



TE WHARE WĀNANGA O  
AWANUIĀRANGI

# ACADEMIC REGULATIONS

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## Contents

1.0	PURPOSE OF ACADEMIC REGULATIONS .....	5
2.0	SCOPE OF ACADEMIC REGULATIONS .....	5
3.0	CHANGES TO THE REGULATIONS.....	5
4.0	PRINCIPLES .....	6
12.204.1	Ngā Uara .....	6
4.1.1	Whanaungatanga.....	6
4.1.2	Manaakitanga .....	6
4.1.3	Pūmautanga .....	6
4.1.4	Kaitiakitanga .....	6
4.1.5	Tumu Whakaara .....	7
5.0	QUALITY MANAGEMENT SYSTEM.....	7
6.0	PROGRAMME SPECIFIC REGULATIONS .....	7
7.0	DEFINITIONS .....	8
12.217.1	Formal Delegations.....	8
12.227.2	Academic Terms .....	9
12.237.3	External Approval Bodies .....	11
8.0	ADMISSION AND ENTRY REGULATIONS .....	12
12.248.1	Admission .....	12
12.258.2	Special Admission.....	12
12.268.3	Entry .....	13
9.0	PROGRAMMES WITH REGISTRATION ORGANISATIONS.....	14
10.0	ENROLMENT .....	14
12.2710.9	Minimum Viability and Limitations on Admission and Enrolment .....	15
12.2810.10	Withdrawing from Courses or Programme.....	16
12.2910.11	Change of Course or Programme.....	16
12.3010.12	Maximum Taurira Workload.....	16
10.13	Fees.....	16
10.14	Academic Requirements and Unsatisfactory Progress.....	17
11.0	ACADEMIC CREDIT TOWARDS A PROGRAMME OF STUDY .....	18
12.3111.7	Cross Credit (CC).....	19
12.3211.8	Recognition of Prior Learning (RPL).....	19
12.3311.9	Awarding Academic Credit .....	19
12.3411.10	Appealing Decisions of Academic Credit.....	20
12.3511.11	Records of Academic Credit.....	20
12.3611.12	Academic Credit Limitations.....	20

12.37	11.13 Programmes with no Academic Credit Provisions .....	20
12.38	11.14 Kōwae Ako/courses with no Academic Credit Provisions .....	20
12.0	AWARDS .....	21
12.39	12.1. Formal Awards.....	21
12.40	12.2 Training Scheme Awards .....	21
12.41	12.13 Informal Awards .....	21
12.42	12.14 Certificate of Proficiency and Personal Course of Study Regulations .....	21
12.43	12.15 Entitlement to Awards .....	21
12.44	12.16 Tohu (Parchment / Certificate of Award).....	22
12.45	12.17 Granting of a Posthumous Award.....	22
12.46	12.18 Granting of Honorary Awards .....	22
12.47	22	
12.48	12.19 Carry Forward of Postgraduate Registration .....	22
12.20	Awarding of Qualifications.....	23
12.21	Authority to award and/or confer qualifications.....	23
21.22	Qualifications .....	24
13.0	ASSESSMENT .....	26
13.1.1	General Rules.....	26
13.1.2	Grading System.....	26
13.1.2	Grade Point Average .....	29
13.1.3	Assignment Extensions .....	29
13.1.4	Late Assignments .....	30
13.1.5	Examination.....	30
13.1.6	Dissertations and Theses.....	32
13.1.7	Doctoral Examination .....	33
14.0	General.....	36
14.1	Academic Integrity .....	36
14.2	Delivery Sites .....	36
14.3	Waiver of Regulations .....	36
14.4	Evaluations .....	36
14.5	Moderation of Assessment.....	36
14.6	Appeals.....	36

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## 1.0 PURPOSE OF ACADEMIC REGULATIONS

The purpose of the Academic Regulations (the Regulations) has been to describe the principles and systems by which academic quality, educational outcomes and standards will operate within Te Whare Wānanga o Awanuiārangi (Awanuiārangi).

The Regulations aim to protect and uphold the mana of academic and educational standing of Awanuiārangi. They also assure the integrity of awards nationally and internationally, for the benefit of taura, graduates, staff, whanau, hapū, iwi and external stakeholders.

## 2.0 SCOPE OF ACADEMIC REGULATIONS

The Regulations apply to all teaching, research, and learning, and support activities delivered by and on behalf of Awanuiārangi, and applied to all taura, staff and contractors of Awanuiārangi.

For the purposes of the Regulations, the term 'programme' includes all of Awanuiārangi's education offerings including programmes leading to qualifications, training schemes, micro-credentials and Adult and Community Education short courses.

The Regulations are consistent with relevant New Zealand legislation. In the event of any inconsistency between the Regulations and New Zealand legislation, the relevant legislative provisions prevail.

In addition to the Regulations, Awanuiārangi has also established:

- Specific Programme Regulations which prescribe requirements for entry into and completion of a programme and courses making up the programme; and
- Policies, procedures, processes or guidelines to give effect to the Regulations.

In the event of any inconsistency between the Regulations and Specific Programme Regulations or policies, procedures, processes or guidelines, the Regulations prevail unless the inconsistency arises from the requirements of an external regulatory or standard setting body.

## 3.0 CHANGES TO THE REGULATIONS

The Regulations are effective from 01 June 2022 by approval of the Academic Committee and are reviewed every two years. The latest approved electronic version of the Regulations will be the authoritative version and will be available on the Awanuiārangi website.

Staff and taura are encouraged to proactively seek advice and guidance where necessary on these Regulations.

Awanuiārangi reserves the right to change its policies, procedures, statutes and regulations at any time.

## **4.0 PRINCIPLES**

The ngā uara and principles must reflect Tika, Pono and Aroha.

### **4.1 Ngā Ūara**

Academic and educational quality will be underpinned by the principles of tikanga me ngā āhuatanga Māori and by the following ūara o Te Whare Wānanga o Awanuiārangi:

#### **4.1.1 Whanaungatanga**

Whanaungatanga empowers and connects people to each other and to the wider environment. It reminds us of our reciprocal responsibilities to each other as well as to our vision. We will reach out to all those around us and in doing so we acknowledge the relationships between people and the core elements of our unique principles (toi te kupu, toi te whenua). We also acknowledge and accept our responsibility to always demonstrate respect that will enhance the connections between staff, taura and the aspirations of our knowledge community.

#### **4.1.2 Manaakitanga**

Manaakitanga acknowledges our responsibility to behave at all times with generosity and respect, and in a manner that is consistent with enhancing the wairua and mana of past, present and future. It is grounded in working with and for each other in the spirit of reciprocity and demands a high standard of behaviour toward each other. We acknowledge that upholding the wairua and mana of others supports our own wairua and mana. We accept our responsibility to demonstrate manaakitanga through aroha, tika and pono, and to always act with dignity and in the spirit of generosity with staff, our taura and our knowledge.

#### **4.1.3 Pūmautanga**

Pūmautanga is to be steadfast and committed to doing the right thing, in the right way, in all that we do with and for Te Whare Wānanga o Awanuiārangi. All staff and taura will support and commit with passion and in a dignified manner to excellence and quality relationships. We will be ethical and will give our best to help sustain the dignity, physical, intellectual, and spiritual wellbeing of the people to whom we are responsible.

#### **4.1.4 Kaitiakitanga**

Kaitiakitanga acknowledges in the first instance the unique obligations and responsibilities that Ngāti Awa have as kaitiaki of Te Whare Wānanga o Awanuiārangi. It also recognises the obligations and accountabilities that all staff and taura have to maintain and enhance Awanuiārangi. As kaitiaki of Te Whare Wānanga o Awanuiārangi, all of our decisions will be informed by our vision and āhuatanga, our taura and staff, and the organisation's ongoing sustainability. Taura and staff accept responsibility to be accountable in the te ao Māori academic environment, and to our knowledge communities, marae and external stakeholders.

#### **4.1.5 Tumu Whakaara**

Tumu Whakaara acknowledges that all staff at Te Whare Wānanga o Awanuiārangī are leaders, decision-makers and the navigators of our journey. We acknowledge that although we each have different roles to play, we will always inspire and lead ourselves, each other and our taura with a generous heart, mind and spirit, and with integrity and humility. In doing so, we will be accountable, honest and ethical in all aspects of our academic, administrative and general responsibilities and work.

## **5.0 QUALITY MANAGEMENT SYSTEM**

The quality of all aspects of our academic, educational and administrative responsibilities and obligations will also be guided by the Quality Management System of Te Whare Wānanga o Awanuiārangī and its related policies and procedures. The Academic Standards Committee will ensure that there are academic policies and processes that assure effective governance, leadership and management aspects that impact the quality of teaching and learning, research, academic and administrative support services, and seek approval from Academic Committee.

## **6.0 PROGRAMME SPECIFIC REGULATIONS**

All programmes offered by Awanuiārangī shall be supported by a set of Programme Specific Regulations detailing the formal requirements for the completion of the Programme and its constituent kōwae ako or courses. Each programme is responsible for ensuring that all required conditions are specified, maintained and updated and complied with.

Programme Specific Regulations are additional rules specifically related to matters not covered in the Regulations. Additional rules may apply in the case of specific programmes, kōwae ako or courses. However, where there is a difference between the Academic Regulations and Programme Specific Regulations, the Academic Regulations shall take precedence. All modifications made to Programme Specific Regulations must be approved by the Academic Committee on the recommendation of the Academic Standards Committee. In cases, where the programme of study is subject to an external authority with respect to the award of the qualification, and where Programme Specific Regulations conflict with the requirements of that authority, then the regulations of the external authority shall apply.

## 7.0 DEFINITIONS

Throughout these regulations, the following definitions and abbreviations will apply:

### 7.1 Formal Delegations

Te Mana Whakahaere o Awanuiārangi, “the Council”	Refers to the governing body of Te Whare Wānanga o Awanuiārangi that is as prescribed under section 271 of the Education and Training Act 2020.
“Academic Committee” (AC)	The Academic Committee of Te Whare Wānanga o Awanuiārangi was established by Te Mana Whakahaere o Awanuiārangi - the Council in accordance with section 285 of the Education and Training Act 2020, as a means for the Council to establish, maintain and monitor the academic standards of Awanuiārangi and, in general, to remain informed on the overall academic performance of Awanuiārangi. To avoid doubt, unless otherwise stated statutory references are to the Education and Training Act 2020.
“Academic Standards Committee” (ASC)	The Academic Standards Committee is established by Te Mana Whakahaere o Awanuiārangi as a means for the Academic Committee to fulfil its duties on behalf of Awanuiārangi.
“School Academic Committee” (SAC)	Refers to a sub-committee of the ASC associated with a particular school of Awanuiārangi or a body with the formally delegated authority to act on behalf of the School Academic Committee on the matter concerned.
“Programme Academic Committee” (PAC)	Refers to a sub-committee of the SAC associated with a particular programme of Awanuiārangi.
“Doctoral Research Committee” (DRC)	Refers to a sub-committee of SAC to ensure that Doctoral functions at Te Whare Wānanga o Awanuiārangi are managed and resourced appropriately.
“Ethics Research Committee” (ERC)	Refers to a sub-committee of SAC to ensure that ethical standards are maintained in all research activity undertaken by staff and taura.
Withdrawals Committee	Refers to a committee that provides recommendations to the CEO on pre and post withdrawal to programme/course applications that have funding implications.
“Head of School” (HOS)	is a person who is accountable for the academic leadership of a school and academic management of a suite of programmes, or a person with delegated authority to act on behalf of the Executive Director - Academic on the matter concerned.
National Programme Coordinator	is a person who is accountable for the academic leadership and coordination of the quality delivery, quality assurance, and operations of a specified programme within a school.



Academic Registrar	is a kaitiaki of the academic operations of Te Whare Wānanga o Awanuiārangi by effectively providing oversight and management for the maintenance and integrity of taura academic records, taura evaluations, taura enrolment processes, compliance of required audits of taura enrolment, quality management system, administration and academic policies and procedures as well as supports the creation and maintenance of programme development and changes or a person with delegated authority to act on behalf of the Executive Director – Academic on the matter concerned.
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## 7.2 Academic Terms

“Admission”	means the acceptance of an applicant to study at Te Whare Wānanga o Awanuiārangi based on meeting specific admission criteria.
“Special Admission”	refers to domestic applicants aged 20 years or above who have not met the entry requirements for a programme but whose knowledge, skills, education, work experience, commitment and support indicate that they have a reasonable chance of completing the programme of study successfully.
“Entry”	means the acceptance of an applicant onto a specific programme of study at Te Whare Wānanga o Awanuiārangi.
“Taura”	refers to a learner/student engaged and enrolled on a programme or course at Awanuiārangi.
“Qualification”	refers to the recognition of achievement of a set of learning outcomes for a purpose through formal certification.
“Qualification Types”	is defined by the set criteria listed on the New Zealand Qualifications Framework and the number of credits required at each level. Te Whare Wānanga o Awanuiārangi offers a range of qualification types from Certificates, Diplomas, Bachelor Degrees, Postgraduate Diploma and Certificates, Master’s and Doctoral Degrees.
“Programme”	means a set selection of kōwae ako/courses offered by Awanuiārangi that leads to a qualification.
“Non-engagement”	is when a taura who is enrolled in a programme of study and either does not or ceases to: <ul style="list-style-type: none"> <li>• respond to any Awanuiārangi staff communications</li> <li>• engage with the course content through class or electronic devices</li> <li>• attempt to satisfy course requirements</li> <li>• attend any physical, electronic, or automated classes either prior to or post the 10% cut-off date for enrolment,</li> </ul>

	If a taura is non-engaged, they will be recommended or considered withdrawn from the programme.
“Kōwae Ako or Course”	means an individual component of learning within a programme. A prescribed number of kōwae ako or courses comprise each programme offered by Awanuiārangi.
“Credit”	refers to the value of recognition gained for having successfully completed a component of learning (kōwae ako or course). One credit is equivalent to 10 notional hours of learning.
“Cross Credit” (CC)	recognises previous formal study at Awanuiārangi or another recognised Tertiary Education Organisation (TEO) e.g., other wānanga, Private Training Establishment (PTE), Te Pūkenga or university. A CC maybe granted based on evidence of equivalent learning successfully gained at the same level in a similar subject area and within a similar paper, prior to enrolment in the kōwae ako/course and programme for which credit recognition is sought.
Recognition of Prior Learning” (RPL)	acknowledges skills and knowledge a taura has gained through life, work or other experiences rather than by formal study undertaken at a Wānanga or any another Tertiary Education Organisation (TEO). RPL may be granted after an evaluation of an assembled coherent and clear evidence of taura identifying skills and experiences that correlate with a kōwae ako or course prior to enrolment in the kōwae ako or course or programme for which recognition of prior learning is being sought.
“Graduate Profile Outcome” (GPO)	Specifies the knowledge, skills and attributes a graduate can demonstrate as a result of achievement of the qualification.
Awanuiārangi utilises three delivery modes: -	
1. Face to face	In this delivery mode, majority of the teaching and learning activities occurs in a face-to-face context on site and at set times.
2. Online or Distance Learning	This delivery mode is mediated via the internet. This type of delivery mode may be asynchronous or synchronous and various information-communication technologies can be used to mediate the process.
3. Blended Learning	In this delivery mode, it combines face to face elements with online learning elements. Blended kōwae ako/courses or programmes include online content/activities to support face to face learning or divide learning into online components and face to face components.
Noho or Noho Marae:	Is where taura stay on site (where the delivery is held, or accommodation provided) for more than one or more consecutive night. A noho or noho marae may or may not be compulsory depending on the programme and content.

