

# Manukau Institute of Technology Limited

## Ākonga Policy

### Audience and scope:

This policy is relevant to the following roles:

- All ākonga and kaimahi.

### Document management and control

<b>Category</b>	Policy	<b>Consultation Scope</b>	Academic Committee, Chief Executive, Kaimahi
<b>Policy Owner</b>	Delegated Authority	<b>Approval Bodies</b>	Delegated Authority
<b>Policy Contact Person</b>	General Manager Academic Services	<b>Review Dates</b>	

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## Manukau Institute of Technology Ākonga Policy

*This policy is supplemental to Te Kawa Maiorooro, Te Pūkenga's Educational Regulatory Framework. Te Kawa Maiorooro sets out the overarching regulations that apply to learning and delivery (teaching, assessment, rangahau and research, and support activities) at Te Pūkenga. As and when finalised, Te Pūkenga will publish policies and procedures that are intended to sit underneath Te Kawa Maiorooro and prescribe detailed requirements.*

*In the meantime, pursuant to Te Pūkenga's Grandparenting Policy, the regulations, policies, and procedures of the former subsidiaries apply unless there is a national regulation or policy in place. Accordingly, where a specific matter is not addressed within Te Kawa Maiorooro, this policy is intended to prescribe the requirements that are specific to the MIT business division.*

*To the extent that there is any conflict or inconsistency between any of MIT's policies or procedures and Te Kawa Maiorooro, Te Kawa Maiorooro shall prevail and have priority.*

*Advice to Ākonga (Students) and Kaimahi (staff) reading this document: references to relevant sections of Te Kawa Maiorooro (TKM) are noted at the beginning of each clause. Any text that is crossed out is no longer current policy and has been replaced by the policy settings in Te Kawa Maiorooro. Please refer to that document.*

### 1. General

#### 1.1. Introduction

1.1.1 Te Pūkenga Charter, TKM Section 1.2 Purpose, Part 2 General, Appendix 1 Ngā Mātāpono - Te Kawa Maiorooro Principles ~~Manukau Institute of Technology (MIT) is committed to:~~

- ~~▪ Transforming lives, organisations and communities through learning;~~
- ~~▪ Maintaining the highest academic standards and providing a safe and effective learning environment;~~
- ~~▪ The advancement of Mātauranga Māori, the application of Ako (Māori Pedagogy) and Te Tiriti o Waitangi;~~
- ~~▪ Manākitanga and the provision of an ākonga-centred environment in which all ākonga have an equal opportunity to achieve their academic potential; and~~
- ~~▪ Ensuring that no unreasonable barriers are created which could prevent ākonga from gaining access to education and training. MIT places particular emphasis on the elimination of barriers that result in underrepresentation in tertiary education.~~

1.1.2 Together with Te Kawa Maiorooro, the *Ākonga Policy* provides MIT's overarching rules on matters relating directly to ākonga. It documents MIT's expectations and requirements of ākonga along with the standards MIT will meet. The *Policy* defines ākonga' rights and responsibilities and aims to ensure that ākonga are treated equally, fairly and transparently.

#### 1.2. Scope TKM 1.3, 4.2

1.2.1 Except as outlined in section 1.2.2, the Student Regulations are relevant to all students of MIT including:

- People in the process of applying to enrol with MIT;

- Students who attend courses at MIT campuses;
- Students who take courses via distance or online;
- International students; and
- Past students of MIT (past students will be covered by the Regulations that applied at the time the student was enrolled).

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

- 1.2.2 The *Ākonga Policy* does not apply to educational offerings that are not open to the public unless specifically agreed in writing. This exclusion does not apply to programmes delivered at Department of Corrections' sites.
- 1.2.3 TKM 1.4(1)b For the purposes of this policy, the term 'programme' and 'training scheme' is deemed to include all MIT educational offerings (including programmes, micro-credentials, training, and short courses) unless expressly excluded.
- 1.2.4 ~~The *Ākonga Policy* seek to ensure that all MIT ākonga are treated fairly and equitably.~~
- 1.2.5 ~~The *Ākonga Policy* are intended to be consistent with relevant New Zealand legislation, external regulatory, standard setting, and funding body requirements, and MIT statutes. In the event of any inconsistency between the *Ākonga Policy* and New Zealand legislation, the relevant legislative provisions will prevail. In the event of any inconsistency with MIT statutes, the statutory provisions will prevail.~~
- 1.2.6 ~~Where a programme or training scheme is subject to regulation by MIT and by an external authority, and there is conflict between those regulations, the General Manager Academic Services in conjunction with the Head of School will determine whether the regulations of that other authority will apply in respect to that programme or training scheme. In making such a determination, they will take into account any agreements and/or arrangements that exist between MIT and the external authority, and maintenance of the academic integrity of the programme.~~
- 1.2.7 TKM 4.2-In addition to the *Ākonga Policy*, MIT has also established:
- ~~Specific Programme and Training Scheme Regulations which prescribe requirements for entry into and completion of a programme or training scheme and courses making up the programme or training scheme; and~~
  - Policies, procedures, and processes to give effect to the *Ākonga Policy*.
- A summary of the regulations for each programme and training scheme is available from Ask Me! Student Services Centre. Regulations, policy, and procedure documents are available on the MIT website. Ākonga are encouraged to familiarise themselves with these documents.
- 1.2.8 ~~In the event of any inconsistency between the *Ākonga Policy* and specific Programme or Training Scheme Regulations or policies, procedures or processes, the *Ākonga Policy* will, unless specifically stated otherwise, prevail.~~

### 1.3. Changes to this document

- 1.3.1 The *Ākonga Policy* is determined and approved by Te Poari Akoranga and ~~are~~ is reviewed regularly. ~~(see MIT Statute 3: The Academic Statute).~~
- 1.3.2 TKM 1.5(2) and 1.5(3) ~~Information provided by MIT to ākonga will be updated where necessary to reflect any changes made to the *Ākonga Policy*. MIT will notify ākonga of any changes made outside of the annual review cycle that may affect them.~~

## 2. Admission and Enrolment

### 2.1. General provisions TKM section 2

- 2.1.1 Ākonga must comply with the relevant enrolment policies and procedures applying to each programme or training scheme.
- 2.1.2 TKM 2.4, 2.10, 2.11, 2.28, 2.29 Before ākonga can be enrolled at MIT they must complete and sign or accept online any relevant forms for admission, registration and enrolment and produce the evidence specified on the forms of:
- Full legal name;
  - Date of birth;
  - Gender;
  - New Zealand citizenship, residency status or valid ākonga visa;—
  - Appropriate insurance cover if they are an ākonga nō tāwāhi; and
  - Any other evidence relevant to their enrolment.
- 2.1.3 TKM 2.11; 2.28; 2.29 Where an ākonga has a legal guardian or has granted power of attorney to someone else, then that person may sign the form on behalf of the ākonga.
- 2.1.4 TKM 2.10(1), 2.19 Failure by ākonga to complete an MIT admission, registration, or enrolment form correctly and truthfully, or to provide the necessary documents to confirm identity, citizenship, and qualifications, may result in their application being declined or their enrolment being cancelled (see section 2.8: Refusal or cancellation of enrolment).
- 2.1.5 Ākonga enrolled at MIT will be formally classified as either ākonga nō Aotearoa (Domestic learners) or ākonga nō tāwāhi (International learners) (TKM Glossary of Terms).

### 2.2. Entry criteria

- 2.2.1 In order to be considered for enrolment at MIT, an ākonga must be an eligible person as defined in section 255 of the Education and Training Act 2020.
- 2.2.2 TKM 2.9 The detailed criteria for entry into and completion of MIT programmes and training schemes are contained in the relevant Programme or Training Scheme Regulations and in information published by MIT. Where applicable, ākonga must meet the minimum entry requirements and any pre-requisites for a programme or training scheme before they will be eligible to enrol and must provide appropriate evidence of meeting such requirements.
- Note: Some programmes may require pre-requisites particularly at postgraduate level
- 2.2.3 TKM 2.9.(2)d Ākonga who have attained the age of 20 years and do not hold the minimum entry requirements for a programme or training scheme may be eligible to be enrolled. Such decisions must consider any applicable pre-requisites and will be made by the Head of School.
- 2.2.4 TKM 2.9.(2)c Ākonga who have not attained the age of 20 years and do not hold the required minimum entry requirements may also be eligible to be enrolled in exceptional circumstances where they can demonstrate capability for study at the required level. Such decisions must consider any applicable pre-requisites and will be made by the Head of School.

