



ACADEMIC STATUTE

THE OPEN POLYTECHNIC OF NEW ZEALAND

2021

(VERSION 2.11)

ACADEMIC STATUTE

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ACADEMIC STATUTE

1. TITLE

- 1.1** This Statute is the Academic Statute of The Open Polytechnic of New Zealand Limited and is made by the Board under the authority of section 284 of the Education and Training Act 2020.

2. EFFECTIVE DATE

- 2.1** The Board of The Open Polytechnic of New Zealand Limited has determined that this Statute will take effect from the date of approval.

3. PURPOSE

- 3.1** The Academic Statute provides the academic statutory framework for The Open Polytechnic of New Zealand Limited (referred to as “Open Polytechnic”). It sets out the regulatory requirements for staff and students in the institution.

4. LEGISLATIVE FRAMEWORK

- 4.1** This Statute operates within the framework of current New Zealand legislation. All procedures for applicant admission, selection and enrolment in qualifications and programmes at the Polytechnic must operate within the requirements of relevant legislation, including but not limited to the Education and Training Act 2020 and Human Rights Act 1993.

5. SCOPE

- 5.1** This Statute applies to all qualifications, programmes, training schemes and courses, teaching, assessment and research, funding and other conditions at the Polytechnic and to all students, staff, adjuncts and contractors of the Polytechnic.
- 5.2** Notwithstanding Section 5.1, regulations pertaining to specific qualifications, programmes, training schemes and courses approved by Academic Committee take precedence over this Statute. Such documents must be accompanied to the Academic Committee by explanation and rationale regarding the departure from the Statute.
- 5.3** Where a programme leads to an award by another organisation and there is conflict between the regulations of that organisation and this Statute, then the regulations of that other organisation shall apply in respect of the programme. Where the regulations of that organisation are not clear, this Statute shall apply.
- 5.4** The Statute should be read subject to the provisions set out in the Education and Training Act 2020. Should there be a conflict between the provisions, the Education and Training Act 2020 shall prevail.
- 5.5** The Statute provides guidance to existing students or potential students who intend to use the services of the Polytechnic.

6. DEFINITIONS

- 6.1** Institute-wide definitions are attached as Schedule 1 to this Academic Statute.

7. INTRODUCTION TO ACADEMIC STATUTE

7.1 Nine core areas have been identified as the key components of the Academic Statute:

(1) **Qualifications, Programmes, Training Schemes and Courses**

- (a) Development and Approval
- (b) Monitoring, Evaluation, Consistency and Review

(2) **Admission and Enrolment**

- (a) Admission
- (b) Enrolment and Changes to Enrolment
- (c) Fees

(3) **Learning Delivery**

- (a) Academic Guidance and Course Counselling
- (b) Learning Support
- (c) Delivery
- (d) Research

(4) **Assessment**

- (a) Summative Assessment
- (b) In-Course Summative Assessment
- (c) Assessment in Te Reo Māori
- (d) Examinations
- (e) Aegrotat Consideration
- (f) Resit Examination (Second Opportunity to Sit an Examination)
- (g) Results
- (h) Grading Scales
- (i) Award and Recognition of Credit
- (j) Award of Credit
- (k) Moderation

(5) **Awards and Graduation**

- (a) Awards
- (b) Graduation
- (c) Academic Regalia
- (d) Records

(6) **Student Conduct**

- (a) Requirements

(7) **Student Right of Review and Appeal**

- (a) Right of a Review of a Decision
- (b) Right of an Appeal of a Decision
- (c) Evidence for the Appeals Committee of the Board
- (d) Decision of the Appeals Committee of the Board
- (e) Notification of Decision
- (f) Disclaimer for Change

(8) **Transition Arrangement**

8. QUALIFICATIONS, PROGRAMMES, TRAINING SCHEMES AND COURSES

8.1 An educationally sound, effective process is used for the development, approval and review of all qualifications, programmes, training schemes and courses associated with the institution.

8.2 DEVELOPMENT AND APPROVAL

8.2.1 Proposals for new qualifications, programmes, training schemes or courses, or for major redevelopments of existing qualifications, programmes, training schemes or courses, must meet the Academic Committee requirements specified in 8.2.4 below.

8.2.2 All proposals for development must align with the Government's Tertiary Education Strategy and the Polytechnic's mission and vision and contribute to the Polytechnic's sustainability.

8.2.3 Stakeholder Engagement

8.2.3.1 The Polytechnic will engage with stakeholders in accordance with the Tertiary Education Strategy to ensure that the Polytechnic provides coherent programmes which:

- (a) have programme aims which align with identified needs;
- (b) have well-defined graduate profiles;
- (c) are current and well-constructed;
- (d) lead to clearly defined learning outcomes appropriate to the level of the qualification;
- (e) have a clear articulation of the philosophical basis of the programme;
- (f) include coherent strategies for the assessment of learning outcomes;
- (g) have an effective plan for the moderation of assessment;
- (h) identify pathways for the learner's development;
- (i) have clear, concise and appropriate programme regulations;
- (j) do not present any unreasonable barriers to learning.

8.2.3.2 Stakeholder engagement will take place at Polytechnic level and at programme and course level.

- (a) At Polytechnic level, stakeholder consultation will be strategic in nature and inform the compilation and review of the Investment Plan.
- (b) At programme and course level:
 - i. Stakeholder engagement will take place during planning and development, delivery and review of programmes and courses.
 - ii. Ongoing interaction with stakeholders to inform programmes and courses will be reported to Academic Committee in the Annual Programme Evaluation Report.

8.2.3.3 All qualifications, programmes, training schemes and courses will be developed and maintained through ongoing consultation with key stakeholders.

8.2.3.4 Stakeholder Advisory Groups will be approved by the Academic Committee.

- (a) Stakeholder Advisory Groups will comply with the Terms of Reference approved by Academic Committee.

8.2.4 Academic Committee Requirements

8.2.4.1 Qualifications and Programmes

Definitive programme documents must include the following:

- (a) title and award
- (b) strategic purpose
- (c) graduate profile which includes:

- i. learning outcomes;
 - ii. educational pathways; and
 - iii. employment pathways.
- (d) evidence of appropriate stakeholder input, including Māori consultation
- (e) description of how courses interrelate within the programme, and how they relate to the graduate profile
- (f) description of stair casing and/or articulation arrangements (internal and external)
- (g) description of delivery and learning methods,
- (h) assessment philosophy and methods
- (i) description of evaluation and review processes
- (j) programme structure and regulations
- (k) details of teaching staff

And if appropriate:

- (l) description of the relationship of work-based/practical components with the programme
- (m) justification for student overseas travel components of the programme.

8.2.4.2 Courses

- (a) Courses must fit within the requirements for the qualification(s) or programme(s) to which they belong.
- (b) Courses at Level 5 and above developed by the Polytechnic will normally be 20 credits.
- (c) Wherever practicable, courses at Levels 1 to 4 which include assessment standards, will cover the assessment of more than one assessment standard and be multiples of 5 credits.
- (d) The course descriptor must be provided in the approved course descriptor template.
- (e) All courses must have a clear statement of:
 - i. course code and course title
 - ii. version number and approval date
 - iii. level
 - iv. credits
 - v. purpose statement
 - vi. learning outcomes
 - vii. content
 - viii. summative assessment plan including reassessment opportunities and course pass requirements
 - ix. course entry requirements and pre and co-requisites
 - x. resources.

8.2.5 Copyright/Intellectual Property

8.2.5.1 Copyright

- (a) The Polytechnic will recognise moral rights asserted in accordance with the Copyright Act 1994 with respect to any work, unless:
 - i. the rights have been waived; or
 - ii. the act which might otherwise infringe those rights has been consented to by the person entitled to such rights; or
 - iii. where one of the exceptions to the right to object to derogatory treatment set out in Section 100 of the Copyright Act 1994 applies.
- (b) The Polytechnic will establish the ownership of its courses and resources by placement of copyright notices and will take legal action if necessary, should any infringement of that ownership occur.

- (c) The Polytechnic will recognise the copyright of third parties and will only use third party copyright consistent with the Copyright Act 1994 or with permission of the copyright holder.

8.2.5.2 Intellectual Property

- (a) The Polytechnic asserts ownership of all Intellectual Property Rights associated with Intellectual Property (IP) created by staff and external contractors (writers) during their employment, whether created for teaching purposes or otherwise and whether the material is created on the staff member's or external contractor's initiative or at the direction of the Polytechnic.
- (b) The Polytechnic does not assert ownership of copyright of research publications such as books, journal articles, conference papers unless the Intellectual Property has been:
 - i. created for teaching purposes (wholly or in part) or created at the direction of the Polytechnic; or
 - ii. created under a contract the Polytechnic may have with a third party (in which case ownership of IP shall be determined by the terms of the contract).

8.2.6 Qualification, Programme, Training Scheme and Course Approval

8.2.6.1 Currently all programmes of 40 credits or more developed by the Polytechnic will be approved by NZQA and listed on the New Zealand Qualifications Framework.

8.2.6.2 All training schemes developed by the Polytechnic will be approved by NZQA and listed on the New Zealand Qualifications Framework.

8.2.6.3 All programmes, training schemes and courses must:

- (a) meet approval and accreditation requirements and conditions as identified in the gazetted criteria and specified in the Education and Training Act 2020;
- (b) hold the consent to assess for any assessment standards included within the programme;
- (c) be approved by the Academic Committee.

8.2.7 Qualification, Programme and Training Scheme Regulations

8.2.7.1 Qualifications, programmes and training schemes offered by the Polytechnic are supported by written regulations approved by the Academic Committee (Schedule 3).

- (a) The regulations must specify:
 - i. the academic and any other specific entry requirements, including English language entry requirements for applicants for whom English is a second language,
 - ii. the minimum academic requirements for successful completion of the programme and courses
 - iii. graduate profile
 - iv. progress through the programme
 - v. assessment
 - vi. period of enrolment for the programme
 - vii. the award granted
 - viii. maximum number of years within which a programme must be completed.
- (b) Programmes that lead to the award of national or New Zealand qualifications must be supported by written programme regulations that are consistent with the requirements of NZQA and the standard-setting body for the award.

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

8.3 MONITORING, EVALUATION, CONSISTENCY AND REVIEW

8.3.1 Internal Monitoring and Evaluation

The internal monitoring and evaluation of qualifications, programmes and courses are controlled by the Polytechnic's Evaluation and Self-Assessment Policy.

- 8.3.1.1** Formalised, facilitated self-assessment of all qualifications and programmes will take place in accordance with the Evaluation and Self-Assessment policy.
- (a) Annual Programme Evaluation reports which include action plans, will be made available to the Academic Committee. Action plans based on the findings of the self-assessment reports will be prepared by the Programme Delivery Managers and submitted to the Academic Committee.
 - (b) An annual summary report of findings and actions will be submitted to the Executive, the Academic Committee, and the Audit, Risk and Finance Committee of the Open Polytechnic Board.

- 8.3.1.2** Student evaluation of all courses will be carried out annually to provide the Polytechnic with information on the quality of the student experience on a course by course basis.

- (a) This evidence will be used to improve the student experience, particularly in relation to:
 - i. ongoing course improvement
 - ii. assisting staff to further develop their skills to enhance student learning and support.
- (b) Student evaluation of courses will focus on the effectiveness of various components of the learning environment, such as:
 - i. learning materials
 - ii. assessment requirements
 - iii. academic Support
 - iv. learning support
 - v. technical support.
- (c) Feedback and any consequent actions will be included in the Annual Programme Evaluation Reports.

8.3.2 External Monitoring

- 8.3.2.1** External monitoring applies to degree and degree related programmes; and any programme identified by NZQA.

- 8.3.2.2** Where the responsibility for monitoring has been delegated to the Polytechnic, External Monitors will be appointed by the Academic Committee.

- 8.3.2.3** External Monitors' reports will be presented to the Academic Committee together with Polytechnic responses.