Wānanga	Is where taura are expected to attend face to face or synchronous online, which is in addition to other delivery methods. Attendance may or may not be compulsory depending on the programme and content.	
Learning Activities and Hours applied by the Wānanga	TEC Definition	Wānanga Interpretation
	Teaching Hours	Class Contact Hours (CCH) Kaiako led learning activities and done in class/online time.
	Self-Directed Study Hours	Self-Directed Learning Hours (SDL) Kaiako and taura directed learning activities and done out of call/online time.
	Work Experience Hours	Time the taura spends practising or learning skills relevant to their programme of study e.g., Placement, clinical placement or practicum.

### 7.3 External Approval Bodies

“NZQA”	means New Zealand Qualifications Authority – Mana Tohu Mātauranga o Aotearoa
“TEC”	means Tertiary Education Commission Te Amorangi Mātauranga Matua
“TCNZ”	means Teaching Council of New Zealand Aotearoa – Matatū Aotearoa
“NCNZ”	means Nursing Council of New Zealand – Te Kaunihera Tapuhi o Aotearoa
dapaanz	means Addiction Practitioners, Association Aotearoa New Zealand
“ITO”	means Industry Training Organisation

## **8.0 ADMISSION AND ENTRY REGULATIONS**

Tauira who are eligible for admission in accordance with the Regulations and programme specific regulations published in the programme document may make an application for admission.

Tauira who apply for admission are subject to the admission regulations and policies and approved related processes of Te Whare Wānanga o Awanuiārangi.

### **8.1 Admission**

Admission means the acceptance of an applicant to study at Te Whare Wānanga o Awanuiārangi.

An applicant who wishes to gain admission to study at Te Whare Wānanga o Awanuiārangi must be a domestic applicant, defined by the Education and Training Act 2020 Section 251 as:

- 8.1.1 A New Zealand citizen; or
- 8.1.2 The holder of a residence class visa granted under the Immigration Act 2009;  
or
- 8.1.3 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 an international student.

Documentation supporting admission to the programme must meet the requirements specified by the Tertiary Education Commission and the Enrolments Policy document and described in the approved tauira validation business process.

### **8.2 Special Admission**

Special Admission may be granted, where a tauira is over the age of 20 years at the start of the programme and they can provide sufficient evidence of work experience, skill, education, background knowledge, commitment and support to successfully undertake the programme of study. Tauira must provide a portfolio of evidence to support their application.

Special admission may be granted at the discretion of the relevant Head of School or designated nominee. Such applicants may be required to successfully complete a bridging or tertiary introductory programme as a condition of entry into higher level programmes.

### 8.3 Entry

Entry means the acceptance of an applicant onto a specific programme of study at Te Whare Wānanga o Awanuiārangī.

Applicants must meet set entry criteria. These are minimum requirements an applicant must meet to gain entry into a programme including processes for exceptions where applicants do not meet the general entry requirements.

#### 8.3.1 Undergraduate Certificates Levels 1-6

Entry criteria into a Certificate Level 1-6 programme is open entry unless specified within the relevant Programme Specific Regulations or programme document.

#### 8.3.2 Undergraduate Diploma Levels 1-6

Entry criteria into a Diploma Level 1-6 programme is open entry unless specified within the relevant Programme Specific Regulations or programme document.

#### 8.3.3 Degrees and Level 7 Certificates and Diplomas

Entry criteria are as follows:

- a. NCEA Level 3: as defined by NZQA at the time of enrolment, OR
- b. Successful completion of an approved Level 4 or higher programme from the New Zealand Qualifications framework, OR
- c. Special Admission granted, where a taura is over the age of 20 years and can show sufficient evidence of experience to successfully undertake the programme of study.

#### 8.3.4 International taura must meet NZQA English language requirements as defined by NZQA at the time of application.

#### 8.3.5 Where a programme states a Te Reo competency; taura must demonstrate their level of competency to kōrero and tuhituhi to the minimum standard identified in the Programme Specific Regulations in the approved programme document at the time of application and kept on file.

#### 8.3.6 Selection is the criteria and process applied in order to make admission and entry decisions. Selection criteria may include an interview, submission of a portfolio, etc. Criteria for selection will be outlined in the Programme Specific Regulations in the approved programme document at the time of application.

## 9.0 PROGRAMMES WITH REGISTRATION ORGANISATIONS

- 9.1 Where programmes are subject to registration regulations of external organisations, then the relevant regulations will apply to the programme. Currently Te Whare Wānanga o Awanuiārangi has programmes subject to external regulations of the following organisations:

“TCNZ”	Teaching Council of New Zealand Aotearoa – Matatū Aotearoa
“NCNZ”	Nursing Council of New Zealand – Te Kaunihera Tapuhi o Aotearoa
dapaanz	Addiction Practitioners, Association Aotearoa New Zealand

- 9.2 Additional external regulatory organisational regulations may be relevant and, although they may not be listed above, they will be applied to relevant programmes.
- 9.3 Completion of a Te Whare Wānanga o Awanuiārangi programme does not guarantee registration with an external regulatory organisation.
- 9.4 Taura must comply with all external registration body enrolment policies and/or requirements when enrolling. Notification of these will be communicated prior, during and at time of enrolment.
- 9.5 Taura who are intending to enrol in Initial Teacher Education, Nursing and Mental Health and Addiction programmes must comply with the required safety and health checks as part of the application process.

## 10.0 ENROLMENT

- 10.1 Taura will be informed of the outcome of their application through an “Offer of Place”. This offer of place will identify the programme of study and the courses/papers/modules that the taura has been accepted into.
- 10.2 In the case that taura no longer meet the requirements of the Immigration Act 1987, in that they no longer hold a valid or current visa; then Te Whare Wānanga o Awanuiārangi may cancel their enrolment and withdraw their entitlement.
- 10.3 Taura enrolled in degree programmes that require taura to pass all papers from identified schedules of papers for each year of the degree that are all compulsory, must pass all such papers to be eligible to enrol in the next year of papers for that programme, as identified in the relevant programme document.
- 10.4 Taura are entitled to a Student Identification Card (ID) whose enrolment status is Enrolment Admitted (EA) as defined in the Te Whare Wānanga o Awanuiārangi enrolment process and in a programme that is:
- 10.4.1 SAC funded
  - 10.4.2 3 months or more in duration
  - 10.4.3 Have provided a student ID photo of an acceptable standard

- 10.5 Taura that change their residency or visa status after the start of the programme cannot be changed to a New Zealand Citizen or Permanent Resident, as described by TEC at the time of enrolment, nor will their fees be altered.
- 10.6 Taura who have an incomplete enrolment, or are fully enrolled but no longer meet residency or valid visa status, will:
- 10.6.1 Have their student ID card cancelled; and
  - 10.6.2 Cease to be entitled to attend classes, and
  - 10.6.3 Cease to be entitled to use the Te Whare Wānanga o Awanuiārangi facilities or resources, for example (but not limited to), Library, eWānanga and Awhi Taura Support Services
- 10.7 Enrolment of secondary school taura (16 years of age and over). Secondary School taura may be enrolled on an undergraduate certificate programme only when the following conditions are confirmed: -:
- 10.7.1 the principal of the school has provided a signed letter of support, and
  - 10.7.2 the Ministry of Education regulations met, and
  - 10.7.3 taura admission and identity verification rules met.
  - 10.7.4 International taura on Primary/Secondary School visas are ineligible to participate unless they can obtain a visa status that would make them eligible prior to the start date.
- 10.8 Taura who provided fraudulent documentation to gain entry to a programme at Te Whare Wānanga o Awanuiārangi, will have their enrolment cancelled and will be excluded from enrolling in any programmes at Te Whare Wānanga o Awanuiārangi for a period of 5 years. Taura have the right of appeal and must lodge their appeal as described in the Taura Appeals Policy.

#### **10.9 Minimum Viability and Limitations on Admission and Enrolment**

- 10.9.1 Where the number of taura enrolling in a particular kōwae ako or course fails to reach the approved number of enrolments, then the course may be cancelled up to but no later than 15 working days prior to the course commencing. In such cases, a full refund shall be made to the taura.
- 10.9.2 When a course/paper/kōwae ako is cancelled all taura will be given reasonable alternatives to enrol into. It is the taura choice as to whether they accept the alternative course.
- 10.9.3 A taura will be given at least 15 working days' notice of a course, or a programme cancellation in writing so that they are able to enrol in other programmes elsewhere.
- 10.9.4 Where the number of places available in a course/paper/kōwae ako or programme is limited due to resourcing or approval or other constraints, the Programme Co-ordinator (PC) and/or HOS has the power to select applicants per selection criteria contained in the programme regulations. If there are no specified selection criteria taura must be enrolled on a first-come first-served basis.

### **10.10 Withdrawing from Courses or Programme**

- 10.10.1 All programmes must comply with the Taura Withdrawals and Refunds Policy
- 10.10.2 All withdrawal applications will be subject to Te Whare Wānanga o Awanuiārangi withdrawal related policies and approved related processes.
- 10.10.3 All withdrawals will be processed in 10 working days from the date of notification or the receipt for non-attendance by the Programme Coordinator or Head of School.
- 10.10.4 Withdrawals requiring a refund post 10% will be referred to the Withdrawals Committee for consideration.
- 10.10.5 Te Whare Wānanga o Awanuiārangi will comply with all NZQA, and Tertiary Education Commission rules as defined relating to taura withdrawal, as identified at the time of withdrawal.

### **10.11 Change of Course or Programme**

- 10.11.1 All programmes must comply with the Taura Withdrawals and Refunds Policy
- 10.11.2 Te Whare Wānanga o Awanuiārangi must comply with Tertiary Education Commission rules relating to the change of a course and/or programme
- 10.11.3 All taura applications for a change of course and/or programme will be subject to the Taura Withdrawals and Refunds Policy.
- 10.11.4 Change of course and/or programme applications will be approved by the relevant Programme Coordinator and/or Head of School or delegated person.

### **10.12 Maximum Taura Workload**

- 10.12.1 Taura shall enrol up to a maximum of 0.625 EFTS per semester except where the taura:
  - 10.12.1.1 is enrolling in a 0.5 EFT Te Pou Hono or Te Pōkaitahi Reo programme at Te Whare Wānanga o Awanuiārangi in addition to their primary programme of study to a maximum of 1.5 EFTS.
  - 10.12.1.2 is enrolling in more than 1.0 EFT and outside the identified variations the taura must complete a “Greater than 1EFT Declaration and ILP Form” prior to the commencement of their programme/course.
  - 10.12.1.3 Where the enrolment crosses over academic years the EFT values will be split depending on the delivery in each year.

### **10.13 Fees**

- 10.13.1 The Council shall set fees on an annual basis.
- 10.13.2 Taura shall only be deemed to be enrolled for a course or programme once payment of all prescribed fees has been made and receipted and the enrolment status of EA is applied.



- 10.13.3 All fees must be paid in full by the start date of the programme unless alternative arrangements have been agreed in writing with the Chief Financial Officer.
- 10.13.4 Tauira that have not paid all fees by the due date may not be admitted to classes or access library, awhi tauira, e-wananga or other services until all approved fees are paid.
- 10.13.5 Fees shall include any deposits specified by a school as payable in advance, in respect of a course/paper/kōwae ako, to cover materials supplied, or other course expenses.

#### **10.14 Academic Requirements and Unsatisfactory Progress**

- 10.14.1 Tauira will be excluded from a kōwae ako or course on the following grounds:
  - 10.14.1.1 Where a course has a pre-requisite, and the pre-requisite is still to be passed or is yet to have CC or RPL granted.
  - 10.14.1.2 Tauira who have failed the same taught or research kōwae ako or course on three separate occasions, shall be excluded from that course, except where programme regulations identify a variation to this regulation.
  - 10.14.1.3 Tauira who have failed practicum/placement/work integrated learning component on two separate occasions shall be excluded from that component.
  - 10.14.1.4 Where practicum/placement/work integrated learning component kōwae ako has been failed; the next enrolment into these can only occur after the first practicum/placement/work integrated learning component has been passed.
  - 10.14.1.5 Where a tauira has been excluded from a practicum/placement/work integrated learning component then they will be deemed to be excluded from the programme and may be offered enrolment onto another programme.
  - 10.14.1.6 Where a tauira has been excluded from a core compulsory kōwae ako / course then they will be deemed to be excluded from the programme and may be offered enrolment onto another programme.
- 10.14.2 Exclusion from a programme may also result from the following:
  - 10.14.2.1 Tauira who over the two preceding years of his/her studies, has failed to pass courses equivalent to half of the credits in which she/he has been enrolled over that period, shall be deemed to be excluded from that programme.
  - 10.14.2.2 Tauira who have been excluded from a programme at Te Whare Wānanga o Awanuiārangī will only be permitted to enrol into another programme, unless the exclusion is due to a disciplinary reason.

10.14.3 Taura are entitled to appeal the exclusion decision and must comply with the Taura Appeal Policy, which is detailed in the taura handbook or available from SSC@wananga.ac.nz.

10.14.4 When applying for re-enrolment, taura will need to satisfy Te Whare Wānanga o Awanuiārangi that because of study or other activity in the intervening period, there is a reasonable chance of success in subsequent study.

In approving any such application, by the Head of School, Te Whare Wānanga o Awanuiārangi may lay down such conditions for re-enrolment as is deemed necessary to ensure that taura have the best opportunity to succeed.

## **11.0 ACADEMIC CREDIT TOWARDS A PROGRAMME OF STUDY**

11.1 Academic credit is a process that allows credit to be granted towards a formal qualification where a taura has already acquired and can demonstrate current relevant skills and/or knowledge. Academic credit includes:

- Cross credit (CC)
- Recognition of prior learning (RPL)

11.2 Appropriate credit is granted to taura for learning, which is current and relevant to their programme, regardless of where and how that learning has occurred, e.g., through formal study, self-directed study, workplace learning, life experience, hobbies, marae-based learning, within community wānanga or participation in rangahau projects.

11.3 Taura wishing to apply for academic credit must complete and submit the official application form on enrolment or prior to the 10% withdraw date for the programme in which they are seeking the credit.

11.3.1 All evidence relating to the application must be submitted at the time of application, late evidence will not be considered.

11.3.2 Decisions about academic credit are timely, transparent, robust, consistent, and defensible and for the maximum benefit of taura.

11.3.3 Taura must apply for academic credit by completing relevant forms and following procedures.

11.3.4 The process of assessment is carried out by a kaiako, and peer reviewed by another staff member

11.3.5 Opportunities for academic credit are to be identified and checked by the Programme Coordinator and/or Head of School as part of the enrolment process.

11.3.6 The result of the assessment is submitted to relevant academic committees for consideration and approval.

11.4 Taura applications must comply with the Academic Credit Policy.

11.5 Credit can only be awarded for a whole kōwae ako or course.

11.6 International qualifications may be required to be assessed by NZQA at the taura's own cost to ascertain equivalency to a New Zealand qualification on the New Zealand Qualifications Framework.

### **11.7 Cross Credit (CC)**

CC recognises previous formal study at Te Whare Wānanga o Awanuiārangi or another recognised TEO e.g., PTE, polytechnic, university, other wānanga.

- 11.7.1 CC may be granted based on evidence gained by identical or equivalent learning at the same level and subject area within a paper/s from the programme.
- 11.7.2 A formal Academic Record is the only document that will be considered to evidence study at another tertiary organisation.
- 11.7.3 Cross credits may be "specified or "unspecified."
- 11.7.4 Where a cross credit is specified, it will identify the specific kōwae ako/course that the credit has been granted.
- 11.7.5 Where a cross credit is unspecified it will be identified by the title of 'unspecified' credit on a taura transcript. Unspecified credit recognises the level and credit value of the kōwae ako/course.
- 11.7.6 Unspecified credit may only be used for non-core kōwae ako/courses; all core kōwae ako/course must be completed at Te Whare Wānanga o Awanuiārangi.

### **11.8 Recognition of Prior Learning (RPL)**

RPL acknowledges skills and knowledge that taura have gained through life, work or other experiences rather than by formal study undertaken at another Tertiary Education Organisation (TEO).

- 11.8.1 RPL may be granted based on evidence that skills and experiences are equivalent to the learning outcomes with a kōwae ako from the programme that has been enrolled in.
- 11.8.2 Taura must provide evidence that supports their application against the learning outcomes of the kōwae ako to the same level of the course.

### **11.9 Awarding Academic Credit**

- Credit arising from CC and RPL is recorded on the taura official academic transcript.
- Credit is recorded based on Awanuiārangi grade table. Learning credited through CC or RPL has the same value as formal learning and is treated the same as credit awarded as part of a provider's programme of learning.

### **11.10 Appealing Decisions of Academic Credit**

Where credit is not awarded, clear reasons for the decision are recorded.  
Taura have the right to appeal the decision following the Academic Appeals policy.

### **11.11 Records of Academic Credit**

Records of all applications for CC and RPL, the resulting assessment and any appeal decisions are kept along with other taura records, in accordance with the Procedures.

### **11.12 Academic Credit Limitations**

The maximum academic credit permitted will depend on the level and size of the programme, and are as follows:

#### ***Undergraduate degrees***

11.12.1 A maximum of 240 academic credits may be granted towards an undergraduate degree.

11.12.2 Taura must complete all of year 3 kōwae ako, unless a variation to these regulations has been approved in the relevant programme regulations.

#### ***Postgraduate Diploma***

11.12.3 A maximum of 60 academic credits may be granted towards a postgraduate diploma.

#### ***Master's degrees***

11.12.4 A maximum of 60 credits maybe granted towards a master's degree at level 8.

11.12.5 No RPL is permitted.

#### **Level 1 - 6 New Zealand Certificates and Diplomas**

11.12.6 Cross Credit and RPL will be considered on a case-by-case basis at the time of enrolment into the programme.

### **11.13 Programmes with no Academic Credit Provisions**

- Postgraduate Certificate
- Mataako Hōkai Paerua
- PhD; and Prof Doctorates
- Other programmes may be added to this list over time, and even though they may not be identified, Te Whare Wānanga o Awanuiārangī reserves the right to limit credit within any programme.

### **11.14 Kōwae Ako/courses with no Academic Credit Provisions**

- All Postgraduate research kōwae ako/courses (dissertation, or thesis) have no academic credit provisions

## 12.0 AWARDS

### 12.1. Formal Awards

The following qualifications may be awarded under seal by Awanuiārangi:

- Doctoral Degree
- Master's Degree
- Postgraduate Diploma
- Postgraduate Certificate
- Bachelor's Degree
- Diploma (Levels 5 – 7)
- Certificate (Levels 1 – 6)

All qualifications must meet NZQA requirements.

### 12.2 Training Scheme Awards

- Micro-credentials
- Training Schemes

### 12.13 Informal Awards

The following informal awards may be issued by Awanuiārangi

- Certificate of Achievement
- Certificate of Attendance
- Certificate of Proficiency
- Personal Course of Study
- Adult and Community Education

### 12.14 Certificate of Proficiency and Personal Course of Study Regulations

12.14.1 Taura who wish to enrol into a paper without intending to complete a programme of study leading to a Te Whare Wānanga o Awanuiārangi qualification; may be permitted to enrol for up to a maximum of 30 credits towards a Certificate of Proficiency (COP) or Personal Course of Study (PCS).

12.14.2 TEC rules and regulations govern the number of COP and/or PCS enrolments that Te Whare Wānanga o Awanuiārangi will permit at any one time.

12.14.3 Te Whare Wānanga o Awanuiārangi reserves the right to approve and/or decline all COP and or PCS applications.

### 12.15 Entitlement to Awards

Taura are granted an award for a programme:

- In which they are enrolled and/or for which the relevant fees have been paid.
- When they have successfully completed the programme including through
- recognition of prior learning or credit recognition and transfer.

- When they have met the requirements for that award as defined in the Programme Regulations in force at the time of enrolment.
- When the mandatory requirements, if any, of a recognised external authority such as NZQA or a WDC have been met.
- When the requirements, if any, of Awanuiārangi have been met.
- Where completion of the programme leads to an award by another authority the regulations of that authority apply.
- Awanuiārangi may refuse to grant or may revoke any award if satisfied that a taura made a materially untrue or misleading statement related to gaining the award or is guilty of a serious breach or dishonest practice in relation to the award.

#### **12.16 Tohu (Parchment / Certificate of Award)**

- Parchments can be written in both Te Reo Māori and/or English.
- The graduands legally documented name, as recorded in Awanuiārangi official records, appears on their parchment.
- Variations of the name may be approved.

#### **12.17 Granting of a Posthumous Award**

A posthumous award may be granted by Council in accordance with the posthumous policy. The following provisions apply where a taura qualifies for an award but dies before receiving it:

- Where the taura has applied to receive the award before their death, the award is granted posthumously. This happens unless the taura personal representative or next-of-kin has, with the consent of Council, withdrawn the application; or
- In any other case, the taura personal representative or next-of-kin may apply for the award which is then granted.

#### **12.18 Granting of Honorary Awards**

Honorary Awards may be granted by Council, in accordance with the policy, to:

- Terminally ill or deceased learners, or
- To recognise an outstanding contribution to Awanuiārangi

#### **12.19 Carry Forward of Postgraduate Registration**

12.19.1 Postgraduate taura undertaking full-time research, other than for PhD, may apply to carry forward their enrolment into the enrolment period immediately following their last enrolment to complete the requirements of a thesis, dissertation, or project where one of the following conditions applies:

- Exceptional circumstances arise that prevent a taura from completing the requirements of a thesis, dissertation, or project within a single enrolment period.
- Exceptional circumstances can include any one or all the following:

- i. Ill health of a significant extent or duration as verified by a medical certificate or equivalent.
  - ii. Close family bereavement or another traumatic personal event as verified by relevant documentary evidence.
  - iii. Unanticipated problems with the conduct of research or with supervision or support which are beyond the control of the taura.
- 12.19.2 To be eligible, a taura must have been making satisfactory progress prior to making the application.
- 12.19.2 Where a thesis, dissertation or project paper is being undertaken on a part-time basis, and the full-time equivalent time limit has been reached:
- i. Applications are subject to approval by the Programme Coordinator and/or Head of School.
  - ii. The Carry Forward of Postgraduate Registration procedure enables the taura to roll forward the enrolment of research if:
  - iii. the taura supervisor is satisfied with the progress that has been achieved at the time of application; and
  - iv. 'Exceptional circumstances' have prevented the research from being completed within the anticipated timeframe.

**Note:** where the full EFT claim for a taura has been exhausted no EFTs income will be claimed but a student fee will be charged.

## **12.20 Awarding of Qualifications**

- 12.20.1 Only Te Mana Whakahaere o Awanuiārangi (The Council of Te Whare Wānanga o Awanuiārangi) has the authority to award or confer qualifications at Te Whare Wānanga o Awanuiārangi.
- 12.20.2 For the purposes of these regulations qualifications levels 1-6 are awarded and qualifications level 7-10 are conferred.
- 12.20.3 A qualification will be awarded or conferred to taura when they have fulfilled all the requirements of the programme.
- 12.20.4 The Head of School and or National Programme Coordinator is responsible for determining whether a taura has completed the requirements for a qualification.
- 12.20.5 When programme regulations are amended during the period in which the programme is completed, taura will be entitled to graduate:
- i. under the regulations which were in place at the time of their first enrolment, OR
  - ii. though agreed transition regulations; OR
  - iii. under the new regulations, whichever is in the best interest of taura.

## **12.21 Authority to award and/or confer qualifications**

All qualifications to be awarded and/or conferred are to follow the approval process as described below:

- 12.21.1 Te Mana Whakahaere o Awanuiārangi (The Council of Te Whare Wānanga o Awanuiārangi) will award and/or confer all qualifications; either:
  - i. at a Council Meeting (for in absentia)
  - ii. at a graduation ceremony (in person)
  - iii. at a graduation ceremony (in person online)
  - iv. or posthumously at i or a representative at ii.
- 12.21.2 The National Programme Coordinator submits the recommended graduands lists to Programme Academic Committee.
- 12.21.3 The Programme Academic Committee will endorse or decline the graduands lists; the recommendation for award or conferment is referred to the School Academic Committee for endorsement.
- 12.21.4 The School Academic Committee will endorse or decline the graduands lists; the recommendation for award or conferment is referred to Academic Standards Committee for endorsement.
- 12.21.5 The Academic Standards Committee will endorse or decline the graduands lists; the recommendation for award or conferment is referred to Academic Committee for endorsement.
- 12.21.6 Academic Committee will endorse or decline graduands lists; the recommendation for award or conferment is referred to Council for approval.
- 12.21.7 Council will approve or decline the endorsed graduands lists; the recommendation for award or conferment is ratified and the tauira are then eligible to be awarded or conferred their qualification at graduation.

## 21.22 Qualifications

- 21.22.1 All programmes must comply with the Programme Development, Design and Modification Policy.
- 21.22.2 All programmes must comply with the Programme Delivery Policy.
- 21.22.3 Te Whare Wānanga o Awanuiārangi and New Zealand qualifications shall be delivered as documented in the approved programme document, and as set out in the relevant programme regulations.
  - a. Any changes to the programme document must be made in compliance with the Programme Development, Design and Modification Policy.
- 21.22.4 All qualifications offered by Te Whare Wānanga o Awanuiārangi will only be delivered at approved sites.
- 21.22.5 Specific qualifications may be awarded on the completion of an approved programme in which a minimum of credits have been accumulated as follows:
  - a. **Certificate** – a minimum of 40 credits.



- b. **Diploma** – a minimum of 120 credits, at least 72 of which are level 5 or higher. If the diploma has a stated level at least 72 credits must be at the stated level or higher.

c. **Bachelor’s degrees**

	Three Year Degrees	Four Year Degrees
<b>Level 5 - 6</b>	288 credits maximum	400 credits maximum
<b>Level 7</b>	72 credits minimum	80 credits minimum
<b>Total Credits</b>	360	480

- d. **Graduate Diploma** - a minimum of 120 credits of which at least 72 credits must be at Level 7 or higher.
- e.
- f. **Postgraduate Certificate** - a minimum of 60 credits at Level 8 or higher.
- g. **Postgraduate Diploma** - a minimum of 120 credits of which at least 72 credits must be at Level 8 or higher.
- h. **Masters Degree** - a minimum of 240 credits of which at least 40 credits are at Level 9 and the remainder at Level 8.
- i. Credits shall be allocated to courses/papers/kōwae ako on the basis of one credit for each notional 10 hours of taura learning.
- j. All courses shall be assigned a level, ranging from level 1 – 10 per the level or extent of intellectual demand and the complexity of skills. The levels will be congruent with the National Qualifications Framework.

## 13.0 ASSESSMENT

The following is an outline of the academic grading system used at Te Whare Wānanga o Awanuiārangi and the regulations relating to each grade.

### 13.1.1 General Rules

- a. All taura are subject to the Academic Integrity Policy.
- b. All programmes are subject to the Assessment and Feedback Policy.
- c. Assessment must be fair and reasonable and may take a variety of forms, which may include (but not limited to): examinations, thesis, tests, assignments, seminars which may be conducted in a group or on an individual basis, submission of art, presentation, discussion, karanga, whaikōrero, reports, or performance etc.
- d. Assessments for all courses must be those as identified in the approved programme document; and must identify the description of the assessment, the mark out of, if the assessment is compulsory, if you must pass the assessment, a minimum pass requirement, and the weighting of the assessment.
- e. All taura shall be provided the approved course outline and marking schedules for all assessments at the first point of contact within the programme/course.
- f. All Taura shall make themselves available to undertake assessment at the time and place as stipulated in the course outline or examination schedule.
- g. Taura must complete or contribute one's own work towards an assessment.
- h. All taura are entitled to one resubmission or remark for each assessment, unless a variation is identified in the relevant programme document.
- i. Assessment tasks will be appropriate to the level of the course.
- j. The form of assessment will best allow the taura to demonstrate the learning outcome(s).
- k. All assessments will be marked, recorded and returned to taura within 21 working days of the due date.
- l. All assessments will provide constructive/formative feedback to taura.
- m. All grades once approved by the School Academic Committee are final and require formal approval/authorisation if they are to be modified.
- n. All course results must be submitted to the PAC committee no more than 25 working days after the end date of the programme.
- o. Attendance requirements must be met by taura as described by the relevant programme document.

### 13.1.2 Grading System

The following is a description of the normal grades that are used in the assessment of taura work and an indication of the standard required for each grade.

**a. Wānanga grades**

Grade	% Value*	Comments
		<b>Excellent/Very Good</b>
A+	90 – 100	Meets all aspects of the assignment/question to a very high standard; well-structured answers which explore the full potential of the topic demonstrating a critical understanding of relevant concepts and ideas.
A	85 – 89	
A-	80 – 84	
		<b>Good</b>
B+	75 – 79	Fulfils most aspects of the assignment/question to a good standard; answer demonstrates some exploration of the topic and shows a good grasp of relevant concepts.
B	70 – 74	
B-	65 – 69	
		<b>Satisfactory</b>
C+	60 – 64	Fulfils most aspects of the assignment/question to a competent standard. Answer covers the essential details and makes some reference to relevant concepts.
C	55 – 59	
C-	50 – 54	
		<b>Fails to meet required standard</b>
D	40 – 49	Fulfils some aspects of the assignment/question but indicates an incomplete understanding of relevant concepts and/or fails to fulfil basic requirements of the assignment/question.
E	<39	Shows major difficulties in meeting basic assignment/question requirements.
		<b>Other grades</b>
CC	Cross Credit	Indicates a Cross Credit was awarded for the course
RPL	Recognition of Prior Learning	Indicates a prior learning was recognised for the course
P	Pass	Outcome for successfully or practicum/placement.
F	Fail	Outcome for successfully completing competency-based assessment, or practicum/placement.
R	Restricted	<p>a. In exceptional circumstances, a taurira who receives a borderline fail (46-49%) can be awarded a Restricted Grade where there is evidence that the marginal failure is compensated by good overall performance. However, only one R can be allocated per diploma/certificate or degree.</p> <p>b. A restricted grade will only be awarded once against a course. This means that a re-enrolling Taurira who receives a D or E grade the second time around will be awarded the D or E grade and not an R grade.</p> <p>c. A Taurira who has been awarded a restricted grade will not be eligible to enrol at a more advanced level if the course concerned is a pre-requisite requirement.</p> <p>d. Restricted passes shall not be awarded for terminating courses (i.e., normally courses at level 7 in a three-year qualification which are not prerequisites for higher level courses). In these</p>

		courses Taura must be assigned a clear passing or failing grade.
AEG	Aegrotat	<ol style="list-style-type: none"> <li>1. Taura who have been prevented by illness or injury or extenuating circumstances completing/submitted an assessment, on application and with the approval of the appropriate SAC, be granted a grade or pass under aegrotat consideration subject to the following conditions. <ol style="list-style-type: none"> <li>i. All applications for aegrotat consideration shall be made on the official application form and submitted, by the taura to the relevant academic or administrative staff member no later than seven days after the due date of the assessment concerned.</li> <li>ii. The application must be accompanied by appropriate documentary evidence establishing that the circumstances are bona fide, and that the taura was not responsible for the circumstances which prevented attendance at, or impaired the performance in, the assessment concerned.</li> </ol> </li> <li>2. The documentary evidence should be in the one of the following forms: <ol style="list-style-type: none"> <li>i. In the case of illness or injury to the taura: a medical certificate from their doctor.</li> <li>ii. In the case of personal problems or family difficulties; a statement from a tohunga, kaumatua, social worker, counsellor or other professionally qualified person indicating clearly why the taura should be granted aegrotat consideration.</li> </ol> </li> <li>3. All applications shall be considered by the relevant Programme Academic Committee and one of the following decisions will be made: <ol style="list-style-type: none"> <li>i. The taura will be granted a graded or ungraded pass or AEG;</li> <li>ii. The taura will be deemed to have failed the course and the relevant fail grade will be applied;</li> </ol> </li> <li>4. The relevant Programme Academic Committee will make a recommendation to the School Academic Committee who will approve/decline the recommendation.</li> </ol>
WD	Withdrawn	Taura who have withdrawn or are withdrawn from their courses after 10% of the course has expired will be given a withdrawn (WD).
WD (Compassionate)	Withdrawn	Taura who have withdrawn or are withdrawn from their courses due to compassionate reasons has expired will be given a withdrawn (WD).

**b. Other grades**

Whereby a programme has been approved for delivery by Te Whare Wānanga o Awanuiārangi and has been created by another party, the grading scheme of that party will apply.

**c. Competency Based Assessment**

In courses where a competency-based assessment is used shall comply with NZQA grade definitions at the time that they are applied, results shall be specified as follows

Competency Course Grade	Description
P	Pass
F	Fail
WD	Withdrawn

Unit Standard Course Grade	Description
A	Achieved
NA	Not Achieved

**13.1.2 Grade Point Average**

Where a programme document specifies that a taura may be granted honours within the programme the following grade point average values will apply unless specified in the approved programme document.

Honours GPA values			
First Class Honours	<9.00 - >7.00		
Second Class Honours – Division I	<6.99 - >5.50		
Second Class Honours – Division II	<5.49 - >4.00		
Pass	<3.99		
Grade Levels and Grade Point Scales	A+ = 9 A = 8 A- = 7	B+ = 6 B = 5 B- = 4	C+ = 3 C = 2 C- = 1

**13.1.3 Assignment Extensions**

- a. Where a taura is unable to complete a class assignment due to unforeseen circumstances, an application may be made to the kaiako for an extension of time.
- b. Course extensions will only be granted up to the published end date of the relevant programme.
- c. All extensions must have an agreed due date and the final mark and grade the taura will achieve if the work is not submitted
- d. Results for the extension will be due 21 working days from the due date.

- e. All other taura assessments must be marked based on the original published assessment due data.

#### **13.1.4 Late Assignments**

- a. Assessments submitted after the due date, and without an extension, the lecturer will deduct five percent from the mark achieved for each day it is late, up to 5 working days after the due date.
- b. Assignments submitted more than 5 working days after their due date will have a '0' mark, E grade applied.
- c. In mitigating circumstances taura can apply for a non-deducted grade and must supply one of the following to support their application, the application must be made as soon as practicable:
  - i. In the case of illness or injury to the taura: a medical certificate from the taura doctor.
  - ii. In the case of personal problems or family difficulties; a statement from a tohunga, kaumatua, social worker, counsellor or other professionally qualified person indicating clearly why the taura should be granted aegrotat consideration.

#### **13.1.5 Examination**

##### *13.1.5.1 General Rules*

- a. Timetables for examinations shall be notified to taura a minimum of four weeks before commencement of the examinations.
- b. Examinations shall comprise such written, oral and/or practical tests as identified in the programme document.
- c. The examination question papers may be released to taura in advance of sitting of the examination where regulations permit, or where the Programme Coordinator and/or Head of School has given approval, however: All taura must be provided the same opportunity to view the examination paper.
- d. A supervisor appointed by the Head of School shall be present throughout each examination.
- e. Taura shall only communicate with an examiner about an examination through specified channels as specified in these regulations.
- f. Reading time is not included as a part of the examination time.

##### *13.1.5.2 Entering and leaving the Examination Room*

- a. Taura shall only be allowed to enter the examination room in the first 15 minutes after taura have begun writing the test or examination.
- b. Taura must be seated in the examination room during the first 30 minutes from the commencement of the examination, and during the final 15 minutes of the examination period.

#### 13.1.5.3 Calculators

An electronic calculator may only be brought into the examination room if the examiner has designated the examination as “calculators permitted.” In these cases, the following rules will apply:

- a. The calculator used must be electronic, portable, self-powered and noiseless and without voice activated software.
- b. Manuals or other written material related to the use and operation of the calculator must be left outside the examination room. Spare batteries will be permitted to be brought into the room.
- c. In all cases it is the responsibility of the taura to maintain the operation and operating power of the calculator.

#### 13.1.5.4 Unauthorised Material

- a. Cell phones or other electronic communication devices must be turned off and left outside the examination room, or at the front of the room as instructed by the examiner.
- b. Taura shall only bring written or printed matter into an examination by direction of the examiner.
- c. Where an examination is "Open Book", taura may take into the examination room any written or printed material including books, Acts etc.
- d. Where an examination is "Restricted Book" taura may take into the examination room only material specified by the examiner, and that material is required to be unannotated i.e., written or typed upon or otherwise marked in any way.
- e. Where an examination is "Restricted Book May be Written", taura may take into the examination room only material specified by the examiner, and that material may be annotated, written or typed upon or otherwise marked as taura see fit.
- f. All books and papers other than those intended for open book or Restricted Book, Restricted Book May be Written examinations, along with any spare personal belongings brought to the examination shall be left at the front, or, outside the examination room; or where the supervisor directs.

#### 13.1.5.5 Communication

- a. During an examination, taura may communicate with the Examination Supervisor only.
- b. Taura must cease writing on instruction of the Examination Supervisor; failure to do so will result in an incident report being submitted with the examination paper. The possible outcome maybe:
  - i. Five percent deducted for each minute taura continued to write after being asked to stop by the Examination Supervisor up to a maximum of five minutes.
  - ii. Writing for more than five minutes after being asked by the Examination Supervisor to stop will result in the examination script being set aside and a zero mark and E grade applied.

#### 13.1.5.6 *Removal of Papers*

Tauira must leave any worked scripts or other paper provided for use during the examination.

#### 13.1.5.7 *Tauira Identification*

Tauira must bring into the examination room and keep displayed their Tauira (Student) Identification Card or other photo ID including drivers' licence, 18+ card etc.

#### 13.1.5.8 *Tauira Behaviour*

Tauira must demonstrate tika and pono behaviour all examinations and refrain from distracting or adversely affecting other tauira.

#### 13.1.5.9 *Conduct of Examinations: Special Arrangements*

Tauira wishing to receive special arrangement in order to undertake an examination shall, apply in writing to the Programme Coordinator and/or Head of School no later than two weeks prior to the date of the examination. Applications must state the reason for the request and the type of assistance required. Applications must be endorsed by the kaiako or Awhi Tauira staff. Special assistance may be provided in the following forms:

- a. Additional examination time normally not exceeding 15 minutes for each hour of examination.
- b. Assistance by a reader.
- c. Assistance by a writer.
- d. Assistance by a reader/writer.
- e. A combination of (a) and (d)
- f. Separate examination room

### **13.1.6 Dissertations and Theses**

#### 13.1.6.1 *Master's Degree - Dissertations:*

- a. Tauira must deliver two soft bound and one electronic copy of the dissertation to Te Whare Wānanga o Awanuiārangi for examination purposes.
- b. Tauira must deliver two hard bound and one electronic copy of the dissertation to the Library Manager before Awanuiārangi can issue formal confirmation that the tauira is eligible to graduate.

#### 13.1.6.2 *Master's Degree - Theses*

- a. Tauira must deliver two soft bound and one electronic copy of the thesis to Te Whare Wānanga o Awanuiārangi for examination purposes.
- b. Tauira must deliver two hard bound and one electronic copy of the thesis to the Library Manager before Awanuiārangi can issue formal confirmation that the tauira is eligible to graduate.



### **13.1.7 Doctoral Examination**

#### *13.1.17.1 General*

- a. All PhD theses will be examined by an Examination Committee consisting of a convenor, an Internal Examiner, and two External Examiners, one of which should be an international examiner.
- b. The examination process can take three to 12 months.

#### *13.1.17.2 Nomination and Appointment of Examiners*

- a. The Programme Co-ordinator and/or Head of School nominates potential examiners for the thesis to the Doctoral Research Committee (DRC).
- b. All examiners will be approved by the DRC.
- c. On appointment examiners will be contracted by the Head of School
- d. Candidates may not communicate with the examiners directly or indirectly about their examination.
- e. Examiners may not consult with the candidate about his/her thesis examination.

#### *13.1.17.3 Examiners' Thesis Assessment Reports*

- a. All examiners are required to write an independent thesis examiners report and make a recommendation of assessment.
- b. Examiners reports must be independent and unbiased.
- c. All theses are embargoed before, during and after examination.
- d. An examiner must notify the Programme Co-ordinator and/or Head of School if they wish to remove themselves from the examination process.
- e. Examiners' reports must include specific questions to be included in the oral examination.
- f. Examiners must identify what mandatory or recommended changes should be made to the thesis before it is regarded as of an acceptable standard for the award of the degree.

#### *13.1.17.4 Role of Convenor before the Oral Examination*

- a. The convenor for the oral examination will normally be the Programme Co-ordinator and/or Head of School.
- b. The chairperson for the oral examination will be appointed by the Doctoral Research Committee.
- c. The convenor's is responsible for all communications and reports made in the name of the Doctoral Research Committee and to oversee the whole examination process.
- d. The convenor is responsible for arranging the oral examination.
- e. The convenor will arrange a venue for the examination.
- f. The convenor is responsible for overseeing the travel and accommodation arrangements for the New Zealand Examiner.

- g. The convenor is also responsible for getting receipts for any other expenses incurred by the New Zealand examiner at the time of the oral examination.
- h. An overseas examiner, may be bought to New Zealand at the cost of the School of Graduate Studies
- i. The convenor must advise the taura of the examination process and timeline a minimum of 3 weeks prior to the examination.

#### 13.1.17.5 Oral Examination

The oral examination will be chaired by the person appointed by the Doctoral Research Committee. The following provisions will apply:

- a. Each examiner is to be provided a hard copy of the thesis.
- b. The oral examination will take place with the Examination Committee.
- c. The welcoming of manuhiri and the doctoral candidate will be in accordance with the cultural procedures and policies of Te Whare Wānanga o Awanuiārangi.
- d. The chairperson will oversee the examination process.
- e. The candidate will present a seminar of no more than twenty minutes' duration to those assembled for the oral examination.
- f. The chair may invite members of the audience to ask a question of the PhD candidate.

#### 13.1.17.6 Thesis Outcome

The committee must reach one of the following outcomes:

- a. Pass without emendation  
The thesis meets the acceptable standard for the award of PhD and is passed without any amendments
- b. Pass requiring minor emendations  
The thesis is of an acceptable standard for the award of the PhD degree, subject to specified minor emendations; the examination is regarded as continuing.
- c. Substantial emendations required  
The thesis is of an acceptable standard for the award of PhD degree, subject to sections being rewritten to the satisfaction of designated examiners and emendations being made where necessary; the examination is regarded as continuing
- d. Continuing
  - i. The thesis is unacceptable for the award of PhD degree; the candidate is required to carry out further research, before rewriting and resubmitting the thesis for re-examination.
  - ii. A timeframe for resubmission must be provided in writing
- e. Fail
  - i. Where the content is of an unacceptable standard and/or the taura has be unable to meet re-examination criteria will be failed
- f. Where Examiners Disagree
  - i. a formal process will be followed to reach a consensus

- ii. every effort must be made to reach a consensus
- iii. appointment of new examiners maybe an outcome where no consensus can be reached.

#### 13.1.17.7 *Candidates Access to Their Examiners Reports*

- a. Candidates have the right to see their thesis assessment reports.
- b. Examiners must agree that taura will see their reports once the process has been concluded to act as examiners.
- c. Candidates who must have to make amendments, rewrite sections or rewrite and resubmit the thesis as a whole, should be given copies of the relevant sections of the examiners reports to assist them.
- d. The responsibility of supplying taura with copies of their examiners reports is that of the convenor of the examination.
- e. If a candidate is failed outright, copies of the examiner's report together with general comments on the reasons for failure are to be given to the candidate after the result has been approved by the Academic Committee.

#### 13.1.17.8 *Recommendation to Award the Degree*

- a. The convenor will obtain a written and signed report from the examiners present, which details their mutually agreed recommendation.
- b. The Doctoral Research Committee will consider the assessment reports, the convenors report and the signed statement of recommendation for the candidate.
- c. The Doctoral Research Committee will recommend to Academic Committee the outcome of the examination process. Taura will be awarded a pass or fail.

#### 13.1.17.9 *Taura Appeals (Doctoral)*

- a. The masters and doctoral process are subject to the Taura Appeals policy.
- b. All appeals committees will consist of an independent chair and suitably qualified staff appointed by the chair.

#### 13.1.17.10 *Doctoral Degree Theses*

Taura must deliver two hard bound and one electronic copy of the thesis to the Library Manager before Awanuiārangi can issue formal confirmation that the taura is eligible to graduate.

## 14.0 General

### 14.1 Academic Integrity

All taura in all programmes at Te Whare Wānanga o Awanuiārangi will be subject to the Academic Integrity Policy; and the consequences relating to cheating, plagiarism or academic misconduct as defined by the Academic Integrity Policy.

### 14.2 Delivery Sites

- All programmes will be delivered on approved sites only.
- All delivery sites will be subject to NZQA and Te Whare Wānanga o Awanuiārangi site approval processes where applicable.

### 14.3 Waiver of Regulations

Notwithstanding the above regulations, the Chair of and/or Academic Committee and/or delegated authority may, as it sees fit, waive or vary any of the above regulations in individual cases.

### 14.4 Evaluations

- All programmes must comply with the Taura Evaluation Policy.
- All staff in all programmes at Te Whare Wānanga o Awanuiārangi will be subject to and must comply with the Taura Evaluation Policy.
- All taura entitled to participate or decline participation in the programme evaluations.

### 14.5 Moderation of Assessment

- All programmes must comply with the Moderation of Assessment Policy.
- All staff in all programmes at Te Whare Wānanga o Awanuiārangi will be subject to and must comply with the Moderation of Assessment Policy.
- All taura are entitled to participate or decline participation in moderation related activities or the use of their assessments for moderation purposes.

### 14.6 Appeals

All Taura are entitled to appeal decisions made including, but not limited to, the following:

- Appeal against a selection decision.
- Appeal of a final grade.
- Special consideration.
- Student discipline (including cheating, unfair advantage and plagiarism).
- Examinations.
- Unsatisfactory progress.
- Exclusion.

- Admission, enrolment, transfer and withdrawal.
- Credit.
- Fees and charges.
- Bullying.
- Discrimination.
- Harassment.
- Privacy; and
- Conduct that has an unreasonable negative impact on the taura. As identified in the Taura appeals policy.