### 2.3. Limitations on enrolment

- 2.3.1 Where ākonga meet the requirements for entry into a programme or course, they are entitled

to be enrolled if places are available.

- 2.3.2 TKM 2.13 (1) MIT may limit the number of enrolments in any programme, training scheme or course where this is deemed necessary. Reasons for limiting the number of enrolments include, but are not limited to, the availability of:
- Staff;
  - Accommodation (including, but not limited to, classroom space, work experience places or as a result of health and safety constraints); and
  - Equipment.
- 2.3.3 TKM 2.9(4); 2.13(2) & (3) Where there are insufficient places available in a programme, training scheme or course to accommodate all eligible ākonga, selection will be according to the selection criteria set out in the Programme or Training Scheme Regulations and information published by MIT. Selection criteria may give preference to eligible ākonga who are from a category of persons under-represented among the ākonga undertaking the programme or training scheme.

## 2.4. **Alternative programmes, training schemes or courses**

- 2.4.1 TKM 2.12(2) Where ākonga apply for a programme, training scheme or course that is not available or is full, MIT may offer them entry into an alternative programme, training scheme or course.
- 2.4.2 TKM 2.12(2) Ākonga will be notified at the time of enrolment if the programme, training scheme or course in which they wish to enrol is full. They will be advised whether they will be placed onto a waiting list and/or offered the opportunity to select an alternative programme, training scheme or course.

## 2.5. **Confirmation of accepted or declined entry**

- 2.5.1 TKM 2.14(2); 1.4(b) Ākonga will be informed in writing whether their application for entry into a programme or course has been accepted or declined. Wherever possible, this will be done before the programme, training scheme or course starts.

## 2.6. **Late enrolment**

- 2.6.1 TKM 2.17 Unless otherwise stated in the Programme or Training Scheme Regulations, ākonga may be accepted by the Head of School for late enrolment up to ten working days after the course start date or 20 per cent of the course duration, whichever is lesser. The Head of School may extend or shorten this period in exceptional circumstances taking into account, amongst other factors, a student's likelihood of success following late enrolment.

## 2.7. **Name change**

- 2.7.1 TKM 2.4(2) Ākonga who have officially changed their name must provide MIT with appropriate evidence to support the change including, but not limited to a:
- Marriage Certificate;
  - Dissolution of Marriage Certificate;
  - Statutory Declaration issued by the Registrar of Births, Deaths, and Marriages; or
- 2.7.2 Ākonga who have not officially changed their name but wish to be known by another name during their study at MIT may nominate a preferred name in accordance with the process outlined in MIT's Acceptable Use Policy.

## 2.8. Refusal or cancellation of enrolment

- 2.8.1 TKM 2.12; 2.19; 5.2 MIT may refuse to permit, or may cancel the enrolment of ākonga who:
- ~~Do not meet the minimum entry requirements or any pre-requisites for a programme or training scheme (see section 2.2: Entry requirements)~~
  - ~~Are not of good character (including, but not limited to, having a bad debt history, a criminal conviction, or a history of breaching MIT regulations or policies);~~
  - ~~Have been guilty of misconduct or a breach of discipline (see section 13: Ākonga Misconduct);~~
  - ~~Are enrolled for full-time instruction in another institution or in secondary school; or~~
  - ~~Have made insufficient progress in their study after a reasonable trial (e.g., see also section 11: Insufficient Academic Progress).~~

- 2.8.2 Where Te Pūkenga's Covid-19 Policy requires that ākonga are fully vaccinated (or hold a valid medical exemption) in order to access MIT's campuses, MIT may refuse to permit the enrolment of ākonga who do not provide sufficient proof of their vaccination status to MIT prior to enrolment. MIT may cancel the enrolment of ākonga who do not provide sufficient proof of their vaccination status to MIT within the timeframes specified in section 11.3.<sup>1</sup>

- 2.8.3 Exemptions to section 2.8.2 for continuing ākonga will be granted in limited circumstances and on a case by case basis by the Delegated Authority (or their nominated representative/s). Ākonga may apply for an Exemption in accordance with the process and guidelines published by Te Pūkenga.

- 2.8.4 TKM 2.19 Only the Delegated Authority may cancel a student's enrolment for misconduct or a breach of discipline (see section 13.4: Penalties for Ākonga Misconduct).

- 2.8.5 Ākonga whose enrolment has been cancelled as a result of misconduct will not be re-enrolled at MIT until their term of exclusion has been lifted or has expired. The Delegated Authority determines the term of exclusion in each case (see section 13: Ākonga Misconduct).

- 2.8.6 TKM 2.10(1) ~~Where, subsequent to enrolment, ākonga are found to have falsified evidence or not disclosed required information relevant to meeting the entry criteria for a programme or training scheme, this will be treated as misconduct (see section 13: Ākonga Misconduct) and is likely to result in the cancellation of a student's enrolment without a refund of fees (see section 2.8.1).~~ Where falsification or non-disclosure results in an ākonga no longer meeting the minimum entry requirements for that student's programme or training scheme, their enrolment may automatically be cancelled (without the need to complete the misconduct investigation process).

- 2.8.7 TKM 2.19(1) ~~Ākonga with an MIT bad debt history may be excluded from re-enrolling at MIT (see sections 2.8.1: Refusal or cancellation of enrolment and 4.6.3: Consequences of unpaid fees).~~ Ākonga with a company or other third-party bad debt may re-enrol if they are paying their fees themselves or through a student loan or other third-party. Ākonga cannot enrol or re-enrol using a company or other third-party invoice for payment where the company or third-party has a bad debt. Ākonga with a bad debt will not be permitted to re-enrol using a company or other third-party invoice for payment.

- 2.8.8 TKM 2.32(5) ~~Immigration New Zealand will be immediately notified where enrolments of ākonga-nō tāwāhi are cancelled.~~

<sup>1</sup> Where applicable, ākonga will be provided with advice on online study options within the Te Pūkenga network.



## 2.9. When enrolment becomes official

- 2.9.1 TKM 2.14 MIT will issue a confirmation of enrolment to ākonga who have been enrolled at MIT. This will include:
- ~~Confirmation of a student's place on a programme or training scheme;~~
  - ~~The specified teaching periods for their course(s) (course timetable); and~~
  - ~~A statement of applicable fees / course costs for the programme or training scheme (as applicable).~~
- 2.9.2 TKM 2.15(1) Ākonga are deemed to be enrolled in a programme when:
- ~~The relevant form(s) for admission, registration and enrolment have been:~~
    - ~~Completed and signed by the ākonga (forms may be signed either in person or, when enrolling online, by online acceptance);~~
    - ~~Submitted through the appropriate enrolment channels; and~~
  - ~~They have received an offer of enrolment from MIT; and~~
  - ~~Either:~~
    - ~~They have paid their fees or have made provision for their fees to be paid; or~~
    - ~~They have not paid their fees but have engaged with the course.~~

## 2.10. Enrolment provisions for specific ākonga groups

The following table details enrolment provisions for specific ākonga groups:

Group	Enrolment details
Ākonga nō tāwāhi	<p>Ākonga nō tāwāhi will not be enrolled in all or part of a programme or micro-credential (as defined in section 10(1) of the Education and Training Act 2020) unless that programme or micro-credential is approved by NZQA and MIT is accredited to provide the programme or micro-credential, or the programme or micro-credential is exempted by NZQA.</p> <p><del>Ākonga nō tāwāhi will not be enrolled in all or part of a training scheme unless that training scheme is approved by NZQA, or the training scheme is exempted by NZQA.</del></p> <p>Ākonga nō tāwāhi will not be enrolled in Adult and Community Education (ACE) funded courses.</p> <p>MIT may refuse to permit or may cancel the enrolment of ākonga nō tāwāhi who have not fulfilled the terms of their ākonga visa.</p> <p>TKM 2.28(2) <del>Ākonga nō tāwāhi who will be under the age of 18 years at the commencement of a proposed programme of study, will not be enrolled at MIT.</del></p>



Ākonga under 16 years (excluding School of Secondary-Tertiary Studies, Trades Academy, and STAR ākonga)	<p><del>TKM 2.11</del> Ākonga who are under 16 years of age and wish to study full-time at MIT must provide an Early Leaving Exemption Certificate from the Ministry of Education before they can enrol.</p> <p><del>Ākonga who are under 16 years of age and wish to study part-time at MIT while still at school must provide a letter from their school principal before they can enrol confirming that:</del></p> <ul style="list-style-type: none"> <li><del>• They are capable of undertaking tertiary study as well as their secondary school study; and</del></li> <li><del>• Their school principal has approved their attendance at MIT.</del></li> </ul> <p>In order to be exempt from the above requirements, ākonga must be 16 years of age at the course start date. Where an ākonga is 15 at the course start date, they must meet the requirements above.</p>
Ākonga who are still at school (including School of Secondary-Tertiary Studies, Trades Academy, and STAR ākonga)	Ākonga who are enrolled at secondary school cannot generally be enrolled in courses that require them to be absent from school to complete their studies. These ākonga can only be enrolled at MIT during school hours in School of Secondary- Tertiary Studies, Trades Academy, and STAR funded courses.
Ākonga with the Department of Corrections	Prison inmates who are not covered by publicly funded programmes designed for prisoners are eligible to enrol at MIT if they meet the entry criteria for the programme.
Ākonga who are studying in another provider's programme at MIT	<p>Ākonga who are studying in another business division's programme at MIT are enrolled through that business division. These ākonga must follow that business division's enrolment processes.</p> <p>These ākonga are not enrolled ākonga of MIT but will be entitled to use various ākonga support services (e.g., library and computers). Whilst engaging in study based at or through MIT these ākonga will be required to comply with MIT regulations, policies, and rules for the use of these services.</p>

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

#### 3.1. General

- 3.1.1 ~~TKM Part 3 Recognition of prior learning, credit recognition and credit transfer (RPL/CRT) are processes where formal, informal, and non-formal learning are recognised and credentialed. Credit is granted at course level where evidence provided by the applicant is evaluated and deemed to be equivalent to the course learning outcomes.~~
- 3.1.2 ~~RPL/CRT is available for all programmes, training schemes and courses unless otherwise stated in the relevant Programme or Training Scheme Regulations.~~
- 3.1.3 ~~RPL/CRT for some qualifications may be governed by policies and procedures set by external regulatory bodies.~~
- 3.1.4 ~~RPL/CRT is available to current MIT ākonga, those in the process of enrolling at MIT, and anyone seeking the award of a qualification through MIT (subject to the provisions set out in section 3:~~

~~Recognition of Prior Learning, Credit Recognition, and Credit Transfer). Non-MIT ākonga seeking the award of a qualification from MIT through RPL will be required to complete an MIT enrolment for the purposes of the awarding of credit for the qualification.~~

- ~~3.1.5 Applicants, who wish to seek credit for courses as part of their enrolment, must formally request RPL/CRT at least 30 working days before the course start date, unless otherwise agreed by the Head of School.~~
- 3.1.6 Where ākonga realise after the start of their course that they may meet an equivalence assessment and be granted RKPS for the course, they should seek guidance from the Kaiako responsible for the course. In these circumstances MIT withdrawal (see section 6: Withdrawals) and refund (see section 8: Refunding Fees) provisions will apply. Ākonga should continue with the course until the RPL/CRT application is approved.
- 3.1.7 RKPS fees are charged for the equivalence assessment (see section 3.2) and are non-refundable. Fees are to be paid prior to the equivalence assessment (see section 3.2).
- 3.1.8 RKPS fees are not charged for cross credit or credit transfer for learning undertaken in another business division of Te Pūkenga.
- 3.1.9 Eligibility for ākonga loans and allowances may be affected by RKPS.

### **3.2. Equivalence Assessment**

- 3.2.1 Applicants for RKPS must provide appropriate and authentic evidence to support their application.
- 3.2.2 On receipt of a RKPS application, MIT will assign an RKPS assessor, whose role it will be to determine equivalence with course learning outcomes.
- 3.2.3 Each RKPS application will be considered on an individual basis.
- 3.2.4 RKPS applicants who have been assessed as having the knowledge and skills equivalent to the course learning outcomes, will be granted credit for the course.
- 3.2.5 Ākonga nō tāwāhi wishing to be granted RPL or credit recognition should contact the MIT International Centre in the first instance. All international documentation is required to be authenticated and translated by an approved translator before it is accepted.
- 3.2.6 Misconduct during the RKPS process will be treated as misconduct during assessment and will be dealt with in accordance with ākonga misconduct provisions set out in these Regulations (see section 13: Ākonga Misconduct).

### **3.3. Limitations on the granting of RKPS**

- 3.3.1 Where stated in the Programme Regulations, some programmes may limit the number of credits that may be recognised through RKPS.
- 3.3.2 ~~TKM 3.1 Unless otherwise stated in the relevant Programme or Training Scheme Regulations or prescribed by an external regulatory body, the following limitations apply to the granting of credit for RPL and/or CRT:~~
- ~~■ Learning for which credit is sought must have taken place within the past five years; and~~
  - ~~■ No RPL credit will be granted for capstone or compulsory research projects at level 7 or above.~~

- 3.3.3 ~~TKM 3.1 No more than two thirds of a programme may be awarded through RPL, except in circumstances where the Chair of the Academic Committee has waived this provision for the programme.~~
- 3.3.4 In some cases, RKPS awarded for a qualification may not be used for progression into another programme of study, for example entry into postgraduate study.

## 4. Paying Fees TKM 2.16

### 4.1. General provisions

- 4.1.1 This section covers the payment of fees by:
- New Zealand citizens and permanent residents;
  - Ākonga nō tāwāhi; and
  - Companies.
- 4.1.2 A 1.25 per cent surcharge may be added to payments using the credit option when using a MasterCard or Visa card (a credit card or debit card). The surcharge may be reviewed and amended periodically at MIT's discretion.

### 4.2. When payment is due - ākonga nō Aotearoa

- 4.2.1 ~~TKM 2.16(2); 1.4(b) Fees must be paid in full, or a signed agreement made for payment in instalments, by the start of the course (subject to section 4.2.2 for distance and online courses).~~
- 4.2.2 ~~TKM 2.16(2); 1.4(b) Ākonga undertaking distance or online courses must pay all fees by the time they have started communication with the lecturer.~~
- 4.2.3 In exceptional circumstances, ākonga may be approved to pay their fees in instalments.
- 4.2.4 Ākonga may apply to pay fees in instalments by completing and submitting an *Instalment Application Form*. *Instalment Application Forms* for ākonga nō Aotearoa are available from the Ask Me! Student Service Centre or Academic Registry. Completed forms must be submitted to the Academic Registry along with supporting information.
- Note:** Where ākonga are eligible for a Student loan, payment in instalments will not normally be approved. Agreements for the payment of fees in instalments will incur an administration fee.
- 4.2.5 Instalment payments must be completed within the duration of the course.

### 4.3. When payment is due - ākonga nō tāwāhi

- 4.3.1 Fees must be paid in full, or a signed agreement made for payment in instalments, by the start of the course.
- 4.3.2 In exceptional circumstances, ākonga may be approved to pay their fees in instalments.
- 4.3.3 Ākonga may apply to pay fees in instalments by completing and submitting an *Instalment Application form*. *Instalment Application Forms* for ākonga nō tāwāhi are available from the MIT International Centre. Completed forms must be submitted to the International Centre along with supporting information.
- Note:** Ākonga nō tāwāhi will only be considered for payment in instalments if they have studied at MIT for at least one year, have a good financial history, good academic results and their application is supported and approved by the International Director. Agreements for the payment of fees in instalments will incur an administration fee.

- 4.3.4 Instalment payments must be completed within the duration of the course.

#### **4.4. Eligibility for domestic fees**

- 4.4.1 To be eligible for domestic fees, ākonga must verify before enrolling that they are ākonga nō Aotearoa (as defined in the Glossary), including citizens or residents of New Zealand, the Cook Islands, Tokelau or Niue, or Australian citizens or permanent residents residing in New Zealand.
- 4.4.2 Until sufficient documentation proving that an ākonga is a ākonga nō Aotearoa is provided (see section 4.4.1), ākonga will be liable to pay full international fees (see sections 8.3.6 and 8.3.7: Refunds - ākonga nō tāwāhi).

#### **4.5. Unpaid fees**

- 4.5.1 Ākonga who do not pay their fees on time are liable for (i.e., will be required to pay):
- All unpaid fees; and
  - All external costs of collection from appointed agencies (see section 4.6.2).
- 4.5.2 Ākonga with unpaid fees should contact Finance as soon as possible to discuss options for payment. Ākonga may be able to arrange payment under a payment plan. Payment plans must be agreed in writing with MIT.

#### **4.6. Consequences of unpaid fees**

- 4.6.1 Ākonga who fail to pay their fees are in breach of their enrolment agreement with MIT. This may invalidate their enrolment unless they have made a commitment to pay their fees in writing.
- 4.6.2 Ākonga who do not pay their fees may be referred to a debt collection agency. This will likely incur additional fees and may affect the student's credit rating.
- 4.6.3 Until ākonga have paid their fees in full, they will not:
- Have course credits recorded on their official record of learning;
  - Be enrolled in further programmes, training schemes or courses (see section 2.8: Refusal or cancellation of enrolment);
  - Be granted or allowed to graduate with any award; or
  - Have their academic records transferred.
- Note:** This applies unless ākonga have made, and are fully adhering to, a valid arrangement with MIT to pay their fees in instalments (see sections 4.2: When payment is due – ākonga nō Aotearoa and 4.3: When payment is due – ākonga nō tāwāhi) or by way of a payment plan (see section 4.5.2).
- 4.6.4 MIT will enforce commitments to pay unpaid fees (e.g., via a debt collection agency).

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

- 4.7.1 Companies or other third parties, who have confirmed that they are paying a student's fees by producing an order number or a letter confirming payment, are liable for any outstanding fees, including where the ākonga withdraws or transfers their enrolment. This applies even if the ākonga no longer works for that company.

## **5. Cancellations, Postponements and Timetable Changes**

## 5.1. Cancellation or postponement of a programme, ~~training scheme or course~~

5.1.1 TKM 2.32, 2.33 MIT reserves the right to cancel or postpone a programme, training scheme or course if:

- ~~There are insufficient enrolments before the programme, training scheme or course is planned to start; or~~
- ~~For any other reason where cancellation is necessary for the sound management of MIT and its resources.~~

At least six months' notice will be given prior to cancelling or postponing a programme offered to ākonga nō tāwāhi.

5.1.2 TKM 2.32(6) ~~Where MIT cancels or postpones a programme, training scheme or course, all ākonga fees will be (as determined by the ākonga):~~

- ~~Refunded in full; or~~
- ~~Credited to another programme, training scheme or course.~~

5.1.3 TKM 2.32(5) ~~Immigration New Zealand will be notified where cancellations or postponements affect ākonga nō tāwāhi.~~

## 5.2. Timetable changes

5.2.1 TKM 2.12(2); 2.32(3), 2.33 ~~Where ākonga are enrolled in a course and the timetable changes after enrolment, but before the course start date, MIT will endeavour to provide an alternative course that meets their requirements or will withdraw the student's enrolment and refund their fees in full.~~

5.2.2 MIT will endeavour to provide at least one week's notice of changes to the time or day of course delivery.

## 5.3. Unforeseen circumstances

5.3.1 MIT disclaims liability in the event of a programme, ~~training scheme~~ or course being suspended from delivery for an indefinite period of time as a result of unforeseen circumstance(s) beyond MIT's control.

# 6. Withdrawals

## 6.1. General provisions

6.1.1 Ākonga may apply to withdraw from a course by completing and submitting a *Withdrawal and Transfer Application Form*.

*Withdrawal and Transfer Application Forms* for ākonga nō Aotearoa are available from the Ask Me! Student Services Centre. Completed forms must be submitted to the Ask Me! Student Services Centre or Academic Registry along with supporting information.

*Ākonga nō tāwāhi Withdrawal and Transfer Application Forms* are available from the MIT International Centre. Completed forms must be submitted to the International Centre along with supporting information.

6.1.2 Withdrawal applications will only be accepted within the duration of the course in which the ākonga is enrolled.

6.1.3 Withdrawal from a course does not prejudice a student's right to apply for re-enrolment in that course subject to 11.2.4 and 11.2.5.

6.1.4 Ākonga who enrol before learning that they have not passed a pre-requisite course must

withdraw from any affected courses and, if appropriate, ensure another enrolment is substituted. MIT reserves the right to cancel a student's enrolment in a course where they do not meet the pre-requisite for enrolment.

- 6.1.5 Ākonga who enrol and later become subject to exclusion as a result of insufficient academic progress, must withdraw from any affected courses. MIT reserves the right to cancel such enrolments at its discretion (see section 2.8: Refusal or cancellation of enrolment and section 11: Insufficient Academic Progress).

## 6.2. Withdrawal by MIT

- 6.2.1 ~~TKM 2.21 MIT may withdraw ākonga from a course where there is no evidence of course engagement. Before doing this, MIT will attempt to contact ākonga to determine whether they wish to remain enrolled. If an ākonga does not respond to these efforts, they will be deemed to have withdrawn.~~
- 6.2.2 ~~TKM 2.21, 2.25 Ākonga enrolled in non-assessed Adult and Community Education (ACE) courses will be automatically withdrawn from a course where they engage with less than two sessions over the first two weeks of their enrolment. These ākonga may not re-enrol unless the Head of School approves the re-enrolment. This will only be considered in special circumstances, for instance, injury, bereavement, critical family business or company business, and where appropriate written supporting documentation has been supplied~~
- 6.2.3 MIT may withdraw an ākonga from a course where, prior to the commencement of the course, the ākonga notifies MIT in writing (e.g., email) that they will not be attending.
- 6.2.4 ~~TKM 2.25 In exceptional circumstances, ākonga may be withdrawn from a course at the discretion of the Deputy Chief Executive, Academic.~~

## 6.3. MIT's withdrawal period

- 6.3.1 ~~TKM 2E The withdrawal period is the period during which ākonga may withdraw from a course without incurring an academic penalty on their academic record (see section 6.4: Consequences of withdrawal).~~
- 6.3.2 ~~TKM 2E MIT's withdrawal period is up to 60 per cent of the course duration. The withdrawal period starts from the course start date, not the programme or training scheme start date or the date on which the ākonga started the course (where they started after the earliest course start date).~~
- 6.3.3 ~~TKM 2.17(3); 2.18(3) Where ākonga change courses more than once during a year, the withdrawal/transfer dates will apply from the start date of the course in which they initially enrolled. This applies to full-time and part-time courses.~~
- 6.3.4 The date of withdrawal will be the date that the completed *MIT Withdrawal and Transfer Application Form* is received by the Ask Me! Student Services Centre or Academic Registry (for ākonga nō Aotearoa) or the MIT International Centre (for ākonga nō tāwāhi).

## 6.4. Consequences of withdrawal

- 6.4.1 The following table details what will be recorded on the academic record of ākonga who withdraw, or are withdrawn, from a course (this will apply to both Ākonga nō Aotearoa and Ākonga nō tāwāhi):

Date of withdrawal	Academic record
TKM 2.22; 2.26 <del>Before the last full refund date (see section 8: Refunding Fees).</del>	There will be no academic record for the relevant course.
TKM 2.23; 2.26 <del>After the last full refund date but before the end of MIT's withdrawal period (see section 8: Refunding Fees and section 6.3: MIT's withdrawal period).</del>	The grade 'WD' (withdrawn from course) will be recorded against the relevant course (see section 12.11: Summative assessment grades).
TKM 2.24; 2.26 <del>After MIT's withdrawal period (see section 6.3: MIT's withdrawal period).</del>	The grade 'DNC' (did not complete course) will be recorded against the relevant course (see section 12.11: Summative assessment grades).

6.4.2 TKM 2.32(5) Immigration New Zealand will be notified of withdrawals by ākonga nō tāwāhi.

## 7. Transfers

### 7.1. Transfers between/within programmes, ~~training schemes~~ or courses at MIT

- 7.1.1 Ākonga may apply to transfer between MIT programmes, ~~training schemes~~ or courses by completing and submitting a *Withdrawal and Transfer Application Form*.  
*Withdrawal and Transfer Application Forms* for ākonga nō Aotearoa are available from the Ask Me! Student Services Centre. Completed forms must be submitted to the Ask Me! Student Services Centre or Academic Registry along with supporting information.  
*International Student Withdrawal and Transfer Application Forms* are available from the MIT International Centre. Completed forms must be submitted to the International Centre along with supporting information.
- 7.1.2 TKM 2.18(2) ~~Transfers will only be made with the approval of the relevant Head/s of School and where ākonga meet the requirements of the relevant Programme or Training Scheme Regulations into which they wish to transfer.~~
- 7.1.3 TKM 2.18(1) Transfers are only accepted:
- ~~▪ Within ten working days after the course start date or 20 per cent of the course duration, whichever is lesser, or in the case of distance or online ākonga, within five working days from the student's initial communication with the course lecturer;~~  
The Head of School may extend or shorten this period in exceptional circumstances taking into account, amongst other factors, a student's likelihood of success.
  - ~~▪ Within the current academic year; and~~
  - If places are available in the relevant course.
- 7.1.4 TKM 2.18(1) ~~Transfer time frames are calculated from the start date of the course in which an ākonga initially enrolled. This applies to full-time and part-time courses.~~
- 7.1.5 The date of transfer will be the date that the completed *Withdrawal or Transfer Application Form*



is received by the Ask Me! Student Services Centre or Academic Registry (for ākonga nō Aotearoa) or the MIT International Centre (for ākonga nō tāwāhi).

- 7.1.6      Ākonga who enrol before learning that they are ineligible to enrol in a course (due to insufficient academic progress or not meeting the pre-requisite for enrolment), may apply to transfer their enrolment to an alternative course (see section 2.8: Refusal or cancellation of enrolment and section 11: Insufficient Academic Progress). MIT may withdraw an ākonga from a course where they do not meet the pre-requisite for enrolment (see section 6.1.4. Withdrawals).

## **7.2.      Fees associated with transfers**

- 7.2.1      An administration fee may be charged for each transfer initiated by an ākonga. The fee must be paid before the transfer application will be processed.
- 7.2.2      Where transfers involve the payment of further fees, ākonga must pay or arrange for payment of the additional fees when requesting the transfer.
- 7.2.3      Ākonga must pay any direct costs (e.g., equipment, uniform, books) incurred by MIT as a result of the transfer.
- 7.2.4      TKM 2.18(1) No transfer applications will be processed until approved by the Delegated Authority and any outstanding fees have been paid.

## **7.3.      Transfer to another institution**

- 7.3.1      Transferring to another institution, including another business division of Te Pūkenga, is treated as a withdrawal from MIT (see section 6: Withdrawals).

## **7.4.      Transfers - ākonga nō Aotearoa**

- 7.4.1      Ākonga nō Aotearoa fees may be transferable between divisions of Te Pūkenga.

## **7.5.      Transfers - ākonga nō tāwāhi**

- 7.5.1      ~~TKM 2.30(1) By accepting a place in an MIT programme or training scheme, ākonga nō tāwāhi enter into a contract with MIT for the period defined in their student visa. Unless their circumstances fall within specific criteria set out in sections 8.3 or 8.4 there will be no transfer of tuition fees for study within this period.~~
- 7.5.2      Where Immigration New Zealand Regulations require the payment of one year's tuition fees in order for an ākonga to be granted a visa, there will be no transfer of tuition fees if an ākonga nō tāwāhi does not complete the whole year of study.
- 7.5.3      ~~TKM 2.32(5) Immigration New Zealand will be notified of transfers by ākonga nō tāwāhi.~~

## **7.6.      Deferral of study - ākonga nō tāwāhi**

- 7.6.1      Ākonga nō tāwāhi who wish to defer their study to the following enrolment period must notify the MIT International Centre at least ten working days before the start of the course they initially enrolled in. Ākonga can only defer study for one enrolment period.
- 7.6.2      Ākonga nō tāwāhi who defer their study must meet Immigration New Zealand requirements and re-apply for a further visa or provide evidence of a changed visa status.
- 7.6.3      ~~TKM 2.32(5) Immigration New Zealand will be notified of deferral of study by ākonga nō tāwāhi.~~

## 8. Refunding Fees

### 8.1. TKM 2.16(3) General provisions

- 8.1.1 Where MIT cancels or postpones a course, all fees will be refunded in full or credited to another course, at the student's discretion. Otherwise, refunds will only be made on the grounds outlined in section 8.2: Refunds – ākongā nō Aotearoa, section 8.3: Refunds – Ākongā nō tāwāhi, and Section 8.4: Refunds on ~~compassionate~~ or exceptional grounds.
- 8.1.2 Refunds will be calculated from the date that a completed *Withdrawal and Transfer Application Form* is received by the Ask Me! Student Services Centre or Academic Registry (for ākongā nō Aotearoa) or the MIT International Centre (for ākongā nō tāwāhi).  
*Withdrawal and Transfer Application Forms* for ākongā nō Aotearoa are available from the Ask Me! Student Services Centre. Completed forms must be submitted to the Ask Me! Student Services Centre or Academic Registry along with supporting information.  
*Ākongā nō tāwāhi Withdrawal and Transfer Application Forms* are available from the MIT International Centre. Completed forms must be submitted to the International Centre along with supporting information.
- 8.1.3 Ākongā who withdraw from or cease attending a course before their fees are paid will be responsible for the payment of all outstanding fees.
- 8.1.4 Full-time and part-time courses will be treated in the same manner with regard to the refund of fees.
- 8.1.5 Where ākongā owe other fees to MIT, those fees will be deducted from any refund.
- 8.1.6 Where it is known that ākongā fees have been paid by a recognised third-party (including by student loan), any refund will be paid back to that third-party and not to the ākongā, unless the ākongā produces sufficient evidence (for example, a written authority) from the third-party authorising payment directly to them.
- 8.1.7 Refunds will be paid directly into a bank account. Printed confirmation of the bank account details (e.g., a deposit slip, bank statement or similar document that meets MIT's audit requirements) into which the refund is to be paid is required before a refund will be made.
- 8.1.8 Ākongā are responsible for any bank fees, transaction fees, duties or taxes payable in respect of any refund. These may be deducted from the refund amount.
- 8.1.9 Ākongā whose enrolment is cancelled following misconduct are not entitled to a refund of fees (see section 13: Ākongā Misconduct).
- 8.1.10 External examination fees will be refunded, less an administration fee, provided ākongā advise MIT of their withdrawal before the cut-off date set by MIT each year. Where fees have been sent to the examining body, ākongā must request the refund directly from the appropriate organisation, within the publicised time frame.
- 8.1.11 Refunds will only be held in credit for the calendar year in which the refund has been processed unless otherwise agreed in writing by the General Manager Academic Services, or in the case of ākongā nō tāwāhi, the International Director.

- 8.1.12 No refund of less than \$10.00 (including GST) will be made. Credit balances of less than \$10.00 (including GST) in a student's fees account at the end of each calendar year will be transferred to MIT's Ākonga Hardship Fund account unless an objection in writing is received before the end of the calendar year.

## 8.2. Refunds – ākonga nō Aotearoa TKM 2.32(6), 2E

### 8.2.1 On-campus ākonga:

Circumstances	Refunds	Admin Fee
<ul style="list-style-type: none"> <li>Withdrawal and Transfer Application Form (or notification in writing) submitted to MIT before the course start date; or</li> <li>Withdrawal and Transfer Application Form submitted to MIT 10% of the course duration; or</li> <li>MIT withdraws an ākonga where there is no evidence of course engagement (see section 6.2: Withdrawal by MIT); or</li> <li>Course cancelled or postponed.</li> </ul>	100% tuition fees plus full resource fees	Nil
<ul style="list-style-type: none"> <li>TKM 2.23(1) Withdrawal and Transfer Application Form submitted to MIT after 5 working days (or 10% of the course duration, whichever is less) but within 10 working days from the course start date (or 20% of the course duration, whichever is less).</li> </ul>	80% tuition fees No resource fees refunded	Up to \$50.00 (incl. GST) per application
<ul style="list-style-type: none"> <li>TKM 2.23(1) Withdrawal and Transfer Application form submitted to MIT after 10% of the course duration; or</li> <li>For courses less than 0.03 EFTS, Withdrawal and Transfer Application form submitted to MIT after the course start date or after the examination entry cut-off date (whichever is earlier).</li> </ul>	Nil	Nil

### 8.2.2 Distance and online ākonga:

Circumstances	Refunds	Admin Fee
<ul style="list-style-type: none"> <li>Withdrawal and Transfer Application form (or notification in writing) submitted to MIT before the course start date; or</li> <li>MIT withdraws an ākonga where there is no evidence of course engagement (see section 6.2: Withdrawal by MIT); or</li> <li>Course cancelled or postponed.</li> </ul>	100% tuition fees plus full resource fees	Nil
<ul style="list-style-type: none"> <li>Withdrawal and Transfer Application Form submitted to MIT within 5 working days following the initial communication with the lecturer.</li> </ul>	80% tuition fees No resource fees refunded	Up to \$50.00 (incl. GST) per application

Circumstances	Refunds	Admin Fee
<ul style="list-style-type: none"> <li><del>Withdrawal and Transfer Application Form submitted to MIT after 5 working days following the initial communication with the lecturer.</del></li> </ul>	Nil	Nil

### 8.3. Refunds – ākonga nō tāwāhi TKM 2.30

8.3.1 TKM 2.30 By accepting a place in a programme or training scheme, ākonga nō tāwāhi enter into a contract with MIT for the period defined in their ākonga visa. Unless their circumstances fall within specific criteria outlined in this section or section 8.4: Refunds on compassionate or exceptional grounds, there will be no refund of tuition fees for study within this period.

8.3.2 Ākonga nō tāwāhi:

Circumstances	Refunds	Admin Fee
<ul style="list-style-type: none"> <li>TKM 2.30(7) MIT declines or withdraws an offer of a place to the ākonga; or</li> <li>MIT is unable to provide the course, programme or training scheme offered.</li> </ul>	100%	Nil
<ul style="list-style-type: none"> <li>TKM 2.30(5)&amp;(6) Ākonga visa application or extension to visa application is rejected by Immigration New Zealand and ākonga has not commenced study for the relevant period.</li> </ul>	100% if an Ākonga nō tāwāhi Withdrawal and Transfer Application Form (accompanied by appropriate evidence the application has been rejected by Immigration New Zealand) is received by MIT within 10 working days of the ākonga receiving notification from Immigration NZ	\$100.00 (incl. GST)
<ul style="list-style-type: none"> <li>TKM 2.30(3) <del>Ākonga nō tāwāhi Withdrawal and Transfer Application Form</del> received by the MIT International Centre at least ten working days before the earliest course start date.</li> </ul>	70% of tuition fees	30% of tuition fees
<ul style="list-style-type: none"> <li>TKM 2.30(1) <del>Ākonga nō tāwāhi Withdrawal and Transfer Application Form</del> requesting transfer to another institution received by the MIT International Centre (accompanied by an offer letter from the other institution) at least ten</li> </ul>	70% of tuition fees paid directly to the institution to which the ākonga is transferring	30% of tuition fees

Circumstances	Refunds	Admin Fee
<del>working days before the earliest course start date.</del>		
<ul style="list-style-type: none"> <li>MIT withdraws or declines to offer a place <u>before</u> the earliest course start date as a result of the ākonga supplying fraudulent information.</li> </ul>	70% of tuition fees	30% of tuition fees
<ul style="list-style-type: none"> <li>Immigration New Zealand Regulations require payment of one year's tuition fees in order to be granted an ākonga visa and the ākonga does not complete the whole year of study;</li> <li>Ākonga is on a student visa and fails to enrol at MIT before the earliest course start date;</li> <li>TKM 2.30(4) <del>Ten working days prior to the earliest course start date passed;</del></li> <li>Ākonga has started study but has not maintained or obtained an ākonga visa;</li> <li>Ākonga has deferred their study for an enrolment period (see section 7.6: Deferral of study - ākonga nō tāwāhi) but does not enrol and/or attend the deferred period; or</li> <li>Ākonga with a special visa application under section 61 of the Immigration Act 2009 and Immigration New Zealand requires the enrolment to be cancelled.</li> </ul>	Nil	Nil

8.3.3 MIT will not compensate or repay ākonga any commission or fees paid to an agent. Ākonga must claim any fees they have paid directly to an agent from that agent. Any commission or fees paid by MIT relating to the student's recruitment, enrolment or accommodation will be deducted from the amount of any refund payable. This includes (but is not limited to):

- Homestay placement fees;
- Airport shuttle fees; and
- e-Visa administration fees.

8.3.4 Except where ākonga nō tāwāhi transfer to another institution, including a business division of Te Pūkenga (see section 7.5: Transfers - ākonga nō tāwāhi) or obtain a changed immigration visa, refunds will be paid on the return of the ākonga to their own country and on receipt by MIT of appropriate evidence that they have stopped studying in New Zealand. Ākonga must provide documentation to show that they have cancelled their student visa and have returned home, or a changed immigration visa must be sighted by MIT.

8.3.5 TKM 2.30(12), (13), & (14) Refunds will be paid in New Zealand dollars or a nominated currency (at the current exchange rate) at the student's or recognised third-party's discretion (see section 8.1.6):

- Directly into an overseas nominated bank account;

- To another institution; or
- To the ākonga in New Zealand on sighting a changed immigration visa.

- 8.3.6 ~~TKM 2.30(10) Ākonga nō tāwāhi who gain residency after the start of a course will not receive a refund for that course. However, they will be treated as a resident for courses that start after they gain residency, whether in the same or a different programme or training scheme (see section 4.4: Eligibility for domestic fees), and will be refunded any international fees paid in advance (provided they notify MIT and provide sufficient evidence of their changed residency status).~~
- 8.3.7 Ākonga nō tāwāhi enrolled in a programme ~~or training scheme~~ with full year courses who gain residency, must pay the international fees for the full year regardless of the date on which residency is granted during that year (see section 4.4: Eligibility for domestic fees).

#### 8.4. Refunds on ~~compassionate or~~ exceptional grounds

- 8.4.1 TKM 2.23(1), 2.27, 2.30(4) & (9) No refunds will be made after the refund periods stated in the *Ākonga Policy* except at the discretion of the delegated authority on:

- Exceptional grounds, where the student's ability to study has been significantly affected by events beyond their control, including but not limited to:
  - illness;
  - injury;
  - bereavement;
  - being called up for New Zealand armed forces duty;
  - serious impact from being the victim of a crime etc.
  - being unable to travel to MIT sites due to border or travel restriction (ākonga nō tāwāhi only).

- 8.4.2 The decision whether to refund fees on exceptional grounds, and the amount of the refund, may take into consideration how much of the course the ākonga has completed prior to withdrawal. Part refunds may be approved. Fees may also be transferred to another programme, ~~training scheme~~ or course or to the same programme, ~~training scheme~~ or course for a different intake.

- 8.4.3 To be considered for a refund on exceptional grounds, a student's written application to withdraw must be received within the academic year in which the ākonga is enrolled, accompanied by a completed *Withdrawal under Exceptional Circumstances Application Form* and appropriate documentary evidence (e.g. a medical certificate or other appropriate evidence of the illness, injury or exceptional circumstances).

Ākonga nō Aotearoa wishing to apply for a refund on exceptional grounds should contact the Ask Me! Student Services Centre to arrange a meeting with an Academic Registry kaimahi and obtain a *Withdrawal under Exceptional Circumstances Application Form*.

Completed forms must be submitted to the Academic Registry along with supporting information.

*Withdrawal under Exceptional Circumstances (Ākonga nō tāwāhi) Application Forms* are available from the MIT International Centre and must be submitted to the International Centre along with supporting information.

- 8.4.4 For injury or illness, ākonga nō tāwāhi must provide medical reports from an Immigration New Zealand approved panel doctor. Further information about approved panel doctors is available from MIT International Centre or Immigration New Zealand.

## 9. Engagement and Attendance

### 9.1. General provisions

- 9.1.1 TKM 5.1 ~~Ākonga are expected to engage in all classes, including being punctual and present for the duration of face-to-face classes and interacting in a timely manner with online content.~~
- 9.1.2 Some programmes may specify minimum attendance requirements in the Programme Regulations. Failure to meet these requirements may result in ākonga not completing a course or programme successfully.

### 9.2. Ākonga nō tāwāhi

- 9.2.1 TKM 5.1(3) ~~Additionally, ākonga nō tāwāhi must meet Immigration New Zealand attendance requirements in order to fulfil ākonga visa requirements.~~
- 9.2.2 TKM 5.1(3) ~~Attendance is a condition for maintaining an ākonga visa and failure to attend may result in deportation. MIT therefore encourages ākonga nō tāwāhi to attend 100 per cent of the programme in which they are enrolled.~~
- 9.2.3 Ākonga nō tāwāhi who are unable to attend any scheduled class(es) are expected to advise the MIT International Office as soon as practicable.
- 9.2.4 In the case of absences of longer than one scheduled course day, or repeated absences, ākonga nō tāwāhi must as soon as practicable provide MIT International Office with:
- A medical certificate (in the case of illness or injury); or
  - Suitable documentation clearly indicating the reason(s) for non-attendance.
- 9.2.5 Where an ākonga nō tāwāhi returns to their home country due to illness or injury as outlined in section 8.4.1, the ākonga must as soon as practicable provide MIT with medical reports from an Immigration New Zealand approved panel doctor. These medical reports may be required by Immigration New Zealand to consider whether there were genuine reasons for an absence(s).
- 9.2.6 Further information about approved visa requirements and panel doctors is available from Immigration New Zealand or MIT International Centre.

## 10. Research TKM Part 6

### 10.1. Ethical approval

- 10.1.1 TKM 6.1(1) Ākonga must obtain ethical approval for all proposed research (including research undertaken as part of course work) involving:
- Human or animal subjects
  - Both MIT kaimahi and ākonga (to ensure the ethical implications of the relationship between kaimahi and ākonga are appropriately considered);
  - A Te Ao Māori and Tiriti o Waitangi (Treaty of Waitangi) dimension; or
  - Any use of MIT data that is not in the public domain. Where this data relates to personal or commercially sensitive information, the confidentiality and privacy implications will require



consideration by the MIT Legal and Contracts Section and, where this data requires access to the MIT student management systems, the researcher must first obtain approval from the General Manager Academic Services in addition to the Privacy Officer.

Such research must not be undertaken until approval is received in writing from the Ethics Sub-Committee of the Academic Committee. For advice on how to seek ethical approval, contact the Kaiako responsible for your course.

- 10.1.2 A member of Kaiako will supervise each ākonga research project that requires ethical approval. See the MIT *Guidelines for Ethical Approval* for further information.

## 11. Unsatisfactory Academic Progress TKM 5.2(4)-(7)

### 11.1. General provisions

- 11.1.1 The purpose of this section is to ensure that ākonga who have not made satisfactory academic progress in their studies are given support and academic advice regarding their future study.
- 11.1.2 This section applies to all ākonga enrolled in assessed courses.
- 11.1.3 This regulation may be overridden by provisions in the Programme Regulations for fewer repeat enrolments (e.g., where practicum or clinical courses are approved by external bodies).

### 11.2. Academic requirements

- 11.2.1 ~~TKM 5.2~~ ~~Ākonga who fail (see section 12.11: Summative assessment grades) the same course twice cannot automatically re-enrol in that course (see section 2.8.1: Refusal or cancellation of enrolment). Where a course is a compulsory part of a programme, ākonga cannot automatically enrol in any further courses making up that programme.~~
- ~~TKM 5.2~~ ~~The Head of School will determine whether an ākonga can enrol or re-enrol based on the student's likelihood of passing the failed course given a third enrolment.~~
- 11.2.2 ~~TKM 5.2(6)~~ ~~Ākonga who fail (see section 12.11: Summative assessment grades) the same course three or more times cannot automatically re-enrol in that course (see section 2.8.1: Refusal or cancellation of enrolment). Where a course is a compulsory part of a programme, ākonga cannot automatically enrol in any further courses making up that programme.~~
- ~~In exceptional circumstances the Deputy Chief Executive, Academic may authorise further enrolment.~~
- 11.2.3 ~~TKM 5.2~~ ~~Full-time ākonga who fail (see section 12.11: Summative assessment grades) more than 50 per cent of their enrolled credits in any one enrolment period, and part-time ākonga who fail more than 50 per cent of their enrolled credits in their two most recent enrolment periods of study, cannot automatically enrol or re-enrol in any further courses (see section 2.8.1: Refusal or cancellation of enrolment). An enrolment period is usually a full year, semester, trimester, or quarter. For the purposes of this section, two delivery quarters shall be deemed to be an enrolment period.~~
- ~~The decision whether ākonga can enrol or re-enrol in further courses will be based on a student's likelihood of succeeding in further study and will be made by:~~
- ~~■ The Head of School (for ākonga who have made insufficient progress on a first occasion);~~
  - ~~■ The General Manager Schools (for ākonga who have made insufficient progress on a second occasion); or~~

- ~~The Deputy Chief Executive, Academic (for ākonga who have made insufficient progress on three or more occasions).~~

- 11.2.4. ~~TKM 2.19(1)c. Full-time ākonga who have withdrawn from more than 50 per cent of their enrolled courses in their two most recent enrolment periods, and part-time ākonga who have withdrawn from more than 50 per cent of their enrolled courses in their three most recent enrolment periods, cannot automatically enrol in any further courses (see section 6: Withdrawals and section 2.8.1: Refusal or cancellation of enrolment).~~
- ~~The decision whether ākonga can enrol in further courses will be based on a student's likelihood of succeeding in further study and will be made by:~~
- ~~The Head of School (for ākonga who have made insufficient progress on a first occasion);~~
  - ~~The Campus General Manager (for ākonga who have made insufficient progress on a second occasion); or~~
  - ~~The Deputy Chief Executive, Academic (for ākonga who have made insufficient progress on three or more occasions).~~
- ~~An enrolment period is usually a full year, semester, trimester, or quarter. For the purposes of this section, two delivery quarters shall be deemed to be an enrolment period. Situations where an ākonga has withdrawn in order to transfer between courses (see section 7: Transfers) or for reasons out of their control will not be counted as withdrawals for the purposes of this section.~~
- 11.2.5. In order to determine whether an ākonga has a reasonable likelihood of succeeding in further study, the Delegated Authority will consult with the ākonga where practicable and take into account any evidence that the Delegated Authority in their discretion considers relevant (whether supplied by the ākonga or otherwise).
- 11.2.6 All decisions to allow ākonga to enrol or re-enrol in further courses will be reported to the relevant Programme Committee(s).
- 11.2.7 The Delegated Authority will ensure that these ākonga are provided with appropriate support for their on-going study.
- 11.2.8 Unsatisfactory academic progress is likely to impact a student's access to loans and allowances where the ākonga does not meet StudyLink's passing / satisfactory progress requirements. This may apply even where MIT has allowed an ākonga to enrol or re-enrol. Further information on eligibility for loans and allowances is available from StudyLink.

### 11.3. Inability to access premises

- 11.3.1 Where Te Pūkenga's Covid-19 Policy requires that ākonga are fully vaccinated (or hold a valid medical exemption) in order to access MIT's campuses and a student's selected course or programme is delivered on campus and/or at a workplace-based tertiary education setting that requires vaccination, then ākonga who do not provide sufficient proof of their vaccination status to MIT within 5 working days of the relevant course start date or 10% of the course duration (whichever is less) may be withdrawn from their course and their enrolment may be cancelled.

## 12. Assessment and Moderation (TKM Part 7)

### 12.1. General provisions

- 12.1.1 All programmes that result in the granting of a qualification listed on the New Zealand Qualifications Framework will involve summative assessment.
- 12.1.2 All summative assessment at MIT will measure learning outcomes fairly, accurately and equitably.
- 12.1.3 TKM 7.1(1) ~~Ākonga will be advised when a course begins of:~~
- ~~Assessment information and requirements;~~
  - ~~Assessment timetables;~~
  - ~~Pass and grade values;~~
  - ~~How achievement will be reported;~~
  - ~~How to raise a concern or make a complaint regarding an academic decision and associated appeals provisions; and~~
  - ~~Arrangements for the return of assessment evidence.~~
- 12.1.4 Summative assessment may be achievement or competency based as specified in the relevant Programme Regulations.
- 12.1.5 TKM 7.1(3) ~~Ākonga are responsible for familiarising themselves with assessment rules and procedures for their course.~~
- 12.1.6 TKM 7.4 During assessment, ākonga must observe any direction given by the assessment supervisor and any rules that apply (e.g., rules specifying the type of equipment and technology that may be used, time limits and the need for silence).
- 12.1.7 Where allowed by the School, Ākonga may use Generative Artificial Intelligence (GenAI). Where applicable, GenAI information will be included in assessment requirements and conditions and will be communicated to ākonga before the assessment. Academic Integrity requirements apply (See section 12.2).

### 12.2. Academic integrity

- 12.2.1 TKM 7.7(1) ~~Ākonga must behave honestly in all summative assessment. All work presented by ākonga for summative assessment must reflect their own learning, have been substantively written or authored by them, and be their own work (unless formally referenced and acknowledged – see section 12.3: Plagiarism and similarity checking software). Work must not be submitted elsewhere in any other programme, training scheme or course unless otherwise permitted by the Head of School.~~
- 12.2.2 TKM 7.7(2) ~~Notwithstanding section 12.2.1, work may be presented by a group of ākonga for summative assessment where this is specified in the assessment information.~~
- 12.2.3 TKM 5.4(2), 7.7(1) MIT treats misconduct during assessment very seriously. Misconduct during assessment is defined in the Glossary (see section 23: Glossary) and involves any attempt by an ākonga to gain an unfair advantage in a summative assessment (including cheating and plagiarism) or sharing of information about a summative assessment. Suspected incidents of misconduct during assessment will be dealt with in accordance with Section 13: Ākonga Misconduct and, if an investigation is required, the investigation will be carried out in accordance with section 15:



### **12.3. Plagiarism and use of generative AI**

- 12.3.1 Plagiarism is regarded as misconduct during assessment (see section 13: Ākonga Misconduct) and is forbidden.
- 12.3.2 Plagiarism is using someone else's work without indicating that the ideas are not your own. Plagiarism may be either intentional or unintentional. It involves paraphrasing or copying information (e.g., from books, journal articles, electronic sources such as the Generative AI, internet or databases, sound recordings, films, other ākonga, your own previous work) without appropriately acknowledging/referencing the source.
- 12.3.3 All cited material must be formally referenced and acknowledged. Guidelines for appropriately referencing and acknowledging other people's work are available from each School and the Library.
- 12.3.4 To check academic integrity, MIT may use similarity-checking software (e.g., Turnitin) or other means to confirm that a summative assessment is a student's own work and/or compare two or more of a student's summative assessment submissions (to ensure an assessment has not been submitted previously for assessment – see section 12.2.1: Academic integrity). Work may be retained on a similarity-checking database for on-going comparison with other work submitted.
- 12.3.5 TKM 7.7(3) ~~By enrolling in a course at MIT, ākonga agree to their work being submitted to similarity-checking software.~~ Declining to allow the use of the similarity-checking software by MIT could result in an ākonga being unable to complete a programme, training scheme or course.

### **12.4. Ākonga availability**

- 12.4.1 ~~TKM 7.1(4) Ākonga are responsible for satisfying all summative assessment requirements and for making themselves available to undertake all summative assessments at the published time and place.~~
- 12.4.2 Ākonga who have two or more examinations/tests scheduled at the same time must inform the Head of School in writing as soon as practical (ideally at least 20 working days before the examinations/tests are to be held). Wherever possible, ākonga will be required to sit all examinations/tests on the same day.

### **12.5. Changes to summative assessment**

- 12.5.1 ~~TKM 7.1(2) Changes to summative assessment requirements will not be made by MIT after a course begins except in exceptional circumstances. Any such changes will be notified in writing to ākonga enrolled in the course and will not disadvantage any ākonga.~~

### **12.6. Summative assessment in Te Reo Māori**

- 12.6.1 ~~TKM 3.2(2), 7.2(1) Summative assessment may be completed in Te Reo Māori if it is practicable, and a translator approved by MIT for language fluency and subject expertise is available.~~
- 12.6.2 Ākonga requesting summative assessment in Te Reo Māori must, within five working days after the course start date, give notice in writing to the Delegated Authority of their request.
- 12.6.3 The Delegated Authority will provide a written response to the request within ten working days after the course start date.

## 12.7. Assessment assistance

- 12.7.1 TKM 7.3; 7.5(2) ~~In some circumstances, assessment assistance may be available for ākonga with an impairment or other condition such as illness or injury, or who are pregnant, who require assistance to take an examination, test or other form of assessment. This assistance may not be available for some programmes, training schemes or courses.~~
- 12.7.2 TKM 7.5(2)(c) Ākonga must apply in writing to the Head of School for approval for assessment assistance. Wherever possible, applications should be sent at least two weeks prior to the assessment date or due date:
- State the reason why assistance is required;
  - Include appropriate evidence of the impairment or other condition; and
  - Be endorsed by the course lecturer and the Coordinator for Ākonga Whai Kaha (Students with Disabilities).
- Approval for assessment assistance will be granted at the discretion of the Head of School in consultation with the Coordinator for Ākonga Whai Kaha. The Head of School may grant assistance for the duration of a programme, ~~training scheme~~ or course where they consider it appropriate.
- 12.7.3 TKM 7.3(1) ~~Assessment assistance may be provided in the following ways:~~
- ~~Additional time. This would normally not exceed 20 minutes for each hour of an examination or test;~~
  - ~~Assistance by a reader;~~
  - ~~Assistance by a writer;~~
  - ~~Assistance by a reader/writer;~~
  - ~~Assistance by a New Zealand sign language interpreter; or~~
  - ~~A combination of the above.~~
- 12.7.4 Breaks may be allowed during an assessment if the Coordinator for Ākonga Whai Kaha has given prior approval.

## 12.8. Extensions

- 12.8.1 TKM 7.1(4), 7.5(1) ~~Ākonga with a legitimate reason (e.g., illness, injury, bereavement or other exceptional circumstances beyond their control), may apply for an extension to the due date for submission of an assessment. Extensions may not be available for all courses.~~
- 12.8.2 TKM 7.5(1) ~~Requests for extensions are to be made to the Kaiako responsible for the assessment prior to the assessment due date (unless due to exceptional circumstances this was not possible). Supporting information/evidence is required (e.g., a medical certificate).~~
- 12.8.3 Extensions will be agreed in writing specifying new timeframes.

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

- 12.9.1 TKM 7.5(4)a ~~may be penalised for the late submission of an assessment (e.g., through a reduction of marks or non-marking of an assessment).~~
- 12.9.2 TKM 7.5(4)b ~~In some cases, late or non-submission of an assessment or failure to attend a test or examination may result in ākonga failing the course (e.g., where the assessment is compulsory or makes up a significant number of marks for the course).~~

12.9.3 ~~TKM 7.5(6) Penalties and consequences for late or non-submission of an assessment, or failure to attend an examination will be communicated to ākonga in course information.~~

12.9.4 Ākonga will not be disadvantaged or penalised for the late submission of an assessment or failure to complete a test or examination where this is as a result of an MIT technology failure or other MIT issue.

## 12.10. Notification of summative assessment outcomes

12.10.1 ~~TKM 7.8(1) Summative assessments will be marked, and ākonga notified of outcomes as soon as possible. Unless otherwise notified, this will be within ten working days of the assessment taking place or being due.~~

## 12.11. Summative assessment grades TKM 7.15(2)

**\*\* TKM 7.15(2) applies, the following grade tables are only to be used for MIT's legacy programmes. For all new and unified programmes Te Pūkenga's grading tables apply.**

12.11.1 In courses where a competency-based summative assessment system is used, one of the following results will be specified:

Code	Meaning
P	Pass
F	Fail
W	Withdrawn from course
NC	Did not complete course
CT	Credit transfer
CC	Cross credit and/or credit recognition
RPL	Recognition of Prior Learning

12.11.2 Where ākonga are assessed against an assessment standard listed on the Directory of Assessment Standards, the results available for that assessment standard (Excellence, Merit, Achieved, and Not Achieved) may be specified.

12.11.3 In courses where an achievement-based summative assessment system is used, one of the following results will be specified:

Code	Meaning
A	Pass with distinction
B	Pass with merit
C	Pass
D	Fail
E	Fail
F	Fail
FCW	Failed course work
FF	Failed final
W	Withdrawn from course
NC	Did not complete course
AP	Aegrotat pass



X	Exemption
CT	Credit transfer
CC	Cross credit and/or credit recognition
RPL	Recognition of Prior Learning
CP	Conceded pass
RP	Restricted pass

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

Grade	Mark Range	Meaning
A+	90-100	Pass with distinction
A	85-89	
A-	80-84	
B+	75-79	Pass with merit
B	70-74	
B-	65-69	
C+	60-64	Pass
C	55-59	
C-	50-54	
D	40-49	Fail
E	0-39	
F	Not passed compulsory assessment	

## 12.12. Attendance only criteria

- 12.12.1 Attendance only criteria will be specified as follows:

Grade	Meaning
AO	Attendance only (pass)
NC	Did not complete the course (fail)

## 12.13. Further assessment and resubmission

- 12.13.1 TKM 7.5(3), 7.14 Opportunities for further assessment and resubmission may be available for some programmes and courses. