | 60-64      | Pass    | Credits earned    |
| C    | 55-59      |         |                   |
| C-   | 50-54      |         |                   |
| D    | 40-49      | Fail    | No credits earned |
| E    | 0-39       |         |                   |

### 12.3. Grades used for courses

12.3.1 Where a competency-based summative assessment system is used (including NZQA Standards), one of the following course grades will be specified on the student's academic transcript:

| Code            | Meaning                                 | Credit status     |
|-----------------|---|-------------------|
| A, C, or P      | Competent / Achieved / Pass             | Credits earned    |
| E               | Excellence Pass                         | Credits earned    |
| M               | Merit Pass                              | Credits earned    |
| CT              | Credit transfer                         | Credits earned    |
| CC              | Cross credit                            | Credits earned    |
| RPL             | Recognition of Prior Learning           | Credits earned    |
| F, N, NA, or NC | Fail / Not achieved / Not yet competent | No credits earned |
| I               | Incomplete                              | No credits earned |
| W, WD           | Withdrawn from course                   | No credits earned |
| NC, DNC         | Did Not Complete course                 | No credits earned |

Notes: Courses may utilise a two-point, three-point or four-point competency-based system. This will be stated in the Programme Regulations.

Doctoral theses employ a Pass or Fail grade only. No other grade may be awarded.

12.3.2 Where an achievement-based summative assessment system is used, one of the following course grades will be specified on the student's academic transcript:

| Code | Meaning               | Credit status  |
|------|-----------------------|----------------|
| A    | Pass with distinction | Credits earned |
| B    | Pass with merit       | Credits earned |
| C    | Pass                  | Credits earned |
| AP   | Aegrotat Pass         | Credits earned |
| X    | Exemption             | Credits earned |
| CT   | Credit Transfer       | Credits earned |

| Code    | Meaning                       | Credit status     |
|---------|-------------------------------|-------------------|
| CC      | Cross Credit                  | Credits earned    |
| RPL     | Recognition of Prior Learning | Credits earned    |
| CP      | Conceded Pass                 | Credits earned    |
| D       | Fail                          | No credits earned |
| E       | Fail                          | No credits earned |
| F       | Fail                          | No credits earned |
| FCW     | Failed Course Work            | No credits earned |
| FF      | Failed Final                  | No credits earned |
| W, WD   | Withdrawn from Course         | No credits earned |
| NC, DNC | Did Not Complete Course       | No credits earned |

- 12.3.3 For achievement-based summative assessment, MIT&Unitec may, at its discretion, grant grades that distinguish between levels of course achievement within each passing grade as follows:

| Grade | Mark Range                    | Meaning               | Credit status  |
|-------|-------------------------------|-----------------------|----------------|
| A+    | 90-100                        | Pass with distinction | Credits earned |
| A     | 85-89                         |                       |                |
| A-    | 80-84                         |                       |                |
| B+    | 75-79                         | Pass with merit       | Credits earned |
| B     | 70-74                         |                       |                |
| B-    | 65-69                         |                       |                |
| C+    | 60-64                         | Pass                  | Credits earned |
| C     | 55-59                         |                       |                |
| C-    | 50-54                         |                       |                |
| AP    | Aegrotat Pass                 | Pass                  | Credits earned |
| X     | Exemption                     |                       |                |
| CT    | Credit Transfer               |                       |                |
| CC    | Cross Credit                  |                       |                |
| RPL   | Recognition of Prior Learning |                       |                |
| CP    | Conceded Pass                 |                       |                |

| Grade   | Mark Range                       | Meaning | Credit status     |
|---------|----------------------------------|---------|-------------------|
| D       | 40-49                            | Fail    | No credits earned |
| E       | 0-39                             |         |                   |
| F       | Not passed compulsory assessment |         |                   |
| W       | Withdrawn from course            |         |                   |
| NC, DNC | Did Not Complete the course      |         |                   |

- 12.3.4 Grades of CT, CC, and RPL will be awarded for courses completed through RPKS (see section 3: Recognition of Prior Knowledge and Skills (RPKS)). Exceptions, allowing achievement grades to be awarded for some courses, may be approved by the *[Delegated Authority]* where deemed appropriate.

#### 12.4. Attendance only criteria

- 12.4.1 Attendance only criteria will be specified as follows:

| Grade    | Meaning   | Credit status     |
|----------|---|-------------------|
| A or AO  | Attended / Attendance only (pass)                 | No credits earned |
| NA or NC | Not attended / Did not complete the course (fail) | No credits earned |

#### 12.5. Grade point average

- 12.5.1 If grade point average is used in a programme it must be stated in the Programme Regulations.
- 12.5.2 A GPA is the average value of a student's accumulated final achievement-based grades. A GPA is calculated by adding up all accumulated final grades and dividing that figure by the number of credits awarded. Grade-point averages are used for validating eligibility for several awards of excellence such as Honours and Senior Scholar.
- 12.5.3 The following grade points are used at MIT&Unitec to calculate GPA:

| Used in GPA calculation |                       |   |
|-------------------------|-----------------------|---|
| A+                      | Pass with distinction | 9 |
| A                       | Pass with distinction | 8 |
| A-                      | Pass with distinction | 7 |
| B+                      | Pass with merit       | 6 |
| B                       | Pass with merit       | 5 |
| B-                      | Pass with merit       | 4 |
| C+                      | Pass                  | 3 |
| C                       | Pass                  | 2 |

| Used in GPA calculation |                         |   |
|-------------------------|-------------------------|---|
| C-                      | Pass                    | 1 |
| D                       | Fail                    | 0 |
| E                       | Fail                    | 0 |
| F                       | Fail                    | 0 |
| FCW                     | Failed Course Work      | 0 |
| FF                      | Failed Final            | 0 |
| NC, DNC                 | Did Not Complete Course | 0 |
| CP                      | Conceded pass           | 0 |

| Not used in GPA calculation |                       |
|-----------------------------|-----------------------|
| W, WD                       | Withdrawn from course |
| AP                          | Aegrotat pass         |
| X                           | Exemption             |
| CT                          | Credit transfer       |
| CC                          | Cross credit          |

- 12.5.4 Where students have repeated a course, then the highest grade is included in the calculation and the other grade(s) for the course are excluded.

## 12.6. Conceded Pass (CP)

- 12.6.1 Unless otherwise stated in the Programme Regulations, students who marginally fail an achievement-based course (achieving 45% overall grade or more) with a grade of D, F, FF, or FCW may be considered for a Conceded Pass, if:
- The student has submitted all assessments for the course;
  - The award of a conceded pass will enable the student to complete the programme;
  - The failed result was achieved in the final two enrolment periods for the programme;
  - The student achieved an overall grade point average (GPA) of 4 (an average of B-) or better for their programme, the calculation excluding the course for which a CP is being considered (see section 12.5: Grade point average);
  - The course is not a compulsory or core part of the programme (i.e. elective courses only) and does not contribute to the student's; and
  - The student has achieved all Graduate Profile Outcomes (GPOs) for the related qualification.
- 12.6.2 Conceded Passes are considered and granted at the discretion of the Programme Committee. Programme Committees, at their discretion, may impose additional restrictions on the granting of a Conceded Pass, such as attendance requirements, minimum pass levels for progression, etc. For the avoidance of doubt, conceded passes apply only to achievement-based courses.

- 12.6.3 Students will be granted no more than one Conceded Pass for a programme. No applications from the students will be received.
- 12.6.4 Conceded Passes apply only to the programme for which they are granted and cannot be transferred unless recommended by the *Programme Committee* and approved by the Chair of the Academic Committee. Approval is not required if a programme is nested within another programme e.g., a diploma that is equivalent to the first year of a degree. No further Conceded Passes may be granted if a programme equivalent to three years full time study or less had a Conceded Pass transferred or credited to it.
- 12.6.5 Students may choose to decline a Conceded Pass, however, if they re-enrol in the course and fail again, they cannot reclaim the Conceded Pass.

## 12.7. Aegrotat Pass (AP)

- 12.7.1 Aegrotat passes are intended to ensure that students are not unfairly disadvantaged when circumstances beyond their control (e.g. illness, injury, or bereavement), prevent them from completing an assessment or significantly impair their performance.
- These passes apply only to achievement-based courses and may not be available in all programmes. Unless otherwise specified in Programme Regulations, students are eligible for a maximum of one aegrotat pass per 120 credits of enrolment. This means a student must be enrolled in a programme of at least 120 credits to qualify for an aegrotat pass.
- 12.7.2 Wherever possible:
- MIT&Unitec prefers that students complete summative assessments with the help of an extension (see sections 11.5.3 to 11.5.8), assessment assistance (see Section 11.5.9 to 11.5.13), or a further assessment or resubmission opportunity (see Section 11.5.13), rather than applying for an aegrotat pass; and
  - Students should attempt an assessment and apply for consideration for an Aegrotat Pass on the basis of impaired performance.
- 12.7.3 Applications to be considered for an Aegrotat pass must:
- Be submitted as soon as possible after a student becomes aware they may require an Aegrotat Pass.
  - Use the *Application for Assessment Concession form* (see section 11.5.1 and 11.5.2), and include appropriate evidence.
- Aegrotat passes will not be considered without appropriate evidence, e.g. a medical certificate, being submitted as part of the assessment concession process (see section 11.5 Assessment concessions).*
- 12.7.4 Students are eligible to be considered for an aegrotat pass for a course if:
- The course is achievement based;
  - Programme Regulations permit the awarding of an aegrotat pass;
  - No alternative assessment concession is available to the student (see section 11.5 Assessment Concessions); and
  - The student is enrolled in the course and has paid all fees.
- Students will not be considered for an aegrotat pass if they fail to present or undertake an assessment due to unfamiliarity with assessment requirements.

12.7.5 The *[Delegated Authority]* will determine whether an application for an aegrotat pass meets the criteria for consideration and will accept or decline the application after the application is received. The final decision on whether to award an aegrotat pass is made by the Programme Committee at the end of the course, once all assessments have been completed, and if the student has failed the course.

12.7.6 The Programme Committee may, at its discretion, grant an aegrotat pass if:

- The student would otherwise fail the course;
- The student has successfully completed assessments that contribute at least 40% of the total course assessment weighting;
- The course includes more than one summative assessment; and
- The committee is satisfied that the student would have passed the course if not for the stated circumstances beyond their control.

For the avoidance of doubt, students who fail to complete a compulsory component of a course will not be eligible to be considered for an aegrotat.

12.7.7 If granted, the grade recorded on the student's academic transcript will be AP (aegrotat pass). If declined, the actual grade achieved will be recorded.

## 12.8. Academic transcript

12.8.1 The *[Designated Contact]* issues official academic transcripts to students upon request. An administration fee may be charged.

*The information contained in the academic transcript is a complete record of study, including passes and fails in all courses studied.*

12.8.2 Academic transcripts and results notices are issued by MIT&Unitec as confirmation of achievement or eligibility to graduate. Letters or statements of completion will not usually be provided.

## 12.9. Advice to external organisations/people

12.9.1 Students must provide written permission to MIT&Unitec before their results can be shared with any other person or organisation, unless legally required or permitted; specified in an existing agreement between MIT&Unitec, the student and the person or organisation; or as provided in section 19.3: Granting of posthumous awards.

## 12.10. Credit

12.10.1 Students will receive credit for a course when they have successfully completed the course requirements specified in the Programme Regulations. Credit may also be granted for successfully completing an NZQA Standard or for prior knowledge and skills (see section 3: Recognition of Prior Knowledge and Skills (RPKS)). Credit is granted after the *[Delegated Authority]* approves the final grade.

12.10.2 To be granted credit, students must be enrolled (in the course, NZQA Standard or for RPKS) and have paid all fees or have arrangements agreed with MIT&Unitec to pay and be following those arrangements (see section 4.3: Consequences of unpaid fees).

## 13. Insufficient academic progress

### 13.1. General

- 13.1.1 These provisions apply to all students enrolled in assessed courses. They are intended to ensure that students who have made insufficient academic progress receive academic advice and support for their future studies.

*Students who are at risk of making insufficient academic progress should seek advice and support from the [Designated Contact].*

- 13.1.2 Programme Regulations may specify the maximum number of repeat enrolments (e.g., for practice or clinical based courses which are regulated by external bodies).

### 13.2. Academic progress requirements

- 13.2.1 Unless otherwise stated in the Programme Regulations, students are considered to have made insufficient academic progress if they have:

- Failed the same course two or more times;
- Failed 50 per cent or more of their enrolled credits in an enrolment period, (for full-time students); or
- Failed 50 per cent or more of their enrolled credits in their two most recent enrolment periods of study, (for part-time students).

An enrolment period is determined by the length and delivery pattern of each programme.

- 13.2.2 For Postgraduate thesis, dissertation or research projects, progress is reported regularly by the principal supervisor. Students may be considered to have made insufficient academic progress if they have not:

- Maintained regular and frequent contact with the supervisor through formal scheduling (for example, on-site or distance tutorial or seminar meetings) and not been accessible at reasonable times to receive advice;
- Maintained progress in accordance with the agreed stages and timing of the research and project report, including not provided written work, and other evidence of progress;
- Responded to supervisor written feedback on any inadequacy of progress and/or any work that is below acceptable standards.

### 13.3. Consequences of insufficient academic progress

- 13.3.1 Students who have made insufficient academic progress will not be allowed to re-enrol without approval from the [Delegated Authority]. In such cases, students will be advised in writing by the [Designated Contact] that they have made insufficient academic progress and outlining the process for returning to study.

- 13.3.2 Decisions to allow students to re-enrol after insufficient academic progress will be based on their likelihood of success in subsequent enrolments. When making this determination, the decision maker will consult with the student, and the [Designated Contact] (for Level 7 and above programmes), and will consider any evidence the decision maker considers relevant. At their discretion, the decision maker may approve:

- Further full-time re-enrolment;



- Part time re-enrolment;
- Enrolment in a different or lower-level programme or course;
- Reenrolment with conditions imposed;
- A period of exclusion before the student may apply to re-enrol.

Students will not usually be permitted to re-enrol after making insufficient academic progress for a third time. Decisions to allow a further enrolment will only be made by the *[Delegated Authority]* based on exceptional circumstances.

Outcomes will be communicated to students and will be reported to the *[Designated Contact]*.

13.3.3 If students are permitted to re-enrol following insufficient academic progress, the *[Designated Contact]* will ensure they are provided with appropriate support for their on-going studies, including an individual learning plan.

13.3.4 Insufficient academic progress may impact access to loans and allowances if students do not meet StudyLink's satisfactory progress requirements. This may apply even where MIT&Unitec has allowed the student to re-enrol.

*Further information on eligibility for loans and allowances is available from StudyLink.*

## 14. Student concerns and complaints (including academic decisions)

### 14.1. General provisions

14.1.1 Student concerns or complaints about staff conduct may be dealt with in accordance with MIT&Unitec staff discipline policies and procedures.

14.1.2 MIT&Unitec treats concerns and complaints seriously and is committed to offering students fair, effective, and culturally appropriate procedures for raising and resolving issues. Students are encouraged to raise a concern or complaint when they have an issue.

14.1.3 Concerns involve students seeking an informal resolution for a situation where they believe appropriate standards have not been met. Complaints involve students seeking formal redress through MIT&Unitec's formal complaints resolution process. Concerns, and complaints are defined more fully in section 25: Glossary.

14.1.4 *[Designated Contacts]* are available to advise, assist and support students throughout the process of raising and seeking resolution of concerns and complaints.

*Additional support and guidance are available from the [Designated Contact].*

### 14.2. Concerns

14.2.1 In the first instance, students must seek to address their concerns informally with those directly involved, for example by talking to the staff member involved or to the *[Designated Contact]*. If needed, students may seek assistance from the *[Designated Contacts]*.

14.2.2 Where students are unable to resolve their concern informally, or do not feel safe in doing so, they may make a complaint (see section 14.3: Complaints).

- 14.2.3 Where students raise a concern, staff may escalate it to the level of a complaint (see section 14.3: Complaints) where they deem the issue to be serious and/or unsuitable for informal resolution. Privacy implications will be considered in these situations.

### 14.3. Complaints

- 14.3.1 Students may make a complaint where:

- They do not feel safe raising a concern with those directly involved;
- They consider that their concern:
  - Is of a serious nature,
  - Is not suitable for informal resolution,
  - Has not been resolved to their satisfaction following informal processes.

*Complaints are to be made using the online Students Complaints form available on the MIT&Unitec website, and are to include: the student's name and contact details; the nature of the complaint; steps already taken to address the issue; and the resolution sought (e.g. the form of redress or change to an academic decision).*

- 14.3.2 Time limits for submitting complaints are as follows:

- **Academic decisions:** Complaints will only be accepted if received by MIT&Unitec within ten (10) working days following notification of the decision to the student. This period will be extended by five (5) working days where the student notifies MIT&Unitec in advance to the *[Designated Contact]* that they are considering making a complaint.
- **All other complaints:** Complaints will only be accepted where received by MIT&Unitec within 20 working days of the incident or issue giving rise to the complaint.

The *[Delegated Authority]* may agree to extend these periods in exceptional circumstances.

*MIT&Unitec complaints procedures are available to all MIT&Unitec students, and former students, subject to the time limits set out in this section. The Regulations that applied at the time the student was enrolled will apply to the situation.*

- 14.3.3 Complaints investigations will be carried out in accordance with section 16: MIT&Unitec Investigation procedure.

- 14.3.4 Students who are not satisfied with the outcome of a formal complaint may apply to appeal the outcome in accordance with section 17: Appeals.

## 15. Student misconduct

### 15.1. General

- 15.1.1 Incidents of student misconduct will be addressed to maintain academic standards and ensure a safe and effective learning environment at MIT&Unitec. This includes addressing any form of unacceptable or improper behaviour by students, such as disciplinary issues and academic misconduct (cheating). For full definitions and examples of student misconduct, refer to section 25: Glossary.

*Student concerns or complaints about staff conduct should be raised in accordance with section 14: Student concerns and complaints, and will be dealt with in accordance with MIT&Unitec staff discipline policies and procedures.*

- 15.1.2 Students who help or encourage others to engage in misconduct will be treated as if they committed misconduct themselves.
- 15.1.3 Students who breach any Aotearoa New Zealand laws will be reported to the Police and/or other appropriate authorities.

## 15.2. Urgent immediate action in the event of student misconduct

- 15.2.1 **Removal from class or campus:** In cases of alleged misconduct where it is considered necessary to maintain order, safety, or an effective learning environment:
  - The teacher in charge of a class may dismiss students from attending class (including online) for up to two (2) working days.
  - The *[Delegated Authority]* and/or Campus Security may remove students from campus for up to two (2) working days.

In exceptional circumstances, the dismissal period may be extended by the *[Delegated Authority]* to a maximum of five (5) working days in total.
- 15.2.2 **Suspension:** In serious cases of alleged misconduct where it is considered necessary to maintain order, safety or an effective learning environment, the *[Delegated Authority]* may suspend students from attending classes and/or the campus, or any defined campus area to allow a misconduct investigation to take place and a decision to be made. Where deemed appropriate to the circumstances, the *[Delegated Authority]* (only) may issue a formal written trespass notice to any student.
- 15.2.3 If a student is removed from class or campus, or suspended under sections 15.2.1 and/or 15.2.2, the alleged incident will immediately be referred for a full investigation following the MIT&Unitec investigation process (see section 16: MIT&Unitec Investigation procedure).

## 15.3. Decision to investigate alleged misconduct

- 15.3.1 Alleged incidents of misconduct will be reported in writing to the relevant *[Delegated Authority]* or other appropriate senior manager, ensuring no conflict of interest. They will assess whether the alleged conduct constitutes misconduct. If it does, an investigation will be conducted following the MIT&Unitec investigation process (see section 16: MIT&Unitec Investigation procedure).
- 15.3.2 The decision to investigate alleged incidents of misconduct by students enrolled in special educational needs programmes (as defined in section 25: Glossary) will be made the *[Delegated Authority]* in consultation with staff familiar with the student. They will consider whether the alleged misconduct is a direct consequence of the student's circumstances. This determination may be made in consultation with the student's family / whanau and caregivers.

## 15.4. Penalties for student misconduct

- 15.4.1 If the outcome of an investigation confirms that a student has committed misconduct, the relevant decision maker will determine the appropriate penalty.
- 15.4.2 Penalties for proven misconduct will be imposed consistently, considering all the circumstances of the individual incident. In deciding what penalty is to be imposed, decision makers will give regard to:
  - The seriousness of the misconduct;

- Previous incidents of proven misconduct by the student;
- The best welfare and re-integration of the student concerned;
- The wider implications of the behaviour and proposed penalty on other students; and
- Any factors mitigating the student's actions such as an expression of contrition, payment of full restitution, a willingness to seek medical treatment or other professional counselling.

15.4.3 One or more of the following penalties may be imposed for misconduct:

| Penalty   | Decision maker who may impose the penalty |
|---|---|
| <ul style="list-style-type: none"><li>A written reprimand and/or warning detailing further penalties to be applied if the student re-offends.</li></ul>   | [Delegated Authority]                     |
| <ul style="list-style-type: none"><li>The imposition of such a sum of money or action considered reasonable restitution for the damage caused.</li></ul>  |   |
| <ul style="list-style-type: none"><li>Requirement to complete a personal development activity (e.g., anger management course)</li></ul>   |   |
| <p>In the case of academic misconduct:</p> <ul style="list-style-type: none"><li>a mark of zero, or no pass for the assessment (e.g., students found cheating in an examination will automatically receive a mark of zero);</li><li>other reduced mark for the assessment; and</li><li>for competency-based assessment, a further <i>assessment under controlled conditions may be possible upon payment of an administration fee.</i></li></ul> <p><i>NB These penalties may impact student academic progress (see section 13: Insufficient Academic Progress)</i></p> |   |
| <ul style="list-style-type: none"><li>Suspension from attendance at MIT&amp;Unitec or any of its classes for such period as determined appropriate (including without limitation, issuing a written trespass notice if this is considered appropriate in the circumstances)</li></ul>   | [Delegated Authority]                     |
| <ul style="list-style-type: none"><li>Cancellation of enrolment (exclusion)</li></ul>   |   |
| <ul style="list-style-type: none"><li>Refusal of enrolment (exclusion) for such a period as determined appropriate (including permanently)</li></ul>  |   |
| <ul style="list-style-type: none"><li>Refusal to grant an award, or revocation of an award already granted, if satisfied that the student has made any untrue or misleading statement or is guilty of any breach of regulations or dishonest practice in relation to the award (see section 19.2.4: Eligibility for awards).</li></ul>  |   |
| <b>Additional penalties which may be imposed for students from the School of Secondary Tertiary Studies:</b>  |   |
| <ul style="list-style-type: none"><li>Return to a secondary school or other suitable provider recommended by the Principal, School of Secondary Tertiary Studies.</li></ul>   | [Delegated Authority]                     |
| <ul style="list-style-type: none"><li>Stand down period (such period should incorporate support for the re-integration of the student into the programme).</li></ul>  |   |
| <ul style="list-style-type: none"><li>Daily report for a period determined appropriate.</li></ul>   |   |

## 15.5. Appeal of student misconduct decisions

- 15.5.1 Students who have had a penalty imposed by MIT&Unitec for misconduct may be able to appeal the decision where they satisfy the requirements set out in section 17: Appeals.

## 15.6. Student misconduct records

- 15.6.1 Where a student is found to have committed misconduct, this decision, including any penalties imposed, will be kept on their record. Where a student is found to have committed misconduct, this may impact their future study opportunities with MIT&Unitec and other institutions (see section 2.9: Refusal or cancellation of enrolment).
- 15.6.2 Where an allegation of misconduct is not proven, or a decision is overturned on appeal, no record will be kept on student's record.