8.3.3 Consistency Reviews

- 8.3.3.1** Consistency Reviews are facilitated by NZQA and apply to all programmes of study that lead to the award of a New Zealand qualification

- 8.3.3.2** The schedule published annually by NZQA will indicate the programmes required to be involved in a Consistency Review

9. ADMISSION AND ENROLMENT

9.1 ADMISSION

9.1.1 In order to be considered for any qualification or programme of study at the Polytechnic, an applicant must be an eligible person under section 255 of the Education and Training Act 2020 (domestic students) and under section 525 of the Education and Training Act 2020 (international students).

9.1.1.1 School Leavers

No domestic applicant under the school leaving age (that is, less than 16 years of age) may be admitted for any qualification or programme of study at the Polytechnic. The Chief Executive may make an exception for students enrolling under an approved agreement.

9.1.1.2 International Students

For admission, international (foreign) students:

- (a) must, prior to enrolment, provide evidence of meeting the English language proficiency requirements as specified by the Polytechnic. The evidence must meet the NZQA internationally recognised English proficiency outcomes for international students;
- (b) may only be enrolled on programmes which are externally approved for international enrolments or are less than the equivalent of three months of full-time study;
- (c) shall not be or continue to be enrolled in any course unless there has been paid to the institution in respect of the student a fee calculated in accordance with the formula set out in Section 526 of the Education and Training Act 2020;
- (d) Where there is a compulsory practical workplace component of the qualification, specified programmes may restrict the enrolment of international (foreign) students to those resident in New Zealand.

9.1.2 Admission Criteria

9.1.2.1 In seeking admission to a programme, course or training scheme the applicant is expected to work towards completion of the programme, course or training scheme, and to have a reasonable likelihood of success.

9.1.2.2 Applicants for whom English is a second language are required to provide evidence that they meet the approved English language entry requirements stated for the programme, course or training scheme.

9.1.2.3 Where applicable, applicants must meet the academic and any other entry requirements of the programme, course or training scheme as stated in specific regulations. Applicants must meet these requirements before being admitted to any programme, course or training scheme. Applicants who have attained the age of 20 years and do not hold the minimum entry requirements will be eligible to be enrolled where their previous educational, work or life experience indicates they have a reasonable likelihood of success.

9.1.2.4 The Polytechnic will provide applicants who do not meet the requirements of section 9.1.2.3 with options about which programmes or qualifications will enable them to gain admission to the programmes of their choice.

9.1.2.5 An applicant will not normally be permitted to enrol in a course which they have already successfully completed.

9.1.2.6 Where an application is made before the results of a qualifying examination or similar requirement are published, the Academic Registrar may approve admission conditional on a satisfactory result.

- 9.1.2.7** The Academic Registrar may approve provisional admission where there is reason to doubt the applicant's ability to be successful over the whole programme. Continued enrolment will be dependent on a satisfactory standard of performance.
- 9.1.2.8** The Academic Registrar may limit the number of credits (courses) a student may enrol in at one time.
- 9.1.3 Internet Access**
- 9.1.3.1** All applicants who are seeking admission and enrolment to courses, programmes and qualifications are required to have access to the Internet and a computer for communication, tuition and assessment except where this is specifically excluded in programme regulations.
- 9.1.4 Admission with Advanced Standing**
- 9.1.4.1** On application, an applicant may be accepted into the higher levels of a programme, with Advanced Standing. Advanced Standing recognises that the applicant's prior learning cannot be credited directly against specific courses in the programme. Applicants will be granted exemptions from those courses in which they do not have to enrol.
- 9.1.4.2** Advanced Standing pathways are approved by Academic Committee.
- 9.1.4.3** Advanced Standing will require the applicant to successfully complete all the courses they are advised that they need to enrol in to be awarded the qualification.
- 9.1.4.4** Applications for Advanced Standing must be forwarded to Academic Registry at the time of application to the programme, together with any prescribed fee, and must be accompanied by such evidence of completion of prior learning as approved by Academic Committee.
- 9.1.5 Selection Criteria**
- 9.1.5.1** The Board may limit the number of applicants who may be accepted into a programme, course, or training scheme. In such circumstances, the Polytechnic will publish the criteria to be used in selecting applicants who may be enrolled.
- 9.1.5.2** Preference will be given to students who must complete courses to complete their qualification and to re-enrolling students.
- 9.1.6 Unsatisfactory Progress**
- 9.1.6.1** Unless regulations specific to the course or programme allow otherwise, students who have:
- (a) failed a course on which they were enrolled for a second time, or
 - (b) failed to pass courses equivalent to half or more of the credits in which they were enrolled, where the enrolment was for two or more courses, or
 - (c) failed to comply with any special individual conditions of their enrolment which were notified to them in writing at the time of enrolment
- and who wish to re-enrol, will be required to provide with their re-enrolment form a statement describing the factors to be taken into consideration. This statement should include the circumstances which led to their previous failure and steps taken to ensure an improved performance.
- 9.1.6.2** The Academic Registrar will normally arrange for advice and guidance to be provided to such students and may approve re-enrolment with conditions for satisfactory progress, or may decline re-enrolment if there is insufficient evidence of a reasonable chance of success provided.

9.2 ENROLMENT AND CHANGES TO ENROLMENT

9.2.1 Enrolment

9.2.1.1 Applicants must comply with all enrolment requirements, which will include the Polytechnic's Terms and Conditions of Enrolment and may include conditions laid down by the Ministry of Education, the Education and Training Act 2020 and the Tertiary Education Commission.

9.2.1.2 Applicants must complete the requirements on the Polytechnic's Application for Enrolment Form and provide all the required evidence.

9.2.1.3 The Academic Registrar may refuse to admit, to enrol or may cancel a student's enrolment at the Polytechnic if the person:

- (a) is not of good character
- (b) has been guilty of misconduct or breach of discipline
- (c) has enrolled full time in another institution or school
- (d) has made insufficient progress in study or training after a reasonable trial period at the Polytechnic or another institution
- (e) has failed to pay the Polytechnic fees
- (f) has provided false personal information at the time of enrolment
- (g) has failed the same course twice or has failed the course a third time when enrolled under section 9.1.6.1 of this Statute
- (h) has failed a course where the student was approved for provisional admission under section 9.1.2.7 of this Statute
- (i) has not engaged with the course under section 9.2.4.2 of this Statute
- (j) has failed to comply with or meet any conditions of their enrolment which have been notified to them in writing.

9.2.1.4 Normally a student may not enrol in more than the equivalent of 120 credits worth of courses in any one academic year except with the permission of the Academic Registrar. Students who are enrolling at the Polytechnic for the first time may be enrolled on a limited number of courses and further enrolment may be subject to satisfactory performance.

9.2.1.5 A course enrolment becomes valid once the enrolment transaction is completed and the student's academic record is created.

9.2.1.6 An enrolment is only completed once the contract between the student and the Polytechnic is confirmed, all documentation necessary to complete the contract negotiations has been supplied and any fees have been paid, or arrangements satisfactory to the Polytechnic have been made for fees to be paid.

9.2.2 Enrolment Period

9.2.2.1 The Academic Committee will approve the period of enrolment for programmes, courses, and training schemes.

9.2.3 Conclusion of Course Enrolment

9.2.3.1 A course enrolment concludes at the expiry of the student's enrolment period or earlier if the student withdraws, does not engage with the course, or completes all the summative assessments required, irrespective of the outcome.

9.2.3.2 Conclusion decisions are:

- (a) Successful course completion - An enrolment in which a student has fulfilled all the requirements of the course and is deemed to have passed the course.
- (b) Unsuccessful course completion - Where a student has attempted some, or all the specified academic requirements of the course, but is determined to be not yet competent or as having failed the course; or where a student has

withdrawn after the refund period.

- 9.2.3.3** The student's academic record will record the category of course conclusion as outlined above unless the student has withdrawn in accordance with section 9.2.4.1(b).

9.2.4 Changes to Enrolment

9.2.4.1 Student Withdrawal

- (a) A student may apply in writing to the Academic Registrar to withdraw from any programme, course or training scheme. Withdrawal from a programme or training scheme will constitute withdrawal from all the courses.
- (b) Where a student withdraws within 28 consecutive days from the official start date of the enrolment period, the enrolment will not be noted on their academic record nor counted for external reporting purposes. The student is entitled to a refund of the course fees paid. The administration fee is not refundable.
- (c) Where a student withdraws after 28 days and up to 75% of the enrolment period, the enrolment will be recorded as "Withdrawn" on their academic record and be counted for government reporting purposes. The student is not entitled to any refund of fees.
- (d) Withdrawals applied for after 75% of the enrolment period has passed will not be accepted. The enrolment will be recorded as an unsuccessful completion on the student's academic record and be counted for government reporting purposes. The student is not entitled to any refund of fees.

9.2.4.2 Polytechnic-Initiated Withdrawals

When there is evidence that a student enrolled in an Open Polytechnic course has not engaged with the course, then the Academic Registrar may withdraw the student from the course. Not engaging includes but is not limited to:

- (a) failing to submit assessments;
- (b) failing to respond to communication from the Polytechnic;
- (c) not participating in compulsory workshops or classes; or
- (d) not active in the online learning environment.

9.3 FEES

- 9.3.1** All students enrolling with Open Polytechnic will be charged course fees, except where courses are fees free. An administration fee may also be charged. The administration fee is not refundable.

9.3.2 Refund of Fees

- 9.3.2.1** In accordance with section 9.2.4.1(b) students are entitled to a refund of the course fees paid subject to any applicable withdrawal fees, on withdrawal, if they apply in writing to the Academic Registrar and the application to withdraw is received no later than 28 consecutive days from the official start date of the enrolment period.
- 9.3.2.2** Students who withdraw after 28 consecutive days from the official start of the enrolment period or are withdrawn at the initiative of the Polytechnic in accordance with section 9.2.4.2, because of not engaging with the course are not entitled to any refund of course or administrative fees.

- 9.3.2.3** The refund will be made in accordance with specific conditions and schedules determined by the Chief Executive, including the Polytechnic's Terms and Conditions of Enrolment. Course fees which have been paid by student loan, employer or third party will be refunded to the payer.
- 9.3.2.4** A student granted a re-enrolment in accordance with the requirements of section 11.3.3.2(b) will not be eligible for a refund of fees if they withdraw from the re-enrolment opportunity.

10. LEARNING DELIVERY

10.1 ACADEMIC GUIDANCE AND COURSE COUNSELLING

- 10.1.1** Students will have access to appropriate academic guidance and course counselling.

10.2 LEARNING SUPPORT

- 10.2.1** The Open Polytechnic will provide a range of support services to students, staff and other authorised users.

10.3 DELIVERY

- 10.3.1** The Open Polytechnic will utilise a variety of modes of delivery to offer its programmes, courses and training schemes. These modes include, but are not limited to, online, blended, print-based and on-site/off-site contact classes/workshops.
- 10.3.2** The Academic Committee will monitor the quality of learning and teaching at the Polytechnic through its self-assessment and evaluation processes.

10.4 RESEARCH

- 10.4.1** The Education Act 1989 s162 (4) (b) (ii) states that: "A polytechnic is characterised by a wide diversity of continuing education... and by research, particularly applied and technological research, that aids development".
- 10.4.2** The Open Polytechnic will foster high quality research by ensuring that:
- (a) appropriate structures to support research exist, and responsibilities for undertaking and/or supervising research are clearly identified;
 - (b) staff and students have access to the required administrative procedures to be followed, prior to and while undertaking research as part of their employment and/or study;
 - (c) resources are made available to support the achievement of approved research outputs.
- 10.4.3** The Polytechnic will monitor the quality of research outputs through a consolidated annual research and academic outputs report to the Academic Committee.

11. ASSESSMENT

- 11.1** All courses offered within programmes and training schemes at the Polytechnic will be assessed using a variety of assessment methods in accordance with principles of validity, reliability, fairness and flexibility.

11.2 SUMMATIVE ASSESSMENT

11.2.1 Summative assessment may be determined:

- (a) Wholly by the Polytechnic.
- (b) Partly by the Polytechnic and partly by another tertiary education organisation, approved assessor or an external examining body.
- (c) Wholly by another tertiary education organisation, approved assessor or an external examining body.

11.2.2 Summative assessment:

- (a) may include evidence from coursework, whānau/workplace/community, assessment tests, examinations;
- (b) may be conducted using procedures approved for Recognition of Prior Learning;
- (c) where possible be based on a number of assessment tasks rather than on a single final assessment task;
- (d) may identify students of special merit, where the merit must be based on the exceptional quality of the student's work, not on extra workload.

11.2.3 All summative assessment must:

- (a) include realistic assessment workloads for students;
- (b) set clear expectations to students of summative assessment requirements;
- (c) where specified in course or programme regulations, provide reassessment opportunities for students who do not demonstrate satisfactory achievement at an earlier attempt;
- (d) align to the course's New Zealand Qualification Framework level;
- (e) allow students the opportunity to meet all Learning Outcomes.

11.2.4 Summative assessments may also be used in the following circumstances:

- (a) Aegrotat consideration
- (b) Reconsideration of final grade
- (c) Appeal

11.2.5 Retention of summative assessments will comply with NZQA rules.

11.3 IN-COURSE SUMMATIVE ASSESSMENT

11.3.1 Reassessment

The following rules relate to students seeking summative reassessment:

- (a) the reassessment option is only valid if it is initiated within the enrolment period for that course;
- (b) students will be required to complete reassessment tasks within a specified time frame;
- (c) a student who undertakes reassessment must undertake the whole summative assessment or part thereof as determined by Learning Delivery;
- (d) the mark gained following a reassessment opportunity will be no higher than an achieved for competency based assessment, or 50% of the available marks for achievement based assessment;
- (e) the maximum number of reassessments per course in a single enrolment must be clearly stated in the approved course descriptor and in the information to students;
- (f) reassessment is not available for students who have submitted a blank

assessment or only written out the assessment questions.

11.3.2 Extensions to Deadlines for Summative Assessment for up to Two Weeks

- (a) Students may apply for two one week extensions of time to complete an in-course summative assessment task for which submission deadlines are specified. This will be automatically granted. Students may apply to the Academic Registrar for an extension of greater than the two weeks in special circumstances (see 11.3.3).
- (b) The above rule does not apply to courses offered by the Polytechnic where agreed external policies exist for the late submission of a summative assessment.

11.3.3 Extensions to Deadlines for Summative Assessment Longer than Two Weeks and Where the Extension Would Go Beyond the End Date for the Enrolment Period.

11.3.3.1 Application

- (a) Students may apply in writing to the Academic Registrar using the Special Consideration form and processes for an extension of time in which to complete the assessment if they have been prevented by illness, injury, trauma; personal bereavement; other unexpected additional whānau responsibility; unexpected work responsibilities; or exceptional circumstances beyond their control from completing an in-course assessment for which submissions deadlines are specified; or for an extension beyond the end date of the enrolment period.
- (b) Exceptional circumstances are those incidents, occurrences or conditions which are beyond the control of the student and could not have reasonably been foreseen or planned for at the time the student enrolled.
- (c) Students should supply evidence to support their application, in accordance with the requirements of section 11.6.6.2, 11.6.6.3, or 11.6.6.4, as applicable.

11.3.3.2 Acceptance of Application

- (a) The Academic Registrar will accept an application providing:
 - i. the application is received no later than the due date of the assessment. If the student has already requested an extension, then the due date will be the new extended date
 - ii. the student has engaged with the course unless the reason for the non-engagement is because of illness, injury, or trauma; personal bereavement; other unexpected additional whānau responsibility, or exceptional circumstances beyond the student's control
 - iii. the extension would not give the student an unfair advantage over other students.
- (b) A student who has engaged with the course and whose application is not accepted may be offered a re-enrolment in the same course in the next available offering, or next appropriate offering. The following rules apply:
 - i. the course fee for the enrolment in that course may be waived but any administration fee(s) will apply, if appropriate
 - ii. the re-enrolment in that course will be considered a second enrolment in the same course
 - iii. re-enrolment in the course in Trimester Three is optional.

11.3.4 Assessment Received after Due Date/Granted Extension Period

- (a) Where the student provides a reasonable explanation for the late submission the Registrar may allow the assessment to be marked, or

- (b) Will be returned to the student with a zero mark.
- (c) The reassessment opportunity detailed on the Course Descriptor will apply for 11.3.4 (a) and 11.3.4 (b).

11.3.5 Reconsideration of Assessment

11.3.5.1 A student may apply for reconsideration of the marks or grade awarded in a summative assessment.

- (a) The student must apply in writing to the Academic Registrar no later than 10 working days after the date of notification of assessment results, and
- (b) The student must pay the prescribed fee.
- (c) Reconsideration will be conducted in accordance with the requirements of section 11.3.6.3, 11.3.6.4, 11.3.6.5, and 11.3.6.6.

11.3.6 Reconsideration of Final Grade

11.3.6.1 The Academic Registrar will decide whether a final grade will be reconsidered. The following rules apply:

- (a) the student must apply in writing to the Academic Registrar no later than 10 working days after the date of official notification of course results, and
- (b) the student must pay the prescribed fee.

11.3.6.2 Where a course is assessed entirely on coursework, or when coursework is included as an element in the final assessment for the course concerned, a student may have all the summative tasks reconsidered.

11.3.6.3 Reconsideration will cover remarking of the summative assessment and/or examination by a different marker.

11.3.6.4 Coursework relating to previous trimesters will not be reconsidered.

11.3.6.5 The Academic Registrar will make a decision on the reconsideration of the final grade. Applicants will be informed of the outcome no later than 30 working days after the date the Academic Registrar receives the application.

11.3.6.6 Where a reconsideration results in a change of grade, the prescribed fee will be refunded.

11.4 ASSESSMENT IN TE REO MĀORI

11.4.1 In recognition of the status of Te Reo Māori as an official language of New Zealand, the Polytechnic endorses the right of its students to use Te Reo Māori in written work for assessment within the Polytechnic.

11.4.2 Students will be encouraged to undertake course assessments in the language (English or Te Reo Māori) that will provide the best chance of success.

11.4.3 Students who intend to present all or part of an assessment in Te Reo Māori are required to advise the Academic Registrar no less than four weeks prior to the assessment due date. This will allow the Polytechnic to make arrangements for marking including, where necessary, translation.

11.4.4 Where a student who intends to present material in Te Reo Māori has given the requested notice of intention, he or she will be informed as soon as reasonably possible, as to whether the assessment will be based on translation.

11.5 EXAMINATIONS

11.5.1 Examinations are a form of summative assessment and must be consistent with the requirements of this Statute unless otherwise specified in the appropriate Programme Regulations.

11.5.2 Examinations must be fair to all students regardless of age, culture or circumstance.

11.5.3 All examinations must ensure consistency with the course descriptor in relation to:

- (a) the learning outcomes for the course;
- (b) how these outcomes will be assessed;
- (c) the standard of performance expected of the student and the criteria for achievement of the learning outcomes;
- (d) any written information given at the beginning of the course.

11.5.4 Assessment criteria and marker sheets will be used for examinations.

11.5.5 The Polytechnic will provide examinations to the standards required by the relevant industry and/or other external certifying organisations.

11.5.6 Examinations may be replaced with other forms of assessment due to external circumstances.

11.5.7 Conduct of Examinations

11.5.7.1 Administration Arrangements for Examinations

- (a) All examinations will be arranged by the Academic Registrar.
- (b) Examinations conducted by the Polytechnic on behalf of another examining authority shall be conducted in accordance with such instructions as that authority may from time to time determine.
- (c) All other examinations shall be conducted at such times and places and in accordance with such instructions as the Academic Committee may from time to time determine.

11.5.7.2 The details of the examination paper must be kept confidential and secure until the start of the examination.

11.5.7.3 Students will be provided with written information about various aspects of the examination prior to the examination cycle.

11.5.7.4 Examination procedures shall be such that all students have access to the resources needed to demonstrate competence or achievement.

11.5.7.5 Irrespective of any special assistance approved for a student, all examination students must begin the examination simultaneously.

11.5.8 Student Examination Requirements

11.5.8.1 Any student enrolled for a course will be eligible to be examined in that course on satisfactory completion of the in-course requirements.

11.5.8.2 Students shall be required to demonstrate proof of identity to enter the examination room. The following forms of identification are acceptable:

- (a) photographic identification such as a passport, student card, driver's licence or credit card; or
- (b) by comparison of their signature on an honesty declaration with an authorised form of signature such as a bankcard or non-photo driver's licence; or
- (c) any other satisfactory form of identification.

11.5.8.3 Students must not communicate with any examiner about an examination, except through the Academic Registrar, until the results have been officially released.

11.5.9 Special Assistance for Students in Examinations

11.5.9.1 A student who is affected by particular circumstances, such as a medical condition or disability, or unexpected additional whānau responsibility, in such a way that their ability to complete an examination is impaired, may apply for and be granted special assistance to complete their examination.

11.5.9.2 Students seeking special assistance:

- (a) must apply in writing to the Academic Registrar at least thirty working days prior to the date of examination;
- (b) shall, for non-medical reasons, pay any additional costs incurred in providing the assistance;
- (c) must supply documentary evidence (e.g., an original copy of a doctor's certificate) authenticating any condition for which they are claiming special assistance;
- (d) must make an application for each examination to be sat (but documentary evidence is required on the first application per year only).

11.5.9.3 In the case of students granted special assistance the following applies:

- (a) students qualifying for the services of a Reader, Writer or both will receive extra time based on the recommendation from the Learning Psychologist to complete the examination;
- (b) students receiving other forms of special assistance may, on the recommendation of the Learning Psychologist, receive extra time to complete the examination if the nature of the assistance (or disability or condition) justifies this;
- (c) where approval has been granted to bring personal items into the examination room, such as special chairs, cushions, etc., the student must make these items available for inspection by the examination supervisor if required, prior to examination commencement;
- (d) examination markers shall not be notified of the approval of special assistance to any student.

11.6 AEGROTAT CONSIDERATION

11.6.1 The purpose of aegrotat consideration is to provide an opportunity for students to complete their course within the current enrolment period if:

- (a) they were absent from any examination or,
- (b) having sat the examination, they consider that they were unfit to have sat.

11.6.2 Aegrotat consideration may be given only where a student's absence from, or impaired performance in, an examination is a direct result of:

- (a) illness, injury, or trauma; or
- (b) personal bereavement; or
- (c) exceptional circumstances as defined in section 11.3.3.1(b).

11.6.3 Aegrotat consideration is available only where:

- (a) the course contributes to an Open Polytechnic award; and
- (b) the course contains an examination which must be undertaken on a set date; and
- (c) the student has completed all the in-course summative assessment and is eligible to sit the examination; and
- (d) the examination constitutes no more than 60% of course marks; and

- (e) the examination is not a resit examination as per section 11.7 of this Statute, in which case the Academic Registrar will offer a further examination or alternative assessment, if available.
- 11.6.4** A student shall be permitted aegrotat passes up to the following maximum credit values, unless a different maximum credit value is specified in Programme Regulations:
- (a) A maximum of 20 credits at Level 7.
 - (b) No more than one aegrotat pass in a programme of less than 120 credits; or
 - (c) Up to 20 credits in a programme of 120 credits; or
 - (d) Up to 40 credits in a programme of 121 to 240 credits; or
 - (e) Up to 60 credits in a programme of 241 to 360 credits
- 11.6.5** An aegrotat application for impaired performance under section 11.6.1(b) will not be accepted if the student has passed the examination in spite of impaired performance.
- 11.6.6 Application for Aegrotat Consideration**
- 11.6.6.1** Application must be made on the prescribed form to the Academic Registrar within 10 working days of the scheduled date of the examination and must include supporting evidence as required by sections 11.6.6.2, 11.6.6.3, or 11.6.6.4.
- 11.6.6.2** Any application resulting from **illness, injury or trauma** must include a confidential report from an appropriate registered health professional acceptable to the Academic Registrar, stating:
- (a) that the applicant was assessed by the registered health professional on the actual day of the examination or, if this is not possible, within 24 hours either side of the examination; and
 - (b) that in the opinion of the registered health professional, serious illness, injury or trauma of the applicant at the actual time of the examination in question either prevented the applicant from taking the examination or seriously impaired the applicant's performance; and
 - (c) the name and qualifications of the person who assessed the applicant.
- 11.6.6.3** Any application resulting from **personal bereavement** must be accompanied by evidence. Such evidence may be from a funeral notice or from a Kaumātua or a person of standing in the community, or other evidence acceptable to the Academic Registrar.
- 11.6.6.4** Any application resulting from **exceptional circumstances beyond their control** must provide evidence acceptable to the Academic Registrar. Such evidence must outline the nature and time of the circumstances occurring and document that the circumstances were exceptional within the meaning defined in section 11.3.3.1(b).
The Academic Registrar may require the applicant to complete a statutory declaration.
- 11.6.7 Acceptance of Application**
- 11.6.7.1** Subject to the criteria stated in sections 11.6.1 to 11.6.5 and the application requirements of section 11.6.6 being met, the Academic Registrar will accept an application for aegrotat consideration by the Results and Awards Committee.
- 11.6.7.2** Where an application for aegrotat consideration is not accepted,
- (a) the Academic Registrar will notify the student in writing; and
 - (b) a course result is recorded:

- i. as "AB", if the student was absent from the examination, or
 - ii. based on the marks and grade actually achieved, if the student sat the examination; and
- (c) the student may apply for a resit examination under section 11.7.

11.6.8 Granting of Aegrotat Pass

- 11.6.8.1** The Results and Awards Committee will grant an aegrotat pass only where the applicant is clearly worthy of a pass, taking into consideration the relative performance in the examination of other students with similar course marks.
- 11.6.8.2** Where an aegrotat pass has been granted, academic records will indicate that the student has passed the course by aegrotat.
- 11.6.8.3** If the Results and Awards Committee declines to grant an aegrotat pass, the applicant may be offered a resit examination under section 11.7 instead, if available.
- 11.6.8.4** Except in circumstances where further information is required from external bodies, the applicant will be informed of the outcome from an aegrotat consideration no later than 30 working days after the date the Academic Registrar receives their application.

11.6.9 Review of Aegrotat Decision

- 11.6.9.1** A student who is dissatisfied with a decision by the Academic Registrar to accept or not to accept an application for aegrotat consideration may apply for a review of that decision to the Executive Director: Academic Services under section 14.1 of this Statute.
- 11.6.9.2** A student who is dissatisfied with a decision by the Results and Awards Committee to grant or not to grant an aegrotat may apply for a review of that decision to the Executive Director: Academic Services under section 14.1 of this Statute.

11.7 RESIT EXAMINATION (SECOND OPPORTUNITY TO SIT AN EXAMINATION)

- 11.7.1** The purpose of a resit examination is to provide a second opportunity to complete a course to eligible students who
- (a) did not sit an examination and received an "DNC" result for the course, or
 - (b) failed to pass an examination, or
 - (c) passed the examination but failed to pass the course.
- 11.7.2** A resit examination is available only
- (a) where an enrolled student has
 - i. completed all their in-course summative assessment, and
 - ii. met the specific course requirements in the in-course assessments; and
 - (b) where a course has a final examination set by the Open Polytechnic.
- 11.7.3** No opportunity to resit an examination is available where:
- (a) the student has passed the course; or
 - (b) the course has undergone substantial redevelopment prior to the next offering; or
 - (c) the student has taken a resit examination and failed to pass the course; or
 - (d) a student is enrolled in a course that external agency rules do not allow a resit opportunity, or under a contract which does not allow a resit opportunity. In this case, the terms of the external agency rules, or the contract will apply. Example: Industry Training Organisation (ITO) contract
- 11.7.4** Any special requirements stated in the Programme or Training Scheme

Regulations must be taken into consideration.

11.7.5 In application for a resit examination, a written request accompanied by the prescribed fee must be made to the Academic Registrar no later than 20 working days after the date of official notification of the course result.

11.7.6 Where an application for a resit is approved,

- (a) The opportunity to resit the examination will be offered at the next available offering of the course;
- (b) The student will not be required to repeat the coursework for the course;
- (c) The student may withdraw their application and be refunded the fee paid, less a prescribed administration charge, by written notice to the Academic Registrar received at least 20 working days before the date of the resit examination.

11.7.7 Where a student completes a resit examination, their final course grade will be based upon a combination of the original in-course summative assessment marks and the resit examination mark.

11.8 RESULTS

11.8.1 Final results will be approved by the Results and Awards Committee on the basis of assessments set.

11.8.2 Results of courses will be made available to students following the Polytechnic's final approval process steps.

11.8.3 In-Course Assessment

11.8.3.1 Students will receive their marked work within 10 working days of the due date, or receipt by the marker

11.8.4 Records of Examinations

11.8.4.1 The Polytechnic will keep an accurate record of marks or grades and how these were allocated.

11.8.4.2 All records relating to examinations must comply with the requirements of relevant legislation, including the Official Information Act 1982 and the Privacy Act 2020.

11.8.4.3 The retention of examination scripts will be comply with NZQA rules. During this period, any student may apply in writing to the Academic Registrar for a copy of any final examination script submitted by that student.

11.9 GRADING SCALES (from 29 January 2020)

11.9.1 The following grading scales will apply for assessment components of courses developed by the Polytechnic.

Grade Recorded	Interpretation %	Assessment Outcome
A+	90 – 100	Pass
A	85 - 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 - 74	Pass
B-	65 - 69	Pass
C+	60 – 64	Pass
C	55 - 59	Pass
C-	50 - 54	Pass
D	40 - 49	Fail
E	0 - 39	Fail
F	Attempted assessment, did not meet subminimum requirement	Fail
CM	Competent (competency based assessment)	Pass
NY	Not yet competent (competency based assessment)	Fail
AE	Excellence (marks used to determine result)	Pass
AM	Merit (marks used to determine result)	Pass
AC	Achieved (marks used to determine result)	Pass
NA	Not Achieved (marks used to determine result)	Fail
EX	Exempt	Pass
FS	Failed to Submit	Fail
AB	Absent from the Examination	Fail
GP	Grade Pending (place holder when waiting for a result – e.g. valid extension) This temporary grade will be resolved with an appropriate pass or fail grade as soon as reasonable and within one year.	On hold

11.9.2 The following grading scales will apply for courses developed by the Polytechnic.

Grade Recorded	Interpretation %	Course Outcome	Grade Points
A+	90 – 100	Pass	9
A	85 - 89	Pass	8
A-	80 – 84	Pass	7
B+	75 – 79	Pass	6
B	70 – 74	Pass	5
B-	65 - 69	Pass	4
C+	60 – 64	Pass	3
C	55 - 59	Pass	2
C-	50 - 54	Pass	1
D	40 - 49	Fail	0
E	0 - 39	Fail	0
Pass	Awarded pass and no appropriate grade can be awarded	Pass	5
Fail	Failed Course and no appropriate grade can be awarded	Fail	0
AEF	Aegrotat Fail	Fail	0
AEG	Aegrotat Pass	Pass	5
CC	Credit granted on basis of learning outcomes met via passes in other courses	Pass	N/A
EX	Exempt	Pass	N/A
FC	Failed mandatory component (including <40% in Examination)	Fail	0
DNC	Did not complete all assessments, includes absence from examination	Fail	0
GP	Grade Pending (place holder when waiting for a result e.g., valid extension). This temporary grade will be resolved with an appropriate pass or fail grade as soon as reasonable and within one year.	On hold	N/A

Note: A different grading scale applies to some programmes when an external organisation imposes an alternative grading scale. The alternative grading scale is outlined in the Programme Regulations.

11.9.3 A grade point average (GPA) for Open Polytechnic courses is calculated by assigning numbers to grades as set out in the table above, weighting by course credit values and then dividing the sum by the credit total. Different sets of courses may be included depending on the reason for the GPA calculation.

11.9.4 The following grading scale will apply for the reporting of Assessment Standard results to NZQA. Assessment Standard refers to Unit standards and Achievement Standards and the table shows which type of standard the grade applies to.
E (AE), M (AM) and A (AC) will be reported to NZQA.

Grade Recorded	Interpretation	Applies to	Outcome
AE	Excellence	Both	Pass
AM	Merit	Both	Pass
AC	Achieved	Both	Pass

11.10 AWARD AND RECOGNITION OF CREDIT

11.10.1 Credit will be counted towards a qualification or programme only if it is duly recorded by the Academic Registrar in a student's record.

11.10.2 A student must be enrolled at the Polytechnic to have credit recorded.

11.10.3 Credit will be recorded only if the Polytechnic has

- (a) Either directly awarded the credit pursuant to section 11.10.4,
- (b) or formally recognised, pursuant to section 11.10.5, credit previously awarded by another tertiary education organisation.

11.10.4 The Open Polytechnic may award credit as a result of a student having:

- (a) enrolled on a course and fulfilled the specified academic assessment and other requirements for successful completion; or
- (b) been successfully assessed for Recognition of Prior Learning (RPL) under section 11.11; or
- (c) been admitted with advanced standing pursuant to section 9.1.4 of this Statute.

11.10.5 The Open Polytechnic may formally recognise credit awarded by another tertiary education organisation which is duly authorised in its jurisdiction to award that credit as a result of a student having:

- (a) been granted credit transfer or cross credit pursuant to section 11.10.6.3 or 11.10.6.4; or
- (b) been granted an exemption pursuant to section 11.11.7; or
- (c) been admitted with advanced standing pursuant to section 9.1.4 of this Statute.

11.10.6 Credit Recognition

11.10.6.1 Enrolled or intending student may apply to the Academic Registrar for the granting of credit recognition. Credit Recognition may be recorded as credit transfer, cross credit, recognition of prior learning, advanced standing (see 9.1.4), or exemption (see 11.11.7). The following rules apply:

- (a) The applicant must submit an application and pay the applicable fee.
- (b) Any special requirements stated in the specific programme regulations for which credit recognition is sought must be taken into consideration.

11.10.6.2 The following principles underpin the Polytechnic's approach to credit recognition:

- (a) Credit recognition decisions will be fair and recognise the achievement of learning outcomes.
- (b) Credit recognition decisions and process will promote opportunities for new learning without compromising the quality and standards of the qualifications.
- (c) Credit recognition arrangements will recognise the distinctive characteristics of qualifications.
- (d) The key focus for credit recognition decisions will be to benefit learners and support effective learning pathways.
- (e) Where credit recognition is not recognised by Open Polytechnic, the applicant will be provided with clear reasons for the decision.
- (f) Credit gained for an Open Polytechnic course which forms a component of more than one Open Polytechnic programme will count towards the award of all Polytechnic qualifications to which that course contributes.
- (g) Credit recognition decisions will be timely so that an applicant's ability to access programmes is not unnecessarily inhibited.
- (h) An applicant must have been enrolled in the relevant programme for at least one month before any credit recognition approved will be added to the applicant's academic record.
- (i) Credit recognition applications cannot be based on exemptions, unspecified credit, cross credit and RPL/APL decisions made by other providers
- (j) Credit recognition approvals will expire in 12 months if the applicant has not enrolled in the programme.
- (k) Formal credit may be gained only where all course outcomes have been met. No partial credit will be granted for a course.
- (l) Credits at Level 7 will not normally be awarded
- (m) Credit Recognition may not exceed two thirds of a programme; or as specified in the programme regulations.

11.10.6.3 Credit Transfer

The credit gained for a course while enrolled in a programme can be transferred to the identical course in another programme.

11.10.6.4 Cross Credit

- (a) Credit for courses recognised as a result of cross credit will be recorded with a record of the source of the original credit, on the student's academic record.
- (b) Credit for courses recognised by the Open Polytechnic as a result of cross credit may be awarded as specified or unspecified.
- (c) Cross credit decisions based on credit awarded by other providers will recognise the distinctive nature of qualifications awarded by the Open Polytechnic. This will normally be achieved by limiting the award of credit from other providers as follows:
 - (i) the cross credit decision will be based on equivalence and currency of learning outcomes at specified levels.

11.10.7 Recognition of Prior Learning

11.10.7.1 Recognition of prior learning (RPL) is a form of assessment against the specified learning outcomes of a course. It enables an applicant to gain academic credit for relevant knowledge, skills and understanding, no matter where or how these

were acquired. Recognition of prior learning can be awarded by assessment only; by the assessment of a portfolio of evidence; or by a combination of assessment and portfolio

- 11.10.7.2** Enrolled or intending students may apply to the Academic Registrar for consideration. The following rules apply:
- (a) recognition of prior learning is available for all courses, unless otherwise specified in the programme or training scheme regulations
 - (b) where the portfolio of evidence submitted by the student for recognition of prior learning cannot be matched directly against specific courses, Admission with Advanced Standing may be applicable under section 9.1.3 of this Statute
 - (c) the Academic Registrar will confirm whether recognition of prior learning is available and the applicable fee for service.
- 11.10.7.3** Recognition of prior learning by assessment requires applicants to undertake assessment(s) specified by the Open Polytechnic that cover the relevant learning outcomes of the course(s). The following rules apply:
- (a) the assessment must be completed in accordance with the prescribed assessment conditions i.e., time allocated, supervision requirements and any other conditions specified by the Open Polytechnic.
- 11.10.7.4** Recognition of prior learning by assessment of a portfolio of evidence requires applicants to provide evidence they have met the relevant learning outcomes of the course. The following rules apply:
- (a) the onus to provide appropriate evidence is on the applicant
 - (b) appropriate evidence must be current, authentic, sufficient and relevant to the learning outcomes of the course(s) for which credit is sought.
- 11.10.7.5** Assessment of the portfolio of evidence provided will be to the same standards as any other form of assessment for the course(s). The following rules apply:
- (a) the evidence will be evaluated by an assessor in a relevant subject area
 - (b) assessment must meet applicable moderation requirements
 - (c) the applicant has the right to appeal the decision of the assessor.
- 11.10.7.6** Credit gained through recognition of prior learning is of equal standing to credit gained through other forms of assessment.
- 11.10.7.7** Where credit is granted, the applicant's academic record will show a Grade of "P" "Pass".
- 11.10.7.8** Where credit is not granted, the applicant will be provided with clear reasons for the decision.
- 11.10.8 Exemptions**
- 11.10.8.1** Students may apply to the Academic Registrar for exemption from studying particular courses within a programme.
- 11.10.8.2** The applicant is required to pay any prescribed fees and provide evidence in support of their exemption and that they possess and can apply the knowledge, skills and understanding required to achieve the learning outcomes of the course or programme for which the applicant is seeking exemption.
- 11.10.8.3** The evidence will be evaluated by a trained assessor to ensure it is current, valid, authentic and sufficient to grant the exemption and the decision of the assessor will be final.
- 11.10.8.4** Where an exemption is not granted students will be provided with clear

reasons for the decision.

- 11.10.8.5** Where exemption is granted for a course the student's record will show EX. No credit will be awarded for the exemption, but the exemption will be counted as if it had credit in determining whether the student has met the requirements of the award to which the programme leads.
- 11.10.8.6** The exemption awarded for a course is not automatically transferrable to any other programme.
- 11.10.8.7** Any exemption approved for a prospective student will expire if the prospective student has not enrolled in the relevant programme within twelve (12) months of the exemption being approved.
- 11.10.8.8** A student must have been enrolled in the relevant programme for at least one month before any exemption approved will be added to the student's academic record.

11.11 MODERATION

- 11.11.1** The function of moderation activities is to verify that assessments and assessment activities are fair, valid, reliable, sufficient and support consistency across a number of assessors or assessing organisations and meet the required standards. All programmes 40 credits and above will have an Annual Moderation Plan.
- 11.11.2** Pre-assessment moderation of summative assessments considers the appropriateness of assessment activities before they can be used.
 - (a) The following principles apply for pre-assessment moderation of summative assessments:
 - i. All new or major redeveloped summative assessments shall be moderated prior to first use either internally or externally.
 - ii Moderators must have expertise in assessment and moderation, and in the relevant subject.
 - ii. Moderators will provide a documented report.
- 11.11.3** Post-assessment moderation is undertaken to ensure assessment activities and decisions are fair, valid, reliable, sufficient and consistent.
 - (a) The following rules apply for post-assessment moderation of summative assessments:
 - i. Post-assessment moderation will be applied to summative assessments using a valid sampling process.
 - ii. Moderation will not be conducted by the original assessors.
 - iii. All summative assessments will undergo external post-assessment moderation at least once every three years (or at the request of any standard setting body).
 - iv. Moderators will provide a documented report.
- 11.11.4** The Academic Quality Assurance Committee will receive an annual report of all moderation activities and will review the reports from External Moderators.
- 11.11.5** The following exceptions to the principles for moderation apply:
 - (a) Individual programme regulations may identify additional and/or different moderation requirements.
 - (b) New Zealand Qualification Framework programmes and courses that are moderated under the relevant New Zealand Qualifications Authority Consent and Moderation Requirements document.
 - (c) In the event of a conflict between the Polytechnic assessment and

moderation regulations for New Zealand Qualification Framework programmes, the Consent and Moderation Requirements must be adhered to.

12. AWARDS AND GRADUATION

12.1 AWARDS

- 12.1.1** An award shall be granted to a student on the successful completion of an approved qualification or programme, determined by the accumulation of the required number of credits at a defined level as described in the programme regulations.
- 12.1.2** Any awards of Open Polytechnic Certificates, Diplomas and Degrees, or any awards granted jointly with another organisation must meet the required criteria outlined in the Criteria for Awards Schedule 2 and be approved by the Academic Committee.
- 12.1.3** The Academic Registrar is responsible for implementing and maintaining the Criteria for Awards.
- 12.1.4** The following awards are offered by the Polytechnic (see Schedule 2 for further information):
- (a) Achievement Award
 - (b) Certificate
 - (c) Diploma
 - (d) Graduate Certificate
 - (e) Graduate Diploma
 - (f) Bachelor's degree
- 12.1.5 Joint Awards**
- 12.1.5.1** The Board retains the authority to approve joint awards. For joint awards the nomenclature for awards may be amended to include the name of the other institution, body or organisation.
- 12.1.6 Award of Qualifications**
- 12.1.6.1** The Academic Registrar, under delegated authority, will award to each student the specified Degree, Diploma or Certificate when the academic requirements have been completed. Similarly, the Academic Registrar will recommend to the appropriate organisation the award to the student of any qualification issued by that organisation for which the student has fulfilled the academic requirements.

12.2 GRADUATION

- 12.2.1** Where students have achieved the number of course credits and specified levels as required for successful graduation as detailed in the regulations for each programme, they will be graduated.
- 12.2.2** Any requirements of external bodies must be satisfied before graduation can occur.
- 12.2.3** Students who believe they have fulfilled the programme requirements may apply to the Academic Registrar at any time to graduate. The Academic Registrar shall issue application forms for graduation to all students eligible to have a qualification award.
- 12.2.4** Where applicable, all students expecting to graduate on successful completion of a programme must complete an Application to Graduate.

12.2.5 Any student who is eligible to graduate with a Degree or Diploma may apply to have the Degree or Diploma conferred at a graduation ceremony.

12.2.6 Graduands receiving degrees will process into the auditorium carrying their caps and will put them on when the Chair of the Board confers their degrees.

12.3 ACADEMIC REGALIA

12.3.1 Academic Dress for Award of Degree

12.3.1.1 The official academic dress for graduands attending a graduation ceremony for the conferment of a Bachelor's degree is a gown as for the Cambridge Bachelor of Arts and hood and a cap. The cap will be a black trencher with a tassel. The hood for the Bachelor's degree is the size and shape for a Cambridge Master of Arts and is coloured black, bordered with white fur and lined with coloured silk. The colour of the lining for the hood is as follows:

- (a) Bachelor of Applied Science Adonis Blue (BCC 85)
- (b) Bachelor of Arts Pink (BCC 32)
- (c) Bachelor of Business Old Gold (BCC 115)
- (d) Bachelor of Engineering Technology Claret (BCC 36)
- (e) Bachelor of Teaching (Early Childhood Education) Post Office Red (BCC 209)
- (f) Bachelor of Social Work Emerald Green (BCC 213)
- (g) Bachelor of Applied Management Marigold (BCC 56)
- (h) Bachelor of Information Technology Pansy (BCC 180)
- (i) Bachelor of Library and Information Studies Royal Purple (BCC 110)
- (j) Bachelor of Social Health and Wellbeing Fuchsia (BCC 199)

12.3.1.2 Graduands may, if they wish, wear a kahu Māori (a Māori cloak) over their academic gown, under their hood.

12.3.2 Academic Dress for Award of Diploma

12.3.2.1 The official academic dress for persons attending a graduation ceremony for the presentation of a diploma is a gown as for the Cambridge Bachelor of Arts with an Open Polytechnic academic sash in the colours of blue and teal.

12.3.3 Academic Dress for Award of Graduate Diploma

12.3.3.1 The official academic dress for persons attending a graduation ceremony for the presentation of a Graduate Diploma is a gown as for the Cambridge Bachelor of Arts with an Open Polytechnic sash in the colours of blue and teal with old gold stripe.

12.3.4 Academic Dress for All Awards

12.3.4.1 Graduands who are to receive an award who do not wear the official academic dress provided by the Polytechnic will not be awarded their qualification at the graduation ceremony.

12.4 RECORDS

12.4.1 The records of students will be held securely and confidentially and under the requirements of the Privacy Act 2020, Archives, Culture, and Heritage Reform Act 2000, and Public Records Act 2005.

12.4.2 A Result Notification is available for students at the conclusion of their enrolment period which shows the final grade results of their enrolment.

12.4.3 The results of successful completion of the requirements of assessment standards are sent directly to NZQA, from which students can obtain an

official Record of Achievement.

12.4.4 Students may apply to the Academic Registrar for the following records on payment of any prescribed fees:

- (a) Academic Transcript, which is a complete record of the student's study and results with the Polytechnic.

13 STUDENT CONDUCT

13.1 REQUIREMENTS

13.1.1 Students must comply with the following requirements. Students who breach these requirements shall be guilty of misconduct.

13.1.1.1 Students of the Polytechnic shall not:

- (a) Fail to comply with any Statute, Programme Regulation or Policy made by the Polytechnic Board of Directors or Academic Committee or any body or committee authorised by the Board of Directors or Academic Committee to make such a Statute, Programme Regulation or Policy.
- (b) Be guilty of or a party to any dishonest or improper practice (including plagiarism) or breach of instructions relating to or connected with the conduct of assessment procedures including examinations and summative assessments.
- (c) Assist or encourage another person to act in a manner that constitutes misconduct. They will be dealt with as if they had committed misconduct themselves.
- (d) Disrupt any teaching, study, research or administration of the Polytechnic.
- (e) Act in a manner contrary to the good governance of the Polytechnic or prejudicial to its functioning as such.
- (f) Obstruct any member of the Polytechnic in their academic work or performance of their duties.
- (g) Willfully create a nuisance in their dealings with the Polytechnic or bring the Polytechnic into disrepute whether face to face, through telecommunication contact, fax, post, email, social network website or by any other means.
- (h) Harass any member of the Polytechnic or current or past students with offensive or unwanted sexual or non-sexual behaviour whether face to face, through telecommunication contact, fax, post, email, social network website or by any other means.
- (i) Acquire by theft or deception any of the benefits or services provided by the Polytechnic.
- (j) Steal or damage the Polytechnic property, which includes records and data both owned by and under the Polytechnic's care.
- (k) Infringe the Polytechnic's copyright in its publications by copying or dealing in copies of these works in breach of the Copyright Act 1994.
- (l) Willfully provide false information to the Polytechnic in connection with their enrolment or study at the Polytechnic.
- (m) Fail without reasonable cause to comply with any penalty imposed under this Statute.
- (n) Attempt to commit or be a party to any of the foregoing.

13.1.2 Proceedings for Student Misconduct

13.1.2.1 Any complaint against a student for misconduct will be referred in the first instance to the Academic Registrar.

- 13.1.2.2** The Academic Registrar will ensure the student is advised in writing of:
- (a) the subject matter of the complaint
 - (b) related rights
 - (c) possible penalties if the complaint is substantiated.
- 13.1.3 Student's Right of Response**
- 13.1.3.1** The student against whom a complaint is made will be given 10 working days from the date of the written advice to make such written submissions on the complaint as the student deems appropriate.
- 13.1.4 Disciplinary Powers of the Academic Registrar**
- 13.1.4.1** If the Academic Registrar finds that there has been a breach of the requirements in 13.1.1.1, the Academic Registrar may impose any or all of the following penalties:
- (a) Discharge the student conditionally or absolutely.
 - (b) Advise or reprimand the student.
 - (c) Decline any work being marked.
 - (d) Cancel any pass.
 - (e) Not release or recall a grade.
 - (f) Impose a penalty to the mark obtained.
 - (g) Require the student to undertake an additional summative assessment.
 - (h) Direct the return of any property acquired through misconduct.
 - (i) Direct the payment of compensation up to \$1,000 in respect of damage caused by misconduct.
 - (j) Order the student to apologise.
 - (k) Cancel the student's enrolment at the Polytechnic.
 - (l) Suspend enrolment, or refuse to admit or re-enrol, at the Polytechnic for either a specified period or indefinitely.
- 13.1.5 Decision**
- 13.1.5.1** The Academic Registrar will consider:
- (a) All written and other evidence even though such evidence may not be admissible in a Court of Law;
 - (b) Any submissions by the student; and
 - (c) Evidence from all or any persons involved in the complaint as the Academic Registrar sees fit.
- 13.1.5.2** The Academic Registrar will then decide whether the complaint has been substantiated.
- 13.1.5.3** The student will be advised of the decision of the Academic Registrar in writing.
- 13.1.5.4** The Registrar may refer students who act in a manner that breaches any New Zealand legislation, rules, or regulations to commit an offence under the laws of New Zealand to the Police and/or to other appropriate authorities.

14 STUDENT RIGHT OF REVIEW AND APPEAL

14.1 RIGHT OF REVIEW OF A DECISION

- 14.1.1** The Polytechnic is committed to ensuring that student appeals are dealt with promptly and fairly and in accordance with the principles of natural justice, and that decisions about appeals are made on sound evidence.

- 14.1.2** In accordance with this Statute, a student who is dissatisfied with a decision made under this statute may seek a review of that decision by writing to the Executive Director, Academic Services.

14.2 RIGHT OF APPEAL OF A DECISION

- 14.2.1** The Polytechnic is committed to ensuring that student appeals are dealt with promptly and fairly and in accordance with the principles of natural justice, and that decisions about appeals are made on sound evidence.

- 14.2.2** In accordance with this Statute, a student who is dissatisfied with the decision of the Executive Director, Academic Services following the review of the initial decision, may exercise their right to appeal to the Appeals Committee of the Board.

- 14.2.3** The student must give notice of the appeal in writing on the prescribed form to the Secretary of the Appeals Committee, and the notice must be received no later than 10 working days after the date of the official notification of the result or decision.

14.3 EVIDENCE FOR THE APPEALS COMMITTEE OF THE BOARD

- 14.3.1** The Executive Director, Academic Services shall forward to the Appeals Committee as soon as reasonably practicable a statement of the decision made and all written records relating to that decision, including the student's notice of appeal and any supporting documentation or written submissions provided by the student.

- 14.3.2** The decision of the Appeals Committee shall be determined on the basis of the written records provided by the Executive Director, Academic Services.

14.4 DECISION OF THE APPEALS COMMITTEE OF THE BOARD

- 14.4.1** On hearing an appeal, the Appeals Committee may:

- (a) Dismiss the appeal; or
- (b) Allow the appeal and substitute its own decision for that of the Executive Director, Academic Services.

- 14.4.2** A student who is dissatisfied with the decision of the Appeals Committee may exercise their right to place the matter with the Office of the Ombudsman.

Note: NZQA is not empowered to accept complaints or appeals from students at tertiary education institutions (such as the Polytechnic), only from students at Private Training Establishments where students have no recourse to the Ombudsman.

14.5 NOTIFICATION OF DECISION

- 14.5.1** Students will be informed of the outcome of an appeal no later than 30 working days after the date the Secretary of the Appeals Committee receives written notification from the student of the appeal, unless information is required from external organisations.

15 DISCLAIMER FOR CHANGE

- 15.1** The Board reserves the right to amend this Statute at any time.

16 TRANSITION ARRANGEMENT

- 16.1** The Board has determined that no enrolled student should be disadvantaged by changes to the Statute. If any student considers they are so disadvantaged, then the version of the Statute in force at the time of their current course enrolment period will apply until the end of the enrolment period for the course or courses.
- 16.2** Students who consider that they are disadvantaged by a change to the Statute should contact the Academic Registrar.

Document Control

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Prepared by:		Quality and Academic Development Centre
Owner:		Executive Director: Academic Services
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		Amendment summary
Version Number	Approval Date	Nature of amendment

v2.1	September 2010	Council approved the following changes to this Statute recommended by the Academic Board in Sep. effective from 1 Jan. 2011: 1. Changes to S9.2, 9.3, 11.2 and 11.6 to ensure that students complete their assessments and study within the enrolment period apart from sickness or exceptional circumstances beyond student's control. 2. Changes to S12.2 and 12.3 to specify the lining colour for the hood for BEd(ECE) graduates and to clarify and regularise the practices at the graduation ceremonies.
V2.2	October 2010	Council approved the changes to S9.1.2 to this Statute recommended by the Academic Board in Oct. 2010 to make it a condition that students seeking entry to courses, programmes and qualification at level 5 or above are required to have access to the Internet with effect from 1 Jan. 2011.
V2.3	October 2011	Academic Board recommended that Council approves the amendments to S11.6 (Deferral of Examination) 11.7 (Aegrotat Consideration and 11.8 (Second opportunity to sit an examination (Resit) of this Statute within Version 2.1 of the Academic Statute, effective from 1 January 2011. Council approved the changes to this Statute recommended by the Academic Board in Oct. 2011 effective from 1 Jan. 2012.
V2.4	31 August 2012	Amendments resulting from the Faculty Management Review 2012, replacing "Dean" with "Head of School" Replaced "unit standard" with "assessment standard" to reflect relevant NZQA changes Added definitions for "Blended (Delivery)", "Online (Delivery)" and "Online-only (Delivery)" to Schedule 1 In the page footer, replaced "He Wharekura-tini Kaihautuo Aotearoa" with "Te Kuratini Tuwhera o Aotearoa" to provide a more literal translation of the English version. General updating Academic Board recommendation: 10 August 2012 Council approval: 31 August 2012

V2.5	1 March 2013	Moved definition of "exceptional circumstances" from §11.6.2.4(b) to §11.2.5.1(b)vii where first mentioned; also added to Schedule 1 Removed 2 reassessment options which never arise from §11.2.5.2 §11.6 Aegrotat Consideration - section completely rewritten, grouping requirements, criteria and processes, to provide more concise guidance for actual practice §11.7 Resit Examination - section completely rewritten to provide more concise guidance for actual practice Updates to spelling and punctuation, for consistency Academic Board consideration: scheduled for 14 December 2012 §11.4 combined sections on Accelerated Assessment and Recognition of Prior Learning; updated §11.10 accordingly Added two further results to grading scale §11.9.1: "P - Pass" and "CM - Competent", both being successful outcomes Academic Board recommendation: 14 December 2012 Council Approval: 1 March 2013
V2.6	25 October 2013	Removed redundant section §11.2.5.1 (Exemptions from a Summative Assessment); updated Definition of "exceptional circumstances" in Schedule 1. Changed "will be granted" to "may be granted" in §11.3.2 (Extensions to Deadlines for Summative Assessment for up to 2 Weeks). Rewrote §11.3.2 (Extensions to Deadlines for Summative Assessment Longer than 2 weeks and for up to 2 Weeks Where the Extension Would Go Beyond the End Date for the Enrolment Period) to more clearly distinguish between processes relating to acceptance of applications by the Academic Registrar vs. granting of extensions by Course Leaders. General updating Academic Board recommendation: 6 September 2013 Council approval: 25 October 2013
V2.7	17 July 2015	Add new clause 5.2 that identifies the precedence of programme and course regulations. Introduction of AF and EX assessment grades. Revision of wording relating to reconsideration of assessment. Addition of Academic Regalia for the Bachelor of Social Work, Bachelor of Applied Management, Bachelor of Information Technology and that Graduate Diploma in Business. Clarification of Academic Dress requirements for the award of qualifications at graduation.
V2.8	17 June 2016	Removal of distinction between "open" and "fixed" enrolment periods in s9.2.2; Minor updates to s5.2; s8.3.2.1; s9.1.2.1; s11.11.6.6; General updates to reflect Transformation Change Programme.

V2.9	18 August 2017	Minor updates to s9.2.4.2; s9.3.1; s11.2.4; s11.6.8.1; s11.9.1; s11.9.3.2; s11.11.6.4; s11.11.6.10; s11.11.6.11; Removal of s11.9.5; s11.9.5.1; s11.9.5.2; s12.2.3; s12.2.5; s13.1.5.1 Addition of three new grades s11.10.2 Revision of wording to reflect new processes s11.13 Moderation, and s11.13.1; s11.13.2; s11.13.3; s11.13.4 Addition of Programme Delivery Manager and removal of Student Handbook Schedule 1: Definitions
V2.10	21 June 2019	Major updates to the Statute to reflect changes to roles as a result of transformation; changes in procedures and processes; reformatting of document. Throughout the document the removal of the word candidate and/or learner, retained the wording applicant and/or student. Throughout the document addition of training scheme alongside programme and course. s7.1 update of core areas Update of s8 to include Training Schemes s8.2.3.2, s8.2.3.4 change to Stakeholder Engagement s8.2.4.1 addition of (k) s8.2.4.2 update of (e) s8.2.5.2 addition of wording to include external contractors s8.2.7.1 addition of (viii) s8.2.7.2 removal of (i) now in s8.2.7.1 s8.3 addition of Consistency s8.3.1.2 (b) change to reflect current Course Evaluations s8.3.2.1 addition to reflect NZQA new s8.3.3 monitoring role s8.3.3 addition of Consistency Reviews s9.1.1.1 Reworded s9.1.1.2 addition of NZQA statement s9.1.2.3 updated to reflect current statement s9.1.3 updated information s9.1.4 updated information on Advanced Standing s9.2.3.2 minor amendment to (b) s9.2.4.1 minor amendment to (c), (d) addition of word "government" s9.2.4.2 (d) rewritten for clarity s9.3.2.4 removal of "second trimester" s10 5 renamed Learning Delivery s10.2 renamed Learning Support s10.2.1 removal of Library and Learning Centre s11.1 minor amendment to wording s11.2.2 addition of (c) and (d) s11.2.3 addition of (d) and (e) s11.2.5 addition of statement on retention of summative assessments s11.3.1 addition of (f) and (g) s11.3.2, s11.3.3, s11.3.2.2, 11.3.4 updated to reflect new extension processes s11.3.5 addition of Reconsideration of Assessment s11.3.6 changes to Reconsideration of Final Grade s11.4 Recognition of Prior Learning moved to 11.10.6

		Credit Recognition s11.5 renumbering of Examinations s11.6 renumbering of Aegrotat Consideration s11.7 renumbering of Resit Examinations s11.8 renumbering of Results s11.8.4.3 addition of retention of assessments to comply with NZQA rules s11.9 Grading Scale up to 31 December 2019; and new grading scale from 01 January 2020 s11.9.1 addition of grading scale for assessment outcomes s11.9.3 addition of Grade Point Average s11.9.4 addition of grading scale for Assessment Standards s11.10 renumbering of Award and Recognition of Credit s11.10.6 addition of Credit Recognition s11.10.7 addition of Recognition of Prior Learning s11.10.8 renumbering of Exemptions s11.11 changes to moderation processes s12.3.1.1 addition of Bachelor of Library and Information Studies , and Bachelor of Social Health and Wellbeing s14.1 change to title, now Right of Review of a Decision s14.2 addition of Right of Appeal of a Decision s14.3 renumbering
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V2.11	Major changes throughout the Academic Statute: - Addition of the word “Limited” to the name of the institution - Change from the title “Council of The Open Polytechnic” to “Board of The Open Polytechnic of New Zealand Limited” - The word “Council” is also changed to Board of Directors - Change from “Academic Board” to “Academic Committee” - Update of “Education Act 1989” to Education and Training Act 2020. S8.2.3.4 removal of the wording “on the recommendation of the Executive Director, Learning Design and Development” S9.1.1 update from: “section 224 of Education and Training Act 1989” to “section 255 of Education and Training Act 2020”. Insertion of wording “domestic students” under section 255 and “international students” under section 525 of the Education and Training Act 2020. S9.1.1.2 update of wording from section 228 to section 526 of the Education and Training Act 2020 S9.1.2.3 Removal of the wording “The Registrar may limit the number of credits (courses) a student may enrol in at one time and insertion under a new section 9.1.2.8. S9.1.6.2 Revision of wording relating “to re-enrolment with conditions for satisfactory progress”. S11.3.1 Revision of wording relating to reassessment under point (f) and deletion of point (g). S11.3.2 change to Extensions to Deadlines for Summative Assessment from one to two weeks. S11.3.3 Revision of wording under S11.3.3.1 -Application, S11.3.3.2- Acceptance of Application and S11.3.4- Assessments Received after Due Date on the processes for Extensions to Deadlines for Summative Assessment. S11.3.5 renumbering of Reconsideration of Assessment with addition of clause 6. S11.3.6 renumbering of section and clauses under Reconsideration of Final Grade. S11.4.2 – addition of “Te Reo” to Māori S11.4.3 change to notice period for students who intend to present all or part of an assessment in Te Reo Māori and rewording of this clause. S11.5 Addition of clause 11.5.6 on the use of other forms of assessment due to external circumstances. S11.5.7 renumbering of section on Conduct of Examinations S11.5.9.1 renumbering of section on Special Assistance for Students in Examinations and addition of “unexpected additional whānau responsibility” as eligibility for special; assistance. S11.5.9.3 Rewording of the requirements and processes for students granted special assistance.
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		S11.6.6.3 Rewording on evidence required on application resulting from personal bereavement. S11.6.6.4 Addition of the words "beyond their control "to "exceptional circumstances" and removal of the word "documentary" under evidence required. S11.7.1 (a) Change to acronym on result reporting from "AB" to "DNC" for a student who did sit an examination. S11.7.2 Removal of the requirement of achieving an average of 40% in course assessment marks and addition of meeting the in-course assessment requirements. S11.7.3 Rewording of the requirements where no opportunity for a re-sit examination is allowed. S11.8.3.1 Replace the word "should" by "will" under in course assessment. S11.8.4.2 Updated the information on the Privacy Act 1993 to the Privacy Act 2020. S11.9.2 The grading scales table for assessment components have been updated. S11.10.6.2 Credit-The points under S11.10.6.4 Cross Credit (c) (i) and (c) (ii) have been removed and placed under this section. S13.1.1.1 Inclusion of point (c) on assisting or encouraging student misconduct and renumbering of requirement on student misconduct. S13.1.5.4 Addition of the ability to refer a student in case of certain instances of misconduct to the relevant law enforcement agencies.
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Schedule 1: Definitions

Academic Committee: An interim committee established by the Board of Directors a tertiary education organisation under section 284 of the Education and Training Act 2020 to provide advice to the Board on academic matters and regulate various matters on the Board's behalf. The terms of reference of the Academic Committee are detailed in the Governance Statute.

Academic Quality Assurance Committee: A committee established by Academic Committee to evaluate academic applications for new and redeveloped qualifications, programmes and courses against gazetted criteria and make recommendations on such applications to the Academic Committee.

Academic Record or Transcript: An official signed transcript recording the course titles, assessment standards, credits and results of all enrolment outcomes during the period of the student's enrolment.

Academic Year: 01 January to 31 December

Accelerated Assessment: A process whereby an enrolled student can take the assessments required for a particular course at an earlier time.

Accreditation: The official status awarded when an organisation has shown it is capable of delivering an approved course and/or assessing against standards on the National Qualifications Framework. (NZQA)

Admission and Admission Criteria: The process to be followed and the requirements

to be met by a student in order to be admitted to study at the Polytechnic.

Advanced Standing: Acceptance of a student into the higher levels of a programme, recognising that the applicant's prior learning cannot be credited directly against specific courses in the programme. Students will be granted exemptions from those courses in which they do not have to enrol.

Advisory Group: A group of key stakeholders, which is empowered to advise and to make recommendations to the discipline area and Academic Committee about the outcomes, quality and activities of qualifications, programmes and courses, or other identified matters. In establishing the membership of Stakeholder Advisory Groups, the Academic Committee will approve the key stakeholders for a qualification, programme or cluster of programmes. Stakeholder Advisory Groups will be responsible to the Academic Committee. Stakeholder Advisory Groups do not constitute official committees of the Polytechnic. They may be established for short or long term purposes.

Aegrotat Consideration: A process by which students are considered for an aegrotat pass because either they were absent from the examination or having sat consider that they were unfit to have sat the examination because of illness, injury, trauma, personal bereavement or exceptional circumstances beyond their control.

Aegrotat Pass: An academic result generated for students following a successful aegrotat consideration.

Appeal: The right to challenge a decision made by a Polytechnic officer or Committee where such a right is conferred by statute, regulations or policy and have that Appeal heard by an unbiased decision-maker who observes fair and impartial procedures.

Applicant: A person who makes a formal application for something, like enrolment into a programme, course, or training scheme; or for Credit Recognition

Articulation: Linking two or more qualifications together to create an integrated qualification structure in which one qualification builds on another. Articulation arrangements involve linkages between whole qualifications.

Assessment (also referred to as Assessment Activity): The process of determining the student's progress towards, and whether the student has achieved, the learning outcomes of a course of study, through the use of a range of tools e.g. assignments, essays, reports, projects, block coursework, examinations, practicums, portfolios. See also Summative and Formative Assessment.

Assessment of Prior Learning: refer to Recognition of Prior Learning

Assessment Standard: A nationally-registered, coherent set of learning outcomes and associated performance criteria together with technical and management information that supports delivery and assessment. All assessment standards are registered in NZQA's Directory of Assessment Standards, assigned a level and a credit level, and may contribute to the award of a New Zealand Certificate or Diploma. Assessment standard is the term used for both Achievement Standards and Unit Standards.

Award: A document issued in recognition of attainment of a qualification by the Polytechnic or external body authorised to award qualifications. A degree, diploma, certificate or qualification.

Blended (Delivery): Education that deliberately mixes the features of classroom contact and online or distance learning experiences.

Chief Executive: The principal officer of The Open Polytechnic of New Zealand Limited appointed by the Board to manage the academic and administrative affairs of the Polytechnic. Under the State Sector Act 1988 the Chief Executive is the employer of Polytechnic staff.

Competence: The ability to apply particular knowledge, skills, attitudes and values to the standard of performance required in specified contexts

Competency-based Assessment: Assessment whereby a particular standard is set which students must reach if they are to be judged as 'competent'.

Consent and Moderation Requirements (CMR): Documents developed by standard-setting bodies, covering all areas of the National Qualifications Framework. CMRs identify the specific criteria for accreditation and outline external moderation requirements. All assessment standards are assigned a CMR which can be accessed on the NZQA website

Consent to Assess: Certifies education organisations to assess assessment standards and award credit for them (NZQA).

Consortium Arrangement: An arrangement with one or more other providers that provides a way of delivering and/or developing a programme(s) where the Open Polytechnic does not have the specialist staff or resources necessary for the delivery of the programme(s), but delegates this to another accredited organisation. If delivering and/or assessing is delegated this is also known as a subcontracting arrangement.

Course Code: A unique identifying code allocated to each course.

Course: A defined course or collection of courses forms a programme of study which, if completed successfully, results in the award of a qualification. (TEC)

An approved course is a coherent learning or training programme that is based on clear and consistent aims, content, outcomes and assessment practices. (NZQA)

A course is the smallest component of a programme onto which a student may enrol.

Credit: A value assigned to assessment standards, courses, entire programmes and qualifications that reflects the estimated student time/effort required to satisfactorily meet the assessment requirements. In most cases one credit equals approximately ten hours of student learning time including class contact, assessment time, work experience or internships, attendance at workshops, independent, self-directed or other directed study time). (NZQA)

Credit Transfer: The granting of credit towards a qualification on the basis of credit for the same course(s) already earned in another qualification or in another institution. Credits have to be recognised before they are transferred (NZQA).

Cross Credit: Credit for a recognised course meeting the same or similar learning outcomes as the course to which credit is sought.

Cultural Safety: Cultural safety relates to staff members, adjuncts, and contractors of Open Polytechnic Kuratini Tuwhera and extends beyond cultural awareness and cultural sensitivity. It provides a working definition that creates a culturally safe and inclusive place of work where people feel empowered, where reciprocal partnerships are based on the philosophy of equity, and people feel that their unique cultural practices, values and principles are protected. The Open Polytechnic Kuratini Tuwhera definition of cultural safety is:

Culture acknowledges the unique status and identities of tangata whenua in Aotearoa New Zealand. It also includes but is not restricted to age or generation; gender; sexual orientation; occupation and socioeconomic status; ethnic origin or migrant experience; religious or spiritual belief; and those who are disabled.

The Open Polytechnic Kuratini Tuwhera provides a safe working environment that honours the needs, values and beliefs of tangata whenua, and all members of its workforce.

There is an expectation that those who work for Open Polytechnic Kuratini Tuwhera will have undergone their own process of self-reflection of how their cultural identity, values, principles, biases, and power constructs influence their professional practice.

Culturally safe practice comprises awareness of the influence the above constructs have on one's professional practice.

Unsafe cultural practice comprises any action that diminishes the mana and status of tangata whenua of Aotearoa New Zealand and/or demeans or disempowers the cultural identity and well-being of an individual.

Domestic Student: A Domestic student is defined in Section 10 of the Education and Training Act 2020. This generally includes New Zealand citizens, or a holder of residence class visa granted under the Immigration Act 2009 with special conditions.

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

Enrolment: The process of registering students and developing a contract for students for a programme of study.

Enrolment Period: The specified enrolment period for a particular course.

Evaluation: The method by which the Polytechnic judges the effectiveness of its qualifications, programmes, courses and activities against good practice criteria.

Examination: A summative assessment task administered by the Academic Registrar on a specific day and time under supervised conditions.

Examiner: A person with responsibility for the writing and/or marking of an examination.

Exceptional circumstances: Those incidents, occurrences or conditions which are beyond the control of the student and could not have reasonably been foreseen or planned for at the time the student enrolled.

Exemption: A concession whereby a student is not required to undertake a compulsory part of a programme due to the recognition of a previous qualification or knowledge.

Extension of Enrolment Period: An opportunity for a student to apply for additional time to complete their study. Conditions apply.

External Moderation: When samples of assessment tasks and/or assessment samples are sent to an external moderator for verification that the assessment activities are fair, valid, reliable, sufficient and consistent. See pre-assessment and post-assessment moderation.

External Moderator: A person external to the Polytechnic to whom samples of assessment items and student work are submitted for external moderation.

External Monitor: A person external to the Polytechnic who is appointed by the Academic Committee to assist in the continuous improvement of academic standards because of their subject or discipline knowledge and expertise. External Monitors will usually only be appointed for programmes at Level 7 and above.

Fixed term Enrolment: Specified programmes which have fixed start and finish dates which are not aligned to the Trimester dates.

Foundation Programme: A programme or qualification at Levels 1 to 3 which incorporates language, literacy and numeracy.

Formative Assessment: Assessment activities aimed primarily at providing information and feedback to educators and students. Such assessments are not intended to contribute to the final result.

Governance: A concern for the basic purpose of the organisation or 'large picture' rather than details of its parts. It involves responsibility for strategic direction and the performance measurement of outcomes or results rather than the way in which these are achieved.

Graduand: A person who has completed the requirements for an Award of the Institute.

Graduate: A person who has an Award of the Institute conferred.

Graduation: The formal process at which graduates have their certificates conferred

and presented.

Guidelines: A flexible framework designed to assist and guide people to achieve the implementation of policy and procedures. Guidelines are a recommended approach but not mandatory.

Health Professionals: A qualified and registered person deemed suitable for determining student eligibility for aegrotat purposes. The terms include: Medical Practitioner, Midwife, Dentist, Optometrists.

Internal Moderator: A person to whom samples of assessment items and student work are submitted for internal moderation.

International Student: A student who is not a domestic student.

International English Language Testing System (IELTS): A system of testing English language proficiency for education, immigration and employment purposes.

Investment Plans: These documents outline how providers will respond to the Tertiary Education Strategy and to the needs of their own stakeholders - students, employers and communities on a regional and national basis. Investment Plans are developed in discussion with the TEC.

ITO: Industry Training Organisation

ITP: Institute of Technology and Polytechnic

Level (Register Level): The level of course, programme or qualification as defined by the New Zealand Qualifications Authority consistent with the ten levels of the New Zealand Qualifications Framework and level one being entry level. The level of each assessment standard, achievement standard and national qualifications set nationally according to general guidelines.

Ministry of Education (MOE): A government department which gives effect to the Education Act and acts as the Government's lead advisor on the education system.

Misconduct (student): Any breach of the student conduct rules set out in the Open Polytechnic statutes and programme regulations.

Moderation: The process of confirming that assessment activities are fair, valid, reliable, sufficient and decisions are consistent across a number of assessors or assessing organisations and meet the required standards.

Mode of Delivery: The way in which the courses and programmes providing learning experiences, including content and context, resources, staff, teaching and learning strategies and assessment activities, are delivered. (NZQA)

New Zealand Qualification: A particular combination of credits from assessment against graduate profile outcomes as determined by the Qualification Developer

NZQF: New Zealand Qualifications Framework

NZITP: New Zealand Institutes of Technology and Polytechnics

NZQA: The New Zealand Qualifications Authority

Official Start Date of the Enrolment Period: The start date specified in the schedule of key dates and published on the Polytechnic's website.

Online (Delivery): Education that emphasises the non-exclusive but compulsory use of online (Internet) technology for study.

Online-only (Delivery): Education whereby all course materials and interaction take place using Internet technologies.

Performance Based Research Fund (PBRF): A contestable fund that rewards and encourages research excellence. It forms part of the TEO component.

Plagiarism: Presenting someone else's work or ideas as if they were one's own original

work or thought, without clear acknowledgement of the actual source. Common knowledge, one's original thought and personal experience do not require formal citation. Plagiarism includes:

- Copying the work of another student;
- Directly copying any part of another's work (including web pages or texts);
- Summarising of another's work;
- Using experimental results obtained by another;
- Using no appropriate reference or acknowledgement so that it appears to be one's own work.

Policy: A set of documented principles and values or a written statement which defines the position or strategy in regard to the matter(s) the policy addresses. It provides direction, defines parameters and expected practices at the Open Polytechnic. Compliance is required.

Post-assessment Moderation: A process whereby a moderator reviews assessment decisions and tools to determine whether they are fair, valid, reliable, sufficient and consistent.

Pre-assessment Moderation: A process whereby a moderator evaluates assessment tasks before they are used to verify that, in relation to the prescribed learning outcomes, the assessments are fair, valid, reliable, sufficient and consistent.

Pre-requisite: A specified course that must be successfully completed before a student can enrol in another specified course.

Procedure: A set of ordered steps setting out how an activity should be performed in order to obtain a specified outcome or output. It must comply with all relevant policy and compliance is required.

PTE: Private Training Establishment

Programme: A self-contained block of study or a combination of courses that lead to a qualification.

Programme Approval: A process, defined by an ITP, whereby the quality of a proposed or changed programme is approved by the Academic Committee and where necessary by NZQA.

Programme Portfolio: The programmes and courses currently approved for delivery and those planned for approval or closure over the next three years.

Programme Regulations: The criteria approved by Academic Committee that describe the requirements for successful delivery and completion of a programme or qualification.

Qualification: An official award recognising the successful completion of a prescribed programme of study.

Quality Management System: A system of clearly defined organisational structures, processes, responsibilities and resources used to assure quality. (NZQA)

Re-assessment: A further opportunity for an enrolled student to demonstrate competence in the learning outcomes of an assessment standard or satisfactory performance of in-course assessment, where the student has not met the required standard on the first attempt; or a further opportunity for an enrolled student to demonstrate achievement of learning outcomes in a course where the student has not met the required achievement threshold on the first attempt.

Recognition of Prior Learning (RPL): Previous learning and experience for which learners receive credit or academic recognition. This may include courses/programmes of study that learners have previously undertaken, non-formal prior learning, and work and/or life experience.

Record of Achievement: An official record produced by NZQA which lists all the assessment standards achieved, and national qualifications gained by a student.

Record of Attendance: a document which is available on request by a student which identifies that the student has attended a workshop, block course or contact class. It contains no other information.

Record of Study: a document which is available on request by a student which provides evidence of completion of formative or summative coursework. It contains no information about whether the student has passed or failed the coursework.

Result Notification: A record which notifies students, at the end of the enrolment period, of the final grades achieved in their courses.

Regulations: Statutes approved by the Academic Committee, under the delegated authority of the Board, for the conduct of the Polytechnic's qualifications, programmes and training schemes and those of other authorities delivered or assessed by the Polytechnic.

Review: A process carried out by Executive Director, Academic Services on the formal application by a student who is dissatisfied with a decision made under the Academic Statute.

Research: Research is an intellectually controlled investigation which leads to advances in knowledge through the discovery and codification of new information or the development of further understanding about existing information and practice. (NZQA 1988)

Resit Examination: An opportunity granted to a student to resit an examination in the next available trimester under specified conditions.

Results and Awards Committee: A committee of the Academic Committee of the Open Polytechnic to ensure that students are assessed appropriately, and to review and approve final results (including aegrotats).

Secondary Tertiary Alignment Resource (STAR): An additional funding resource managed by the Ministry of Education that assists secondary schools to purchase relevant, coherent learning experiences aligned to the Vocational Pathways from Tertiary Education Organisations (TEOs) for Year 11–13+ students.

Selection Process and Criteria: The process and the requirements which are used to prioritise the applicants who are seeking admission to a programme.

Self-assessment: The ongoing processes the Polytechnic uses to gain evidence of its own effectiveness in providing quality education.

Stakeholder: One who impacts on, or is impacted upon, by the Polytechnic; includes industry bodies, past students, graduates and the community. Internal stakeholders include staff, Board members and may include current contractors. Current students may act as either internal or external stakeholders depending on the circumstances of their involvement as stakeholders. In establishing the membership of Advisory Groups, the Academic Committee will determine the key stakeholders for a qualification, programme or cluster of programmes.

Statutes: The formal documents approved by the Board, which identify the rules for the conduct of the Polytechnic's Board and committees, the Academic Committee and its committees, the Chief Executive, its staff and students.

Student: A person formally enrolled in any course, programme or training scheme.

Student Achievement Component: The government's contribution to the direct costs of teaching and learning and other costs driven by student numbers within approved tertiary education investment plans.

Student Data: There are three types of student data (from Use of Student Data for Research policy):

Student Supplied Data: i.e. information intentionally and actively provided by the student as a direct result of application as a condition of participation in study,

or by institutional request, generated by student or data by extension.

Student Generated Data: i.e., information about the student and their behaviour or performance generated as a consequence of their studies. These include results, study behaviours and helpdesk enquiries.

Data by Extension: i.e., information which uses student supplied and student generated data as a basis for gathering and generating more information and is often used as a direction for decision making.

Subcontracting: Situations where the Polytechnic uses TEC funding to pay another organisation to deliver teaching and learning and/or assessment activity on its behalf. This excludes: teaching and learning activities and/or assessment contracted to individuals; learning that occurs within vocational placements such as workplace placements or practicums; articulation agreements; and franchise agreements where TEC funds the TEO delivering the teaching and learning activity directly. (TEC)

Summative Assessment: Assessment activities that contribute to the final result of the course and provide students with a specific measure of their learning in relation to course learning outcomes.

TEC: Tertiary Education Commission – the Government agency charged with giving effect to the Tertiary Education Strategy. It is also the agency which funds the Polytechnic.

TEO: A Tertiary Education Organisation that is public, private, or community based, offering tertiary education or tertiary-related services.

Training Scheme: Study or training that leads to an award, but does not, of itself, lead to an award of a qualification listed on the New Zealand Qualifications Framework. Credit value of training scheme must be less than 40 credits.

Trimester: The division of the academic year into equal three parts; each part is called a trimester.

Withdrawal: An opportunity for a student to apply to formally withdraw from their course of study - conditions apply.

Working Day: A day in New Zealand that is not a Saturday, Sunday, national public holiday (in a place where notice is to be given or a service provided).

Schedule 2: Criteria for Awards

Achievement Award

The award is granted on successful completion of a quality assured programme of less than 40 credits.

The programme is made up of approved courses which are components of qualifications listed on the New Zealand Qualifications Framework.

- "Achievement Award in ... (Level n)"

Certificate

The award is granted on successful completion of an approved programme. The programme is made up of summatively assessed courses.

The programme has a minimum credit value of 40 credits.

A minimum of 40 of the credits must be at or above the level specified on the Certificate.

- "New Zealand Certificate in [name of programme] Level [...]"

Diploma

The award is granted on successful completion of an approved programme. The programme is made up of summatively assessed courses.

The programme has a minimum credit value of 120 credits at level four or above. A minimum of 72 credits must be at or above the level specified on the Diploma.

The Diploma may be at levels five, six or seven.

- "New Zealand Diploma in [name of programme] Level [...]"

Graduate Certificate

The award is granted on successful completion of an approved programme. The programme is made up of summatively assessed courses.

The programme has a minimum value of 60 credits at levels six and above.

At least 40 credits must be at or above level seven.

Students must hold graduate qualifications or equivalent for admission to the programme.

- "Graduate Certificate in [name of programme]"

Graduate Diploma

The award is granted on successful completion of an approved programme. The programme is made up of summatively assessed courses.

The programme has a minimum value of 120 credits.

At least 72 credits must be at or above level seven.

Students must hold graduate qualifications or equivalent for admission to the programme.

- "Graduate Diploma in [name of programme]"

Bachelor's Degree

The award is granted on successful completion of an approved programme. The programme is made up of summatively assessed courses.

The programme has a minimum credit value of 360 credits at level 5 and above.

A minimum of 80 credits must be at or above level seven.

The programme must have met the external approval and accreditation requirements of a degree.

- "Bachelor of [main field of study]"
e.g., Bachelor of Business/Applied Science/Arts

Schedule 3: Grading Scales to 31 December 2019

The following grading scale will apply for courses developed by the Polytechnic.

Grade Recorded	Interpretation	Final Outcome
A+	85 – 100	Pass
A	80 – 84	Pass
A-	75 – 79	Pass
B+	70 – 74	Pass
B	65 – 69	Pass
B-	60 – 64	Pass
C+	55 – 59	Pass
C	50 – 54	Pass
D	40 – 49	Fail
E	0 – 39	Fail
P	Pass	Pass
CM	Competent	Pass
AF	Aegrotat Fail	Fail
AG	Aegrotat Pass	Pass
AW	Academically Withdrawn	Fail
EX	Exempt	Pass
FC	Failed Mandatory Component	Fail
FR	Failed Final Exam (less than 40% in the final exam)	Fail
FS	Failed to Submit	Fail
AB	Absent from the Examination	Fail

Note: A different grading scale applies to the Bachelor of Engineering Technology. This is contained in the Bachelor of Engineering Technology programme regulations.

The following grading will apply for reporting assessment standards listed on NZQA's Directory of Assessment Standards.

Grade Recorded	Interpretation	Final Outcome
CM	Competent	Pass
NY	Not Yet Competent	Fail
AC	Achieved	Pass
AM	Merit	Pass
AE	Excellence	Pass