# 16. MIT&Unitec investigation procedure

- 16.1.1 MIT&Unitec student complaint and misconduct investigations will be conducted in accordance with the principles of natural justice.
- 16.1.2 Investigations will be carried out by a competent, impartial, independent person who has not previously been involved in the matter;
- If students believe the investigator is unsuitable or that there may be a conflict of interest (e.g., the investigator is involved in the matter or is closely related to someone involved), they should raise this with the [Designated Contact].*
- 16.1.3 All parties involved in the investigation (whether as complainant or respondent) will have a fair opportunity to be heard on the matter with the right to (as relevant to the nature of the investigation):
- Be informed of the nature of any allegation against them, including the evidence on which the allegation is based and the name of the person making the allegation;
  - Be treated with courtesy, respect, and in a culturally appropriate manner;
  - As innocent until proven guilty;
  - Have the matter dealt with in a timely and sensitive manner;
  - Respond to the allegation, explain their position, and be listened to;
  - Have access to advice and support throughout the process;
  - Receive adequate written notice of any meeting or hearing;
  - Be free from intimidation, harassment, threat of recrimination or any other type of vengeful activity that may result from the investigation;
  - Have written material available in a form that they can understand, if necessary, by giving access to interpreters and translators;
  - Be advised of the outcome of an investigation process, subject to the Privacy Act 2020 or any confidentiality requirements; and
  - Appeal the outcome of the investigation where grounds exist (see section 17: Appeals).

- 16.1.4 Staff and students are required to:
- Provide full and accurate information to the person investigating the matter;
  - Maintain confidentiality to ensure the integrity of the investigation process; and
  - Follow MIT&Unitec investigation process in good faith (including attending investigation meetings as required).
- 16.1.5 Investigations will be dealt with promptly. Wherever possible, investigations will be completed, and outcomes communicated to students within 30 working days of the complaint being received by MIT&Unitec or the misconduct allegation being made. If this time frame cannot be met, students will be advised in writing by the appointed investigator.
- 16.1.6 Where a matter is to be investigated, students will be:
- Advised in writing as soon as possible that the matter is to be investigated;
  - Provided with all relevant information considering any relevant legal rights and responsibilities (e.g. privacy or health and safety); and
  - Invited to attend a meeting to provide an explanation or information relevant to the investigation. If students are unable to attend in person, they may choose to attend remotely via online methods or to respond to the allegation in writing.
- Students may be accompanied by an adviser or support person.
- Staff from the [Designated Contacts] are available to advise, assist and support the **student** throughout the process (including attending the meeting where requested).*
- 16.1.7 Failure by students to attend the meeting will not prevent a decision being made. Where students fail to attend the meeting, the outcome of the investigation will be forwarded to them in writing (see section 16.1.10).
- 16.1.8 At the meeting:
- The investigator will outline the timeline and steps of the investigation process; and
  - Students will be given a reasonable opportunity to respond to any allegations, present their point of view, and provide any supporting evidence.
- 16.1.9 Following the meeting the investigator will:
- Consider all the information presented and any explanations or comments from the student before any decision is made.
  - Provide each party with a written summary of the matters discussed and evidence considered at their meeting with the investigator.
- 16.1.10 Students will be advised in writing of the outcome of the investigation. The advice will include:
- In the case of proven misconduct, any penalties to be imposed (see section 15.4: Penalties for student misconduct);
  - In the case of upheld complaints, any appropriate and available remedy/ies to be applied; and
  - Appeal procedures (see section 17: Appeals).
- The outcome will also be communicated to relevant staff, including the [Designated Contacts].*

## 17. Appeals

### 17.1. First right of appeal

17.1.1 Students may appeal the outcome of a complaint or misconduct investigation if they have followed all relevant MIT&Unitec procedures to resolve the issue and one or more of the following grounds exist:

- There is evidence of a procedural flaw in the investigation process that could materially affect the outcome;
- New or additional information has become available (which was previously unavailable and could not reasonably have been made available at the time the disputed decision was made) that could materially affect the outcome;
- The decision reached is manifestly (clearly) at odds with the evidence provided (for misconduct decisions); and/or
- The penalty imposed was out of proportion to the nature of the misconduct and the circumstances of the case (for misconduct decisions).

Note: Appeals will only be considered where one or more of the above grounds exist.

*For clarity, only the outcome of a complaint or misconduct investigation are appealable. If students believe they have been treated unfairly, they should first follow the concerns and complaints procedures set out in section 14: Student concerns and complaints (including academic decisions).*

17.1.2 First appeals will be considered by the *[Delegated Authority]*.

17.1.3 When determining the outcome of the appeal, decision makers may:

- Uphold the appeal and require any appropriate and available remedy to settle the appeal;
- Vary the decision (including in the case of misconduct decisions, imposing any other penalty that is authorised under the section 15: Student misconduct); or
- Dismiss the appeal and uphold the original decision.

### 17.2. Second right of appeal

17.2.1 Students may appeal the outcome of a first appeal (see section 17.1: First right of appeal) on the grounds that there was a procedural flaw in the assessment of the first appeal by the *[Delegated Authority]* that could materially affect the outcome.

Second rights of appeal are not available for decisions that relate to academic assessment outcomes (i.e. the marking of assessments).

17.2.2 Second appeals will be considered by *[Delegated Authority]* (or nominee).

17.2.3 The *[Delegated Authority]* (or nominee) will consider whether there has been a procedural flaw in the investigation of the appeal and may, at their discretion:

- Cancel the appeal decision and refer the matter back to the *[Delegated Authority]* for further assessment; or
- Uphold the decision.

17.2.4 The decision of the *[Delegated Authority]* (or nominee) shall be final.

### 17.3. Appeal process

17.3.1 Appeals must be submitted within seven (7) working days of the student being notified of an appealable decision. This period can be extended by an additional five (5) working days if the student notifies the *[Designated Contact]* in writing, in advance, that they are considering an appeal. In exceptional circumstances, and with the approval of the *[Delegated Authority]*, appeals may be accepted after the 12 working days

17.3.2 All appeal applications are to be made using the Notice of Appeals form, which will include:

- The grounds for appeal (see sections 17.1.1 and 17.2.1.). The *[Designated Contact]* is available to provide students with advice regarding whether grounds for appeal exist.
- The nature of the appeal;
- Steps already taken to address the issue, and any relevant evidence along with a copy of the appealable outcome decision; and
- The resolution sought.

*The Notice of Appeals form is available on the MIT&Unitec website and are to be submitted through the [Designated Contact] who will lodge the application on behalf of the student.*

17.3.3 Upon receiving an appeal application, the *[Delegated Authority]* (or nominee) will review the application to determine whether the grounds for appeal are met:

- Where the grounds for appeal **are not met**, the student will be informed in writing of the decision and the reasons as soon as practicable. This decision is final (subject to section 17.4: Further avenues for redress); or
- Where the grounds for appeal **are met**, receipt of the appeal will be acknowledged in writing as soon as practicable, along with further information on the next steps in the process.

17.3.4 Appeals will be considered and decided as promptly as possible.

17.3.5 Prior to any decision being made, students will have the opportunity to submit any explanations, reasons, or facts relevant to the appeal

*Students may be asked to appear in person, in which case they may be accompanied by an advisor or support person (MIT&Unitec will provide a support person if requested).*

17.3.6 Every appeal will be considered on its merits.

17.3.7 Students will be advised in writing of the outcome of their appeal as soon as practicable. The outcome will also be communicated to relevant staff including the *[Designated Contacts]*.

### 17.4. Further avenues for redress

17.4.1 If students are not satisfied with the outcome of the appeals process, they can raise their concerns about the quality of education and pastoral care at MIT&Unitec with NZQA. If NZQA does not resolve the issue, students can also make a complaint to the Disputes Tribunal of New Zealand, the Human Rights Commission, or the Office of the Ombudsman.

*While students have the right to raise their concerns with external parties, MIT&Unitec strongly recommends that **students** first use MIT&Unitec's internal dispute resolution processes.*

*Further information regarding how to make a complaint to NZQA or external parties, is available on the NZQA website, or from the [Designated Contacts].*



## 18. Maximum time for completion of a programme

### 18.1. Maximum time frames

- 18.1.1 The maximum period for completion of a programme is specified in the Programme Regulations.

## 19. Awards and graduation

### 19.1. Awards granted by MIT&Unitec

- 19.1.1 The following awards may be granted by MIT&Unitec:

Formal awards- NZQA approved qualifications and credentials listed on the NZQCF

- Doctoral Degree
- Master's Degree
- Postgraduate Diploma
- Postgraduate Certificate
- Bachelor Honours Degree
- Graduate Diploma
- Graduate Certificate
- Bachelor's Degree
- Level 7 Diploma
- New Zealand Diploma (Levels 5-7)
- New Zealand Certificate (Levels 1 – 6)
- Micro-credential.

Informal awards – MIT&Unitec Credential

- Short Course (including Certificate of Attendance, Certificate of Achievement)
- Certificate of Proficiency.

### 19.2. Eligibility for awards

- 19.2.1 Students will only be granted an award for a programme in which they are enrolled, including where they have met the requirements for the programme through recognition of prior knowledge and skills (see section 3: Recognition of Prior Knowledge and Skills (RPKS)).
- 19.2.2 Awards are granted upon the successful completion of a programme, as specified in the relevant Programme Regulations.
- 19.2.3 Students must have paid all outstanding fees and return all borrowed MIT&Unitec assets or equipment related to the programme before they will be eligible to be granted an award for that programme (see section 4.3: Consequences of unpaid fees).

19.2.4 MIT&Unitec may refuse to grant or may revoke any award if satisfied that a student made any untrue or misleading statement or is guilty of any breach of regulations or dishonest practice in relation to the award (see section 15: Student misconduct).

19.2.5 MIT&Unitec may make provision for additional non-formal awards recognising outstanding achievement at a course or programme level.

### 19.3. Granting of posthumous awards

19.3.1 MIT&Unitec may grant an award or recognise programme completion posthumously where students have met all requirements and are eligible for the award. Decisions regarding the granting of posthumous awards will be made in discussion with family / whanau of the student.

### 19.4. Certificates (testamurs)

19.4.1 The graduand's legally documented name, as recorded in MIT&Unitec official records, will appear on their certificate.

19.4.2 Where graduands wish to modify their name, they must provide appropriate evidence of the name change within ten (10) working days of completing their programme (see section 2.2: Name and gender changes).

19.4.3 A derivation of the graduand's legal name may be approved to appear on their certificate where the *[Delegated Authority]* is satisfied that the student is able to be identified by the derivation. Examples of a derivation include but are not limited to dropping of a middle name/s or including a birth name as well as a married name (birth name to be added in brackets).

19.4.4 MIT&Unitec awards will be conferred in the following format:

| Award   | Certificate   |
|---|---|
| Formal awards granted upon the attainment of a qualification or credential listed on the NZQCF  |   |
| <ul style="list-style-type: none"> <li>▪ Doctoral Degree</li> <li>▪ Master's Degree</li> <li>▪ Bachelor's Degree</li> <li>▪ Bachelor Honours Degree</li> <li>▪ Level 7 Diploma</li> </ul>   | <p>A certificate under the MIT&amp;Unitec common seal, signed by the Chair of Council and Chief Executive, stating that the award has been conferred.</p> <p>For Bachelor Honours degrees, the certificate will also state the class of honours (if any) granted.</p> |
| <ul style="list-style-type: none"> <li>▪ Postgraduate Diploma</li> <li>▪ Postgraduate Certificate</li> <li>▪ Graduate Diploma</li> <li>▪ Graduate Certificate</li> <li>▪ Level 6 Diploma</li> <li>▪ Level 5 Diploma</li> <li>▪ Certificates (Levels 1 – 6)</li> </ul> | <p>A certificate under the MIT&amp;Unitec common seal, signed by the Chief Executive and Deputy Chief Executive, Academic stating that the award has been conferred.</p>  |
| <ul style="list-style-type: none"> <li>▪ Micro-credential (<i>including Certificate of Achievement</i>)</li> </ul>  | <p>A certificate signed by the <i>[Delegated Authority]</i> (or nominee).</p>   |

| Award   | Certificate  |
|---|--|
| Informal awards granted upon completion   |  |
| <ul style="list-style-type: none"> <li>Short Course (<i>Including Certificate of Attendance</i>)</li> <li>Certificate of Proficiency</li> </ul> | A certificate signed by the <i>[Delegated Authority]</i> (or nominee). |

19.4.5 Certificates may be issued immediately on completion of all requirements in a programme. Where a graduation ceremony is held, graduates will be invited to attend, and certificates will be issued at the ceremony.

19.4.6 Lost or damaged certificates will be reissued by MIT&Unitec on request.

*To apply for a reissued certificate, students should submit a completed Academic Record or Replacement Certificate Request form to the [Designated Contact]. Forms are available MIT&Unitec website. A fee will be charged.*

## 19.5. Graduation ceremonies and the conferral/issue of awards

19.5.1 Graduation ceremonies for the ceremonial conferral of awards will take place as follows:

| Award   | Ceremony detail  |
|---|--|
| <ul style="list-style-type: none"> <li>Doctoral Degree</li> <li>Master's Degree</li> <li>Bachelor Honours Degree</li> <li>Bachelor's Degree</li> <li>Level 7 Diploma</li> <li>NZ Diploma Level 5-7</li> <li>NZ Certificates (Levels 1 - 6)</li> </ul> | <ul style="list-style-type: none"> <li>Awards will be conferred at a ceremony determined by the <i>[Delegated Authority]</i>.</li> <li>Where the Chair of Council is absent from a ceremony, the <i>[Delegated Authority]</i> may authorise another person to confer these awards.</li> <li>The words used by the <i>[Delegated Authority]</i>, or such other person as may have been appointed by the Council to confer the award will be as follows:<br/>"By the authority vested in me by the Council of MIT&amp;Unitec, I <i>[Name]</i> confer <i>[the award stated]</i> upon those who have satisfied the requirements of this Institute."</li> </ul>             |
| <ul style="list-style-type: none"> <li>Postgraduate Diploma</li> <li>Postgraduate Certificate</li> <li>Graduate Diploma</li> <li>Graduate Certificate</li> </ul>  | <ul style="list-style-type: none"> <li>Awards will be conferred at a ceremony determined by the <i>[Delegated Authority]</i>.</li> <li>Where the <i>[Delegated Authority]</i> is absent from a ceremony, the <i>[Delegated Authority]</i> may authorise another person to confer these awards.</li> <li>The words used by the <i>[Delegated Authority]</i>, or such other person as may have been appointed by the Council to confer the award will be as follows:<br/>"By the authority vested in me by the Council of MIT&amp;Unitec, I <i>[Name]</i> confer <i>[the award stated]</i> upon those who have satisfied the requirements of this Institute."</li> </ul> |

19.5.2 The *[Delegated Authority]* will issue the following awards in the manner they deem appropriate:

- Micro-credential (including Certificate of Achievement);
- Short Course (including Certificate of Attendance, Digital Badge); and
- Certificate of Proficiency.

*These awards are not awarded at formal MIT&Unitec graduation ceremonies.*

19.5.3 Students who have completed an award that is eligible to be conferred at a graduation ceremony (see section 19.5.1) will be invited to attend a scheduled ceremony and must register their intention to graduate as requested by the *[Designated Contact]*. Students who do not register to attend a ceremony will be graduated in absentia unless an application to defer graduation is received within the published time period. Graduation may be deferred by no more than one year.

## 19.6. Academic dress

19.6.1 The academic dress for graduation ceremonies at MIT&Unitec are outlined in Appendix One.

## 20. Intellectual property

20.1.1 Ownership of intellectual property created by students during their enrolment at MIT&Unitec will be determined according to the relevant *MIT or Unitec Intellectual Property Policy*.

20.1.2 In most cases students will own the intellectual property they create, unless:

- The Intellectual property is created mainly under the direction or with the help of MIT&Unitec staff with little original input from the student;
- The intellectual property is created using existing intellectual property owned by MIT&Unitec;
- The intellectual property is created or commissioned with funding or resources provided by MIT&Unitec;
- An external party funds the development, making them the presumed owner unless agreed otherwise in writing;
- The intellectual property is part of a joint project, requiring a written agreement on ownership before starting; and/or
- The intellectual property is created with another student or staff member, requiring a written agreement on ownership before starting.

## 21. Information and communications technology systems use

21.1.1 The use of MIT&Unitec information and communication technology systems (ICTS) is governed by the *MIT&Unitec Acceptable Use Policy* and *Information Security Policy*.

21.1.2 MIT&Unitec ICTS is to be used by students for academic purposes and in a way that is:

- Aligned with MIT&Unitec teaching and learning objectives;
- Responsible, ethical, and legal, and respectful of others' rights;

- Efficient and guards against damage or disruption; and
- Protects MIT&Unitec information from unauthorised access and use. MIT&Unitec passwords and access information are to be kept secure.

Any loss theft or misuse of MIT&Unitec ICTS is to be reported to the *[Designated Contact]*.

21.1.3 Prohibited uses of MIT&Unitec ICTS include:

- Illegal activities and purposes;
- Use that interferes with the reasonable use of ICTS resources by other ICTS users;
- Using another person's identity or role, including electronic signature, login, or ICTS access;
- Communicating on behalf of an organization without authority;
- Accessing, altering, or damaging MIT&Unitec or others' ICTS resources without permission;
- Violating intellectual property rights, copyright laws, or licensing agreements;
- Unlawfully breaching an individuals' privacy; and
- Bullying, harassing or victimising others.

21.1.4 MIT&Unitec will monitor the use of its ICTS whether accessed on-site or remotely. Information obtained may be used for troubleshooting, system management, and, if necessary, preventative, or disciplinary action

21.1.5 Any information created or stored on MIT&Unitec ICTS resources may be subject to disclosure by MIT&Unitec under legislation such as the Official Information Act or the Privacy Act, or during the discovery process if there is litigation in progress.

## 22. Comments and feedback

22.1.1 MIT&Unitec is committed to continuous improvement and welcomes student comments and feedback. Feedback can be provided directly to MIT&Unitec staff or by using the online *Student Feedback* form available on the MIT&Unitec website.

*Also see section 14: Student concerns and complaints for information about raising a concern or making a complaint).*

22.1.2 Students will be asked to express their views and provide feedback about MIT&Unitec programmes and services. Feedback may be collected through surveys, questionnaires, and other methods. Published results will maintain the confidentiality of individual students. Outcomes will be used to improve MIT&Unitec programmes and services and may be reported to MIT&Unitec staff and external agencies. Reports may also be made available to students.

22.1.3 Employers, providers of further education to MIT&Unitec graduates, and other stakeholders may be asked to provide feedback on MIT&Unitec programmes. Requests for feedback will focus on how well graduates meet the graduate outcomes for their qualification and how effectively programmes have prepared graduates for work or further study. Published results will maintain the confidentiality of individual graduates. Feedback received will be used to improve MIT&Unitec programmes and services and may be reported to MIT&Unitec staff and external agencies. Reports may be made available to students.

## 23. Health and safety

- 23.1.1 MIT&Unitec is committed to providing and maintaining a safe and healthy work and learning environment for all staff, students, contractors, and other visitors complying with relevant legislation and codes, such as the Health and Safety at Work Act 2015, and conforming to relevant standards, guidelines and good practice.
- 23.1.2 Creating and maintaining a safe and health place to work and learn is a shared responsibility of staff and students.
- 23.1.3 Students are expected to act in a safety conscious manner to protect themselves and others. This includes:
- Actively engaging in health and safety activities;
  - Asking questions when unsure about safety matters; and
  - Promptly reporting any health and safety concerns or incidents.
- 23.1.4 Students must follow all safety instruction(s) provided by MIT&Unitec staff, including (but not limited to):
- Following safe work practices and wearing required personal protective equipment such as safety glasses, prescribed footwear, and protective clothing in designated areas;
  - Reporting any incidents, accidents and near misses to staff; and
  - Complying with evacuation procedures during emergencies or drills
- 23.1.5 Smoking, including vaping and the use of e-cigarettes, or similar devices (see section 25: Glossary for a definition of smoking) is prohibited across all MIT&Unitec campuses in line with the MIT&Unitec *Smoke Free Environment Policy*.

## 24. MIT&Unitec communications with students

- 24.1.1 All student facing regulations, policies and procedures are available on the MIT&Unitec website.
- 24.1.2 All written communications from MIT&Unitec to students will be sent by email to their student email account or delivered directly by hand, with receipt recorded.

## 25. Glossary

| Term                      | Definition  |
|---------------------------|---|
| <b>Academic Committee</b> | The Academic Committee of MIT&Unitec established in accordance with clause 18 of Schedule 11 of the Education and Training Act 2020.  |
| <b>Academic decision</b>  | A decision made on a matter that has an academic outcome for students. Academic decisions cover a wide range of matters; examples include but are not limited to enrolment; waiver of pre-requisites; extensions of time; allocation of grades; and the granting of credit. |

| Term  | Definition   |
|---|--|
| <p><b>Academic misconduct (cheating)</b></p> <p><i>(Formerly known as misconduct during assessment)</i></p> | <p>Includes attempting to gain an unfair advantage in a summative assessment. Academic misconduct is a form of student misconduct (see definition of student misconduct).</p> <p>Examples of academic misconduct include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ Copying information from another student (current or past), either in whole or in part, with or without their consent;</li> <li>▪ Allowing another student to copy their assessment (in part or whole);</li> <li>▪ Facilitating the electronic transfer, or giving soft copies, of their assessment work to others;</li> <li>▪ Providing copies of the summative assessment (in part or whole) to others with the intention the assessment will be used for cheating;</li> <li>▪ Providing copies of their summative assessment (in part or whole) to another student;</li> <li>▪ Failing to exercise reasonable care and responsibility in protecting their work from being accessed by other students. This includes giving someone the opportunity to copy their work;</li> <li>▪ Using or having access to prohibited resources or reference material during a test or examination;</li> <li>▪ Communicating with others during a test/examination to transfer information (except where required to do so as part of the summative assessment);</li> <li>▪ Accessing or taking test examination question papers (or copies) (in part or whole) without approval;</li> <li>▪ Failing to follow the invigilator's instructions;</li> <li>▪ Submitting all or part of a previously completed assessment without permission;</li> <li>▪ Using material from a commercial essay or assignment writing service;</li> <li>▪ Plagiarism (i.e., using the work of another without proper attribution);</li> <li>▪ Falsifying research results;</li> <li>▪ Working together on a summative assessment when it should be individual work;</li> <li>▪ Presenting someone else's work as their own for summative assessment;</li> <li>▪ Any action aimed at defeating the purpose of the summative assessment;</li> <li>▪ Breaching any rule or regulation relating to assessment;</li> <li>▪ Academic or research practices that bring or are likely to bring MIT&amp;Unitec into disrepute;</li> <li>▪ Misrepresenting a disability, temporary illness or injury or exceptional circumstances to seek assessment assistance or an aegrotat pass;</li> <li>▪ Impersonating someone else or having someone else take an assessment for them; and</li> <li>▪ Damaging or hiding learning resources to prevent others from using them.</li> </ul> <p><b>Note:</b> These examples of academic misconduct are for guidance only. Other behaviours may also be considered academic misconduct.</p> |
| <p><b>Academic transcript</b></p>   | <p>The official record of a student's study at MIT&amp;Unitec. Academic transcripts record all outcomes from courses studied by the student, including pass and fail results.</p>  |

| Term                                      | Definition  |
|---|---|
| <b>Achievement-based assessment</b>       | Where a set of criteria is defined for a particular course or learning outcome and the student's level of achievement is assessed against these criteria. Achievement-based summative assessment is recognised through the allocation of a mark or grade.   |
| <b>Achievement standard</b>               | A nationally registered, coherent set of learning outcomes and associated assessment criteria, together with technical and management information that supports delivery and assessment. Achievement standards specify three levels of performance: Achieved, Merit, and Excellence, and the method of assessment, which may include national external assessment. Achievement standards are derived from the New Zealand Curriculum and are usually associated with NCEA and secondary school delivery.<br><br>NZQA (2023). <i>Glossary</i> . Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a> |
| <b>Admission</b>                          | The process of being assessed and approved for participation in a programme or course for which entry is restricted.  |
| <b>Aegrotat pass</b>                      | A pass granted to students at course level where, in specified circumstances beyond their control, they are unable to undertake or are impaired in the completion of an achievement-based summative assessment and their calculated mark results in an overall pass for the course.   |
| <b>Assessment</b>                         | The collection and evaluation of evidence to establish the level of an individual's performance against a set of learning outcomes.   |
| <b>Assessment criteria</b>                | The criteria against which the standard of performance required to meet one or more stated learning outcomes is assessed.   |
| <b>Assessment evidence</b>                | Student work on which assessment decisions are based (regardless of format or medium). Assessment evidence includes, but is not limited to, examination scripts, tests, quizzes, portfolios, evidence of practical tasks, and assignments.  |
| <b>Assessment of Prior Learning (APL)</b> | Also known as recognition of prior learning.  |
| <b>Attendance</b>                         | Physical presence at a class, workshop, practicum, work placement, or other learning opportunities, or virtual presence through engagement in an online environment (synchronous).  |
| <b>Award</b>                              | As defined in section 10(1) of the Education and Training Act 2020:<br><i>'award means—</i><br><i>a) a certificate, diploma, degree, or other qualification listed on the Qualifications and Credentials Framework:</i><br><i>(b) a certificate or other document granted in recognition of a student's achievement in and completion of a micro-credential...'</i><br><br><i>Education and Training Act 2020. New Zealand Legislation. Retrieved February 25, 2025, from <a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a></i>  |
| <b>Bachelor's Degree</b>                  | Bachelor's degrees are Level 7 qualifications listed on the NZQF and have the meaning and characteristics ascribed to them by NZQA.<br><br>NZQA (2016). <i>The New Zealand Qualifications Framework</i> . Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a> .  |



| Term                              | Definition   |
|-----------------------------------|--|
| <b>Bachelor Honours Degree</b>    | <p>Bachelor Honours Degrees are Level 8 qualifications listed on the NZQF and have the meaning and characteristics ascribed to them by NZQA.</p> <p>NZQA (2016). <i>The New Zealand Qualifications Framework</i>. Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a></p>   |
| <b>Bullying</b>                   | <p>Repeated and unreasonable behaviour directed towards a person or group, that can lead to physical or psychological harm.</p> <ul style="list-style-type: none"> <li>▪ Repeated behaviour is persistent and can include a range of actions over time.</li> <li>▪ Unreasonable behaviour covers actions which a reasonable person would not do in similar circumstances, including victimising, humiliating, intimidating, or threatening a person.</li> </ul> <p>A single incident may not be considered bullying but can escalate if ignored. A single incident may be classified as Bullying if physical assault is involved.</p> <p>Bullying can be intentional, where the actions are intended to cause fear or distress, whether or not the behaviour did have that effect. Bullying can also be unintentional, where actions which, although not intended to cause fear or distress, cause and should reasonably have been expected to cause that effect, especially if the person has been informed to cease their actions causing harm.</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ threats and intimidation;</li> <li>▪ manipulation and coercion;</li> <li>▪ abusive or degrading language or gestures;</li> <li>▪ spreading misinformation or malicious rumours;</li> <li>▪ belittling remarks either to another person or behind their back;</li> <li>▪ unreasonable nit-picking and fault finding;</li> <li>▪ shouting, yelling, or using a raised voice or unpleasant tone;</li> <li>▪ deliberately excluding, isolating, or marginalising a person;</li> <li>▪ unjustified threats of disciplinary sanction; and</li> <li>▪ disciplinary sanction imposed without reasonable justification.</li> </ul> <p>For the avoidance of doubt, fair disciplinary processes undertaken in accordance with MIT&amp;Unitec <i>Student Regulations</i> are not considered Bullying.</p> |
| <b>Campus</b>                     | All land and premises in the possession or occupation of MIT&Unitec.   |
| <b>Certificate / testamur</b>     | <p>The document that shows that a qualification has been awarded to an individual student.</p> <p>NZQA (2023). <i>Glossary</i>. Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a></p> <p><i>See also definition for New Zealand Certificate set out below.</i></p>  |
| <b>Certificate of Achievement</b> | <p>Certificates of Achievement are awards issued by MIT&amp;Unitec in recognition of student achievement, which at MIT&amp;Unitec generally emphasise technical and/or practical knowledge and skills.</p> <p>All MIT&amp;Unitec Certificates of Achievement are formally assessed.</p>  |

| Term                                    | Definition   |
|---|--|
| <b>Certificate of Attendance</b>        | <p>Certificates of Attendance are informal awards issued by MIT&amp;Unitec in recognition of student attendance at non-credit bearing short courses. Certificates of Attendance are usually provided for non-assessed learning opportunities where a minimum level of attendance is specified, and the student has met that requirement.</p> <p>Also known as a Certificate of Participation.</p>  |
| <b>Certificate of Proficiency (CoP)</b> | <p>Informal awards issued in recognition of student achievement in assessed course(s) or NZQA standards selected from a programme leading to a qualification listed on the New Zealand Qualifications and credentials Framework. Certificates of Proficiency are credit-bearing and may be cross-credited to relevant programmes. All Certificates of Proficiency are formally assessed in that student progress is assessed in a manner that determines completion.</p> <p>For enrolment, COP students must meet the relevant entry criteria for the programme in which the COP sits.</p> |
| <b>Chief Executive</b>                  | The person appointed by the Council as Chief Executive of MIT&Unitec pursuant to section 280(a) of the Education and Training Act 2020.  |
| <b>Competency-based assessment</b>      | The gathering and judging of evidence to decide if a person has achieved a standard of competence.   |
| <b>Complaint</b>                        | <p>A formal written expression of dissatisfaction from a student who:</p> <ul style="list-style-type: none"> <li>▪ Believes they have been unfairly treated by MIT&amp;Unitec (including in relation to an academic decision or other matter), or who is making a complaint against another student, and as a result considers there has been a direct and significant adverse impact on them; and</li> <li>▪ Seeks redress through the MIT&amp;Unitec formal complaints resolution process.</li> </ul>  |
| <b>Conceded pass (CP)</b>               | A pass that may be granted to students where they have marginally failed a course.   |
| <b>Concerns</b>                         | A matter where it is likely that resolution can be obtained by direct, informal consultation with the people concerned. A situation where a student considers appropriate standards have not been met but the impact on them has not been great. Concerns may escalate to a complaint where not resolved or deemed serious.  |
| <b>Conflict of interest</b>             | A situation where a staff member's duties or responsibilities could be affected, or perceived to be affected, either directly or indirectly (e.g., through a family member, associated entity, or external agency) by some other interest or duty they may have.   |
| <b>Co-requisite</b>                     | <p>A course that must be completed simultaneously with another specified course unless students have previously passed the co-requisite course.</p> <p><i>Most co-requisite courses contain important or complementary knowledge or skills which are essential for success in the course.</i></p>  |

| Term  | Definition   |
|---|--|
| <b>Council</b>  | The governing body of MIT&Unitec constituted in accordance with Schedule 11 of the Education and Training Act 2020.  |
| <b>Course</b>   | <p>The smallest component of a programme. A specified course or collection of courses forms a programme. A course may include one or more NZQA Standards which may or may not add up to the total value of the course.</p> <p>A course may also be called a paper, module, or unit of study.</p>   |
| <b>Course engagement</b>  | <p>Student engagement with a course evidenced by a student having undertaken any one or more of the following:</p> <ul style="list-style-type: none"> <li>▪ Attended a class a class, workshop, practicum or work placement, or other learning opportunity, (on campus or online)</li> <li>▪ Submitted an assessment and/or coursework including, where relevant, a literacy or numeracy assessment.</li> </ul>  |
| <b>Credit</b>   | A value assigned to a segment of learning that reflects the estimated student time/effort required to satisfactorily meet the assessment requirements. One credit generally represents 10 notional hours.  |
| <b>Credit transfer (CT)</b>   | <p>The granting of credit for successfully completing a course that is an exact match to the required level, learning and outcomes.</p> <p>Credit Transfer is one method for recognising prior knowledge and skills (RPKS) along with cross credit (CC) and recognition of prior learning (RPL).</p>   |
| <b>Cross credit (CC)</b><br><i>(Formerly known as credit recognition)</i> | <p>The granting of credit for having successfully completed a similar course at the same or higher level, credits, and learning outcomes. Determined through an equivalence mapping exercise from the academic transcript and learning outcomes already achieved.</p> <p>Cross credit is one method for recognising prior knowledge and skills (RPKS) along with credit transfer (CT) and recognition of prior learning (RPL).</p>   |
| <b>Did Not Complete the course (DNC)</b>                                  | The grade assigned when a student has stopped attending a course but has not withdrawn from the course during the withdrawal period.   |
| <b>Directory of Assessment and Skill Standards (DASS)</b>                 | The NZQA managed and hosted directory containing all achievement standards, unit standards and skills standards (NZQA Standards).  |
| <b>Discrimination</b>   | <p>Where a person is treated less favourably than another person in the same or similar circumstances because of any of the prohibited grounds, as set out in the Employment Relations Act 2000 and the Human Rights Act 1993 and may be unlawful in accordance with this legislation. Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ sex, which includes pregnancy and childbirth;</li> <li>▪ gender identity;</li> <li>▪ marital status;</li> <li>▪ belief;</li> <li>▪ ethical belief;</li> </ul> |

| Term                                       | Definition  |
|--|---|
|  | <ul style="list-style-type: none"> <li>▪ colour;</li> <li>▪ race;</li> <li>▪ ethnic or national origins, which includes nationality or citizenship;</li> <li>▪ disability;</li> <li>▪ age;</li> <li>▪ political opinion;</li> <li>▪ employment status;</li> <li>▪ family status;</li> <li>▪ sexual orientation; and</li> <li>union involvement.</li> </ul>  |
| <b>Doctoral degree</b>                     | <p>Doctoral degrees are Level 10 qualifications listed on the NZQCF and have the meaning and characteristics ascribed to them by NZQA.</p> <p>NZQA (2016). <i>The New Zealand Qualifications Framework</i>. Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a></p>  |
| <b>Domestic tertiary student</b>           | <p>As defined in section 10(1) of the Education and Training Act 2020, domestic tertiary student means an individual:</p> <p>(a) who is:</p> <ul style="list-style-type: none"> <li>i. a New Zealand citizen; or</li> <li>ii. the holder of a residence class visa granted under the Immigration Act 2009 who satisfies the criteria (if any) prescribed by regulations made under subsection (2);</li> <li>iii. a person of a class or description of persons required by the Minister, by notice in the Gazette, to be treated as if they are not international students; and</li> </ul> <p>(b) who is a tertiary student enrolled at an institution or a registered establishment.</p> <p>Education and Training Act 2020. New Zealand Legislation. Retrieved February 25, 2025, from <a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a></p> |
| <b>EFTS (Equivalent Full-Time Student)</b> | <p>An equivalent full-time student (EFTS) is a measure of consumption of education (or the size of a qualification in relation to workload). One EFTS unit is defined as the learner workload that would normally be carried out in a single academic year (12-month period) by a learner enrolled full-time and usually equates to 120 credits on the New Zealand Qualifications and Credentials Framework (NZQCF).</p> <p>Tertiary Education Commission (n.d.). <i>Glossary</i>. Retrieved February 25, 2025, from <a href="http://www.TEC.govt.nz">www.TEC.govt.nz</a></p>   |
| <b>Engagement/engaged</b>                  | See definition of course engagement.  |
| <b>Enrolment</b>                           | The process of allocating to an eligible student a place in a programme or training scheme or course.   |
| <b>Enrolment period</b>                    | The period during which courses are offered. Usually, a semester, trimester, quarter, or full year.   |
| <b>Entry requirements</b>                  | Requirements that must be met for students to be enrolled into a programme at MIT&Unitec. These are the requirements that are deemed necessary to ensure students have a reasonable chance of successfully completing the programme.  |

| Term                                       | Definition  |
|--|---|
|  | Entry requirements, which may include pre-requisites, are set out in the Programme.   |
| <b>Equivalence assessment</b>              | The process of assessing whether a learner's prior knowledge, skills, or competencies, gained through formal, non-formal, or informal learning is equivalent to those of a specific course. This assessment is conducted to determine eligibility for the granting of credit through the Recognition of Prior Knowledge and Skills (RPKS) process.  |
| <b>Ethics Approval</b>                     | Ethics approval ensures that research is conducted ethically, and the rights and safety of participants are protected. It involves a review of proposed research projects by the <i>[Delegated Authority]</i> . This approval is mandatory for all research projects that involve: human or animal subjects; both MIT&Unitec staff and students (to ensure the ethical implications of the relationship between staff and students are appropriately considered); a te ao Māori or Treaty of Waitangi dimension; or any use of MIT&Unitec data which is not in the public domain.       |
| <b>Ethics Sub-Committee</b>                | The sub-committee established by the MIT&Unitec Academic Committee to provide advice and assistance to the Academic Committee with respect to ethical standards in research and to review and approve all proposed research to be undertaken by MIT&Unitec staff and students involving: human or animal subjects; both MIT&Unitec staff and students (to ensure the ethical implications of the relationship between staff and students are appropriately considered); a Te Ao Māori and Treaty of Waitangi dimension; or any use of MIT&Unitec data that is not in the public domain. |
| <b>Examination</b>                         | Examinations are a formal assessment of student knowledge, usually focusing on theoretical knowledge. These are identified as examinations or assessments conducted under examination conditions within the course descriptors in the Programme Approval Document and course information.   |
| <b>Exceptional circumstances / grounds</b> | Unusual or unforeseen situations that justify a departure from standard rules or procedures. These may include personal, academic, or contextual factors that significantly impact a student's ability to meet normal requirements and require individual consideration.  |
| <b>Exclusion</b>                           | The cancellation of a student's enrolment, or the refusal to enrol a student at MIT&Unitec on any of the grounds set out in the <i>Student Regulations</i> . Exclusion may be permanent or for a fixed term.  |
| <b>Exemption (X)</b>                       | This grade is assigned when either: <ul style="list-style-type: none"> <li>▪ Recognition (but not a cross credit) for a substantially equivalent prescribed course for which the student must then choose an alternative course of study; or</li> <li>▪ Is given for a lower-level NZQA standard when a similar higher-level standard has been successfully achieved.</li> </ul>  |
| <b>Failed course work (FCW)</b>            | This grade is assigned when students achieve an overall course result of 50 per cent or higher but fail to meet the minimum mark in one or more compulsory summative assessments, excluding the final examination.  |

| Term                             | Definition  |
|----------------------------------|---|
| <b>Failed final (FF)</b>         | This grade is assigned when students achieve an overall course result of 50 per cent or higher but less than 40 per cent in the final examination.  |
| <b>Fees</b>                      | Fees charged by MIT&Unitec, including but not limited to tuition fees, resource fees, student services fees, administration fees, and sundry fees.  |
| <b>Formal award</b>              | An award leading to a qualification or credential listed on the NZQCF.  |
| <b>Formal learning</b>           | Study undertaken either at MIT&Unitec or another approved educational institution.  |
| <b>Formative assessment</b>      | <p>An assessment designed to contribute to students' awareness, ability, knowledge, or competence.</p> <p>Formative assessment is intended to provide developmental feedback to the student on their progress and enables teachers to monitor student learning and modify their teaching practice to address issues.</p> <p>Formative assessment is not intended to contribute to a student's academic grade.</p> |
| <b>Full-time student</b>         | The StudyLink definition of full-time student will apply.   |
| <b>Further assessment</b>        | <p>The opportunity for students to undertake a further assessment (such as completing a further examination, test, assignment etc.) to meet course requirements.</p> <p><b>Note:</b> Further assessment which involves undertaking a further examination or test may also be referred to as a "resit."</p>  |
| <b>Grade</b>                     | The overall level of achievement for a course is usually determined by combining the marks from individual assessment items that make up the course. A mark is a level of achievement for an assessment item (e.g., a mark of 15/20).   |
| <b>Graduand</b>                  | A person who has completed the requirements for a MIT&Unitec award but has not had their award ceremonially conferred either in person or in absentia.  |
| <b>Graduate</b>                  | A person who has had an award granted and conferred.  |
| <b>Graduate Certificate</b>      | <p>Graduate Certificates are Level 7 qualifications listed on the NZQF and have the meaning and characteristics ascribed to them by NZQA.</p> <p>NZQA (2016). <i>The New Zealand Qualifications Framework</i>. Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a></p>   |
| <b>Graduate Diploma</b>          | <p>Graduate Diplomas are Level 7 qualifications listed on the NZQCF and have the meaning and characteristics ascribed to them by NZQA.</p> <p>NZQA (2016). <i>The New Zealand Qualifications Framework</i>. Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a></p>  |
| <b>Graduate Profile Outcomes</b> | Define the minimum level of skills, knowledge, understanding and attributes a graduate awarded a qualification can demonstrate.   |

| Term   | Definition  |
|--|---|
| <b>Harassment</b>  | <p>Any unwelcome or unjustified behaviour which is serious or repeated and which another person finds offensive or humiliating. Harassment includes racial harassment and sexual harassment.</p> <p><b>Racial harassment</b> occurs when a complainant is subjected, for reasons of race, colour, nationality, or ethnic origin, to behaviour that might reasonably be perceived by the complainant to be offensive or unwelcome. Racial harassment can include but is not limited to any of the following:</p> <ul style="list-style-type: none"> <li>▪ telling offensive jokes involving race, colour, ethnic origin, or nationality;</li> <li>▪ teasing or comments about cultural differences;</li> <li>▪ offensive labels; and</li> <li>▪ making derogatory remarks about groups, or the attributes of groups, based on race, colour, ethnic origin, or nationality.</li> </ul> <p><b>Sexual harassment</b> means any form of sexual or gender-oriented attention or behaviour that is unwanted, and which is personally offensive to the recipient. Sexual harassment occurs where:</p> <ul style="list-style-type: none"> <li>▪ a request is made for contact or activity of a sexual nature which contains an implied or overt promise of preferential treatment or detrimental treatment.</li> <li>▪ an MIT&amp;Unitec community member is subjected to language, visual or physical behaviour of a sexual nature that is unwelcome or offensive to that person and has a detrimental effect on that person's employment, job performance, job satisfaction, study, or standing in the MIT community.</li> </ul> <p>Examples of sexual harassment include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ unwanted and unacceptable comments about an individual's body or appearance;</li> <li>▪ persistent sexual innuendo, sexual or smutty jokes, name calling, persistent and unwelcome questions about a person's private life, requests for dates or sexual activity, wolf whistles;</li> <li>▪ offensive facial, hand, or body gestures;</li> <li>▪ unwanted or unwelcome verbal, electronic or visual sexual contact; and</li> <li>▪ unwelcome or unwanted physical contact.</li> </ul> |
| <b>Inclusive</b>   | An environment that ensures all students, can fully participate, engage, and succeed. It involves removing barriers to access and achievement, affirming diverse identities, and providing experiences that are equitable, culturally responsive, and accessible to all.  |
| <b>Individual Learning Plan (ILP)</b>                            | A personalised plan designed to address the specific academic needs of an individual student. For late enrolment, an ILP helps to quickly identify and bridge any gaps in a student's knowledge and skills due to their delayed start.  |
| <b>Informal award</b>  | An award that is <b>not</b> listed on the NZQCF.  |
| <b>Information &amp; Communication Technology Systems (ICTs)</b> | MIT&Unitec telecommunications, computer systems, and audio-visual systems.  |

| Term                                | Definition   |
|-------------------------------------|--|
| <b>Intellectual property</b>        | Any work in which intellectual property rights exist including, but not limited to: <ul style="list-style-type: none"> <li>▪ Course materials;</li> <li>▪ Research data and outputs;</li> <li>▪ Assessment materials;</li> <li>▪ Administrative materials;</li> <li>▪ Computer software, videos, and recordings;</li> <li>▪ Creative, literary works, artwork;</li> <li>▪ Discoveries/innovations/inventions;</li> <li>▪ Patents, copyright, designs, trademarks;</li> <li>▪ Patentable and potentially patentable subject matter and associated know how;</li> <li>▪ Plant variety; and</li> <li>▪ MIT&amp;Unitec data.</li> </ul>              |
| <b>Intellectual property rights</b> | Rights in any patent, rights in a trademark copyright, moral rights, rights in a design, know-how, confidential information, and all or any other intellectual or industrial property rights, whether or not registered.   |
| <b>International student</b>        | Any student who is not a domestic student.   |
| <b>Learning outcome</b>             | An expected result of learning in terms of skills and knowledge.<br>NZQA (2023). <i>Glossary</i> . Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a>  |
| <b>Level</b>                        | The level of courses or programme as defined by NZQA. Levels are based on complexity, with Level 1 the least complex and Level 10 the most complex. All qualifications on the NZQCF are assigned to one of the 10 levels.<br>NZQA (2023). <i>Glossary</i> . Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a>   |
| <b>Mark</b>                         | A level of achievement for an assessment item (e.g., a mark of 15/20 for an assessment). A grade is the overall level of achievement for a course, which is usually determined by combining the marks from individual assessment items that make up the course.  |
| <b>Master's Degree</b>              | Master's Degrees are Level 8 qualifications listed on the NZQCF and have the meaning and characteristics ascribed to them by NZQA.<br>NZQA (2016). <i>The New Zealand Qualifications Framework</i> . Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a>  |
| <b>Micro-credential</b>             | Micro-credentials are units of learning that lead to the formal award of a credential listed on the NZQCF. Micro-credentials are NZQA approved and are usually no more than 40 credits.<br><br>Micro-credentials are defined in section 10(1) of the Education and Training Act 2020 as study or training that (a) leads to an award; but (b) does not, of itself, lead to an award of a qualification listed on the NZQCF.<br><br>For the purposes of these Regulations, the term 'programme' is deemed to include all MIT&Unitec educational offerings (including programmes, micro-credentials, and short courses) unless expressly excluded. |



| Term                        | Definition   |
|-----------------------------|--|
| <b>Misconduct (student)</b> | <p>Includes any behaviour that:</p> <ul style="list-style-type: none"> <li>▪ Breaches MIT&amp;Unitec’s statutes, regulations, policies, or rules;</li> <li>▪ Violates any New Zealand laws or legislation;</li> <li>▪ Brings or has the potential to bring MIT&amp;Unitec into disrepute;</li> <li>▪ Interferes with MIT&amp;Unitec educational objectives;</li> <li>▪ Disregards the rights of others; or</li> <li>▪ Compromises the safety of persons or property;</li> </ul> <p>This misconduct can occur</p> <ul style="list-style-type: none"> <li>▪ On or near campus;</li> <li>▪ During any official MIT&amp;Unitec activity (e.g., practicum, off-campus visits, work-experience, or online activities); or</li> <li>▪ In relation to a student’s status as a student of MIT&amp;Unitec.</li> </ul> <p>Examples of student misconduct include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ Breaching MIT&amp;Unitec statutes, regulations, policies, or rules;</li> <li>▪ Failing to comply with directions from staff to maintain safety, order, or discipline;</li> <li>▪ Acting in a disorderly, reckless, offensive, or obscene manner;</li> <li>▪ Smoking (including the use of e-cigarettes, vaping, and similar devices) in non-smoking areas;</li> <li>▪ Failing to comply with penalties applied under the <i>Student Regulations</i>;</li> <li>▪ Academic misconduct (cheating);</li> <li>▪ Committing any criminal offence;</li> <li>▪ Possessing or consuming alcohol (except as part of teaching activities or with the approval of authorised MIT&amp;Unitec staff), drugs or any other mind-altering substance (other than those medically prescribed);</li> <li>▪ Possessing firearms (including an air gun, paint ball gun etc.) or weapons;</li> <li>▪ Behaving in a way detrimental to MIT&amp;Unitec proper conduct, reputation, or order;</li> <li>▪ Interfering with the studies, duties, or activities of any other student or staff member;</li> <li>▪ Failing to comply with safety instructions given by an authorised person;</li> <li>▪ Refusing to leave a class or activity when requested by staff due to safety or disruption concerns;</li> <li>▪ Failing to pay a penalty or complete an action imposed as restitution under the <i>Student Regulations</i>; and</li> <li>▪ Falsifying evidence or not disclosing required information for entry requirements.</li> </ul> <p><b>Note:</b> These examples are for guidance only. Other behaviours may also be considered misconduct.</p> |

| Term  | Definition  |
|---|---|
| <b>Moderation</b>   | The process of checking and ensuring that summative assessment activities are fair, valid, and consistent with the required standard across a number of assessors or assessing organisations.   |
| <b>Natural justice</b>  | Transparency and fairness of procedure and freedom from bias on the part of the person making the decision/judgment.<br><a href="https://www.justice.govt.nz/about/glossary/">https://www.justice.govt.nz/about/glossary/</a> . Retrieved October 2025  |
| <b>New Zealand Certificate</b>                                      | Level 1-6 qualifications listed on the NZQF at levels 1-6 and have the meaning and characteristics ascribed to them by NZQA.<br><br>NZQA (2016). <i>The New Zealand Qualifications Framework</i> . Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a> .   |
| <b>New Zealand Diploma</b>  | Level 5-7 qualifications listed on the NZQF and have the meaning and characteristics ascribed to them by NZQA.<br><br>NZQA (2016). <i>The New Zealand Qualifications Framework</i> . Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a> .   |
| <b>New Zealand Qualifications Authority (NZQA)</b>                  | The Government agency that: <ul style="list-style-type: none"> <li>Manages the New Zealand Qualifications and Credentials Framework;</li> <li>Runs the assessment system for secondary schools;</li> <li>Independently checks the quality of tertiary education providers, other than universities;</li> <li>Administers the Code of Pastoral Care;</li> <li>Recognise overseas qualifications;</li> <li>Manages standard setting for some NZQA Standards and qualifications.</li> </ul> NZQA (n.d.), retrieved from <a href="http://www.nzqa.govt.nz/about-us/our-role/">http://www.nzqa.govt.nz/about-us/our-role/</a>  |
| <b>New Zealand Qualifications and Credentials Framework (NZQCF)</b> | The comprehensive list of all quality-assured qualifications and credentials in New Zealand. The NZQCF is managed and maintained by NZQA.<br><br>Formerly the NZQF  |
| <b>NZQA Standard</b>  | Achievement, unit, and skills standards listed on the NZQA Directory of Assessment and Skills Standards.  |
| <b>Part-time student</b>  | The StudyLink definition of part-time student will apply.   |
| <b>Plagiarism</b>   | Using someone else's work, ideas, or expression without indicating they are not one's own. It may be either intentional or unintentional.<br><br>Examples of plagiarism include, but are not limited to, doing any of the following <b>without giving credit or appropriately acknowledging/referencing the source</b> : <ul style="list-style-type: none"> <li>Paraphrasing/rewriting someone else's ideas;</li> <li>Copying information (e.g., from books, journal articles, electronic sources such as the internet or databases, AI-generated content, sound recordings, films, another student);</li> <li>Self-plagiarism of one's own previous work.</li> </ul> |

| Term  | Definition  |
|---|---|
| <b>Postgraduate Certificate</b>                               | <p>Level 8 qualifications listed on the NZQCF and have the meaning and characteristics ascribed to them by NZQA.</p> <p>NZQA (2016). <i>The New Zealand Qualifications Framework</i>. Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a>.</p>   |
| <b>Postgraduate Diploma</b>                                   | <p>Level 8 qualifications listed on the NZQCF and have the meaning and characteristics ascribed to them by NZQA.</p> <p>NZQA (2016). <i>The New Zealand Qualifications Framework</i>. Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a>.</p>   |
| <b>Pre-requisite</b>  | One or more specified courses, or programmes that must be successfully completed before students are permitted to proceed to another course.  |
| <b>Programme</b>  | <p>As defined in section 10(1) of the Education and Training Act 2020:</p> <p><i>“A programme of study or training that leads to a qualification listed on the Qualifications and Credentials Framework.”</i></p> <p><i>Education and Training Act 2020. New Zealand Legislation. Retrieved February 25, 2025, from <a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a></i></p> <p>A programme is a coherent arrangement of learning or training, made up of one or more courses.</p> <p><i>For the purposes of these Regulations, the term ‘programme’ is deemed to include all MIT&amp;Unitec educational offerings (including programmes, micro-credentials, and short courses), unless expressly excluded.</i></p> |
| <b>Programme Committee</b>                                    | A committee established by the MIT&Unitec Academic Committee for each programme or group of related programmes with responsibility for monitoring and reviewing the quality of the programme(s) and the treatment and progress of students in the programme(s).   |
| <b>Programme Document</b>                                     | The definitive document for each programme, which sets out authoritative information about the programme including the regulations, course outlines, and delivery information.  |
| <b>Programme Regulations</b>                                  | Regulations that prescribe requirements for entry into and completion of a programme and courses making up the programme. A summary of the regulations for each programme is available from the <i>[Designated Contact]</i> .   |
| <b>Programmes for students with special educational needs</b> | Programmes that include as a requirement for entry that students must have an intellectual disability and/or other special learning needs.  |
| <b>Qualification</b>  | A qualification listed on the New Zealand Qualifications and Credentials Framework, which may include qualifications offered by universities.   |
| <b>Recognition of prior learning (RPL)</b>                    | <p>The process involving formal assessment of a student’s relevant and current knowledge and skills (which may have been obtained through formal training or on the job or life experience) to determine achievement of learning outcomes for the purpose of awarding credit towards a qualification.</p> <p>NZQA (2023). <i>Glossary</i>. Retrieved February 25, 2025, from <a href="http://www2.nzqa.govt.nz">www2.nzqa.govt.nz</a></p>   |

| Term                      | Definition  |
|---------------------------|---|
|                           | <p>Recognition of prior learning does not include credit transfer (CT) or cross credit (CC). Also known as assessment of prior learning.</p> <p>Recognition/Assessment of prior learning is one method for recognising prior knowledge and skills (RPKS) along with credit transfer and cross credit (CC). Also known as Assessment of Prior Learning (APL)</p>   |
| <b>Re-count</b>           | <p>The re-checking of the numerical accuracy of an assessment result. This involves verifying that:</p> <ul style="list-style-type: none"> <li>▪ All parts of the assessment were marked</li> <li>▪ Marks were correctly totalled</li> <li>▪ The final grade was accurately recorded and reported.</li> </ul> <p>It does not involve re-marking / re-evaluating the quality of the work or challenging academic judgment.</p>   |
| <b>Refund period</b>      | The period, subject to specified conditions, in which students may receive a full or partial refund of fees as set out in the <i>Student Regulations</i> .  |
| <b>Re-mark</b>            | The re-evaluation of an assessment.   |
| <b>Remove / removal</b>   | To prevent students from attending class and/or the campus or any defined campus area for a period not exceeding two (2) working days for alleged misconduct. In exceptional circumstances, dismissal may be extended to a period not exceeding five (5) working days.  |
| <b>Resource fees</b>      | Non-teaching related fees paid by students to cover specific course-related costs (e.g., tools).  |
| <b>Respondent</b>         | The person responding to a concern, complaint, or allegation of misconduct.   |
| <b>Resubmission</b>       | A further opportunity for students to meet assessment criteria and requirements by submitting a revised version of an assessment after it has been initially marked.  |
| <b>Selection criteria</b> | The criteria on which applicants are selected for entry into a programme where there are more applicants who meet the entry requirements than places available.   |
| <b>Short course</b>       | <p>At MIT&amp;Unitec, the term 'short course' refers collectively to all learning and training that leads to an informal award. Short courses are not approved by NZQA, do not lead to the award of a qualification listed on the New Zealand Qualifications Framework, and are usually (but not always) less than 40 credits. Short courses may be assessed or non-assessed. Short courses are typically not TEC funded.</p> <p>For the purposes of these Regulations, the term 'programme' is deemed to include all MIT&amp;Unitec educational offerings (including programmes, micro-credentials, short courses), unless expressly excluded.</p> |

| Term                              | Definition   |
|-----------------------------------|--|
| <b>Skill standard</b>             | <p>As defined in section 10(1) of the Education and Training Act 2020, means:</p> <ol style="list-style-type: none"> <li>a specification of skills, the levels of performance in those skills, and the learning outcomes associated with those skills; and</li> <li>in relation to any vocational education and training (or proposed vocational education and training), means a specification of some or all of the skills in which training is (or is proposed to be) received, the levels of performance in those skills intended to be attained by people receiving the training, and the learning outcomes associated with those skills.</li> </ol> <p><i>Education and Training Act 2020. New Zealand Legislation. Retrieved February 25, 2025, from <a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a></i></p> |
| <b>Smoke and smoking</b>          | The act or habit of inhaling or exhaling of the smoke of tobacco, drugs or vapor through cigarettes, pipes, or cigars. This includes the use of e-cigarettes, vaping, or similar devices that simulate the smoking experience.   |
| <b>Student</b>                    | <p>Any person who is:</p> <ul style="list-style-type: none"> <li>enrolled, or in the process of applying to be enrolled, in a programme delivered by MIT&amp;Unitec; or</li> <li>participating in any programme or course delivered by MIT&amp;Unitec (if this does not include a person who is acting in a teaching or instructing capacity).</li> </ul>  |
| <b>Student services fee</b>       | A compulsory charge covering the provision of student services.  |
| <b>Summative assessment</b>       | A formal assessment event that contributes to a student's final course mark/grade and which has a bearing on whether credit is attained.   |
| <b>Sundry fees</b>                | Fees that are not specific to a particular course, including but not limited to fines, cross credit fees, credit transfer fees, recognition of prior learning fees, qualification fees and fees charged on behalf of a third party.  |
| <b>Suspension/suspend</b>         | To prevent student from attending classes and/or the campus or any defined campus area for a set time due to alleged misconduct. Suspension conditions may vary depending on the nature and seriousness of the alleged misconduct.   |
| <b>Teacher/s (Academic Staff)</b> | Staff whose duties include, or who directly assist staff whose duties include all of the following in some measure: lecturing, lesson preparation, student assessment, pastoral care, and whose duties may also include: research, curriculum development, teacher development, or staff who directly advise those described above on academic matters.  |
| <b>Testamur</b>                   | See certificate  |
| <b>Transfer</b>                   | The process of withdrawing from a course, programme or institution, and moving to another.   |
| <b>Tuition fees</b>               | Teaching related fees.   |
| <b>Unit standard</b>              | A nationally registered, coherent set of learning outcomes and associated performance criteria, together with technical and management information that supports delivery and assessment. All unit standards are registered on the Directory of Assessment and Skill Standards (DASS).   |

| Term              | Definition   |
|-------------------|--|
| <b>Withdrawal</b> | When a student has stopped attending a course and has submitted an <i>MIT&amp;Unitec Withdrawal and Transfer Application</i> form or has been withdrawn by MIT&Unitec. |

## 26. Document management and control

|                              |                             |                           |  |
|------------------------------|-----------------------------|---------------------------|--|
| <b>Category</b>              | Academic                    | <b>Consultation Scope</b> | Academic Committee<br>Chief Executive<br>Staff |
| <b>Policy Owner</b>          | DCE Academic                | <b>Approval Bodies</b>    | Academic Committee<br>Council                  |
| <b>Policy Contact Person</b> | <i>[Designated Contact]</i> | <b>Review Dates</b>       | Before 1 January 2027                          |

## 27. Amendment history

| Document Version | Effective Date | Approver | Amendment details |
|------------------|----------------|----------|-------------------|
| V1.0             | 1 January 2026 | Council  | New regulations   |

# APPENDIX ONE - MIT&UNITEC ACADEMIC DRESS

## 1. Graduands of MIT&Unitec (former MIT business division)

- a. Graduands of the MIT&Unitec (former MIT business division) are to wear the academic dress appropriate to their award at graduation ceremonies, as specified below:

| Award  | Academic dress  |
|--|---|
| <ul style="list-style-type: none"> <li>Master's Degree</li> </ul>  | <ul style="list-style-type: none"> <li>Cambridge Bachelor of Arts gown.</li> <li>Hood lined with satin coloured green PMS329 and edged with satin coloured gold PMS124C.</li> <li>Black trencher with a tassel coloured green PMS329.</li> </ul>        |
| <ul style="list-style-type: none"> <li>Postgraduate Diploma</li> <li>Postgraduate Certificate</li> </ul> | <ul style="list-style-type: none"> <li>Cambridge Bachelor of Arts gown.</li> <li>Hood lined with satin coloured green PMS329 and edged with satin coloured navy blue PMS288C.</li> <li>Black trencher with a tassel coloured green PMS329.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Bachelor Honours Degree</li> </ul>                                | <ul style="list-style-type: none"> <li>Cambridge Bachelor of Arts gown.</li> <li>Hood lined with satin coloured green PMS329 and edged with satin coloured light green PMS324C.</li> <li>Black trencher with a tassel coloured green PMS329.</li> </ul> |

| Award  | Academic dress  |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Bachelor's Degree</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Cambridge Bachelor of Arts gown.</li> <li>▪ Hood lined with satin coloured green PMS329.</li> <li>▪ Black trencher with a tassel coloured green PMS329.</li> </ul> |
| <ul style="list-style-type: none"> <li>▪ Level 7 Diploma</li> <li>▪ Graduate Diploma</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Cambridge Bachelor of Arts gown.</li> <li>▪ Scarf lined with satin coloured green PM5324C.</li> </ul>  |
| <ul style="list-style-type: none"> <li>▪ Graduate Certificate</li> </ul>   | <ul style="list-style-type: none"> <li>▪ No specific requirements.</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ Level 6 Diploma</li> <li>▪ Level 5 Diploma</li> </ul>   | <ul style="list-style-type: none"> <li>▪ May appear dressed in a Cambridge Bachelor of Arts gown as decreed.</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ Certificates (Levels 1 – 6)</li> </ul>  | <ul style="list-style-type: none"> <li>▪ No specific requirements.</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ Micro-credentials (including Certificate of Achievement)</li> <li>▪ Short courses (including Certificate of Attendance, Digital Badge)</li> <li>▪ Certificate of Proficiency</li> </ul> | <ul style="list-style-type: none"> <li>▪ No specific requirements.</li> </ul>   |

b. The academic dress for members MIT&Unitec (former MIT business division Graduation Ceremony will be as follows:

- The Chair of Council will wear the academic dress of the person holding the position of Chair together with the MIT&Unitec stole for the Chair of Council;
- The Chief Executive will wear the academic dress of the person holding the position of Chief Executive together with the MIT&Unitec stole for the Chief Executive; and
- Members of MIT&Unitec staff and Council attending or participating in public ceremonies with prescribed academic dress may choose to wear the academic dress appropriate to their degree.

## 2. Graduands of MIT&Unitec (former Unitec business division)

Members of staff of MIT&Unitec (former Unitec business division) attending or taking part in public ceremonies for which academic dress is prescribed shall wear the academic dress of their degrees. The academic dress worn by persons who have had their degrees conferred by Unitec shall conform to the specifications set out below. The official robes for the principal office holders at any public ceremony for which academic dress is prescribed shall conform to the specifications set out below.

| Award  | Academic dress   |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Diplomas</li> </ul>           | <ul style="list-style-type: none"> <li>▪ Black gown with open sleeves of the same style as the Cambridge University Bachelor of Arts gown</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ Degree of Bachelor</li> </ul> | <ul style="list-style-type: none"> <li>▪ Black gown with open sleeves of the same style as the Cambridge University Bachelor of Arts gown</li> <li>▪ A black mortar-board cap with a black tassel.</li> <li>▪ A black hood in the Cambridge style, standard size.</li> </ul> |

| Award  | Academic dress   |
|--|--|
|  | <ul style="list-style-type: none"> <li>▪ The hood will have a V-band on the neck in cream with a green raparapa pattern.</li> <li>▪ The hood will have the standard Unitec two-part neckband with the off-white embroidered raparapa design on green background on the wearer's left side, and green embroidered raparapa design on off-white background on the right side.</li> <li>▪ The hood will be fully lined with the approved colour for the discipline.</li> </ul>  |
| <ul style="list-style-type: none"> <li>▪ Degree of Bachelor with Honours</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Black gown with open sleeves of the same style as the Cambridge University Bachelor of Arts gown.</li> <li>▪ A black mortar-board cap with a black tassel.</li> <li>▪ A Unitec green hood, in the Cambridge style, standard size.</li> <li>▪ The hood will have the standard Unitec two-part neckband with the off-white embroidered raparapa design on green background on the wearer's left side, and green embroidered raparapa design on off-white background on the right side.</li> <li>▪ The hood will be fully lined with the approved colour for the discipline.</li> </ul>  |
| <ul style="list-style-type: none"> <li>▪ Graduate Diplomas</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Black stole with a strip of discipline colour approximately 2 cm tall across the bottom edge of the stole.</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ Postgraduate Diplomas</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Bottle green stole with yellow raparapa placed on the end of the stole and a strip of discipline colour approximately 2 cm tall across the bottom edge on the other side of the stole.</li> <li>▪ If the diplomate is not a graduate, the stole will be worn over a black gown with open sleeves of the same style as the Cambridge University Bachelor of Arts gown.</li> </ul>  |
| <ul style="list-style-type: none"> <li>▪ Degree of Master</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Black gown of the same style as the Cambridge University Master of Arts gown.</li> <li>▪ A black mortar-board cap with a black tassel.</li> <li>▪ A Unitec green hood in the Cambridge style, standard size, with a band in cream with a green raparapa pattern approximately 2.5 cm from the outer edge.</li> <li>▪ The hood will have the standard Unitec two-part neckband with the off-white embroidered raparapa design on green background on the wearer's left side, and green embroidered raparapa design on off-white background on the right side.</li> <li>▪ The hood will be fully lined with the appropriate colour for the discipline as listed below.</li> </ul> |
| <ul style="list-style-type: none"> <li>▪ Doctoral Degrees<br/>(<i>professional doctorates, e.g., Doctor of Computing</i>)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Gown of the same style as the Cambridge University Master's gown in bottle green with 100mm facings in the colour of the discipline.</li> <li>▪ A Tudor Bonnet in black velveteen with a cord and tassels.</li> </ul>   |



| Award  | Academic dress  |
|--|---|
|  | <ul style="list-style-type: none"> <li>▪ A hood in the Cambridge style, standard size, in bottle green cloth outer and satin lining in the colour of the discipline</li> <li>▪ The hood will have the standard Unitec two-part neckband with the off-white embroidered raparapa design on green background on the wearer's left side, and green embroidered raparapa design on off-white background on the right side; the whole neck-band backed in the colour of the discipline overlapping the front part by approximately 8 mm along both edges.</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ Doctor of Philosophy</li> </ul>                       | <ul style="list-style-type: none"> <li>▪ Gown of the same style as the Cambridge University Master's gown in bottle green cloth with 100 mm wide bone satin facings down either side of the front, with an 8 mm strip of red satin at the outside edges.</li> <li>▪ A Tudor Bonnet in black velveteen with green cord and tassels.</li> <li>▪ A hood in the Cambridge style, standard size, in bottle green cloth outer and red satin lining.</li> <li>▪ The hood will have the standard Unitec two-part neckband with the off white embroidered raparapa design on green background on the wearer's left side, and green embroidered raparapa design on off white background on the right side; the whole neck-band backed in red satin overlapping the front part by approximately 8 mm along both edges.</li> <li>▪ In addition to the academic dress listed a wearer may also wear a cloak and/or korowai.</li> </ul> |
| <ul style="list-style-type: none"> <li>▪ Honorary Degrees of Bachelor and of Master</li> </ul> | <ul style="list-style-type: none"> <li>▪ A scarlet-coloured gown in the style of the equivalent Cambridge degree.</li> <li>▪ A black satin grosgrain trencher cap.</li> <li>▪ The hood is that of the degree being conferred.</li> </ul>  |
| <ul style="list-style-type: none"> <li>▪ Honorary Professional Doctorate</li> </ul>            | <ul style="list-style-type: none"> <li>▪ Gown in the same colour and style as the Professional Doctorate.</li> <li>▪ A Tudor Bonnet in black velveteen with red cord and tassels.</li> <li>▪ A hood in the Cambridge style, standard size, all in satin the colour of the discipline (outer and lining).</li> <li>▪ The hood will have the standard Unitec two-part neckband with the off-white embroidered raparapa design on green background on the wearer's left side, and green embroidered raparapa design on off-white background on the right side; the whole neck-band backed in satin the colour of the discipline overlapping the front part by approximately 8mm along both edges.</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ Honorary Doctor of Philosophy</li> </ul>              | <ul style="list-style-type: none"> <li>▪ Gown in the same colour and style as the Doctor of Philosophy.</li> <li>▪ A Tudor Bonnet in black velveteen with red cord and tassels.</li> <li>▪ A hood in the Cambridge style, standard size, all in red satin (outer and lining).</li> <li>▪ The hood will have the standard Unitec two-part neckband with the off-white embroidered raparapa design on green background on the wearer's left side, and green embroidered raparapa design on off-white background</li> </ul>  |

| Award | Academic dress   |
|-------|--|
|       | on the right side; the whole neckband backed in red satin overlapping the front part by approximately 8 mm along both edges. |

| Discipline Colours for Hood Linings, Stole Edging and Facings |               |
|---|---------------|
| Applied Animal Technology                                     | Loden         |
| Applied Science/Osteopathy                                    | Jade          |
| Applied Technology  | Gold          |
| Architecture  | White         |
| Architectural Studies   | Steel         |
| Arts Royal  | Blue          |
| Business  | Hot Pink      |
| Communication   | Citrus        |
| Computing and Computer Systems                                | New Coral     |
| Construction  | Burgundy      |
| Construction Management                                       | Silver        |
| Design  | Cobalt        |
| Design Management   | Slate         |
| Design and Visual Arts  | Bright Pink   |
| Education   | Lilac         |
| Educational Management  | Maize         |
| Engineering   | Irish Green   |
| Engineering Technology  | Mandarin      |
| Health Science  | Turquoise     |
| Innovation and Entrepreneurship                               | Plum          |
| International Communication                                   | Citrus        |
| Landscape Architecture  | Violet        |
| Nursing   | Purple        |
| Performing and Screen Arts                                    | Cherry Red    |
| Product Design  | Bordeaux      |
| Professional Accountancy                                      | Petal         |
| Project Management  | Silver        |
| Quantity Surveying  | Burgundy      |
| Resource Management   | Rustic        |
| Social Practice   | Tango         |
| Sport Bright  | Blue          |
| Teaching (ECE)  | Guardsman Red |
| Technology  | Irish Green   |

#### **MIT&Unitec (former Unitec business division) role holders**

##### **a) Chair of Council:**

- The robe is a black gown with a wide, 7 cm front facing of bone satin, edged with 3cm bottle green satin, from neck to hem. Bottle green raparapa sits on the cream facing below the shoulder. The hem is edged with a wide 7 cm facing of bone satin. The sleeves are elbow length, lined with bone satin.

- Tudor Bonnet in bottle green velvet with gold cord and tassels.

**b) Chief Executive**

- The robe is a black gown with a wide, 7 cm front facing of bone satin, edged with 3cm bottle green satin, from neck to hem. Bottle green raparapa sits on the cream facing below the shoulder. The sleeves are elbow length, lined with bone satin.
- A Tudor Bonnet in bottle green velvet with gold cord and tassels.

**c) Unitec Council**

- On Unitec academic occasions, council members may wear the academic dress relating to their degree. Those whose standing is other than a degree may wear a Cambridge gown

**d) Professorial Scarves**

- Those attaining the status of professor may wear the Unitec professorial scarf on formal academic occasions. This is a 10 cm wide bone satin scarf, embroidered with bottle green raparapa, with a fine gold braid linking the scarf at the chest. It is worn around the neck on top of the gown and hood and falls to the hem of the gown.
- Those attaining the status of adjunct professor may wear the Unitec adjunct professor's scarf on formal academic occasions. This is a 10 cm wide bottle green satin scarf, embroidered with bone raparapa, and with a fine gold braid linking the scarf at the chest. It is worn around the neck on top of the gown and hood, and falls to the hem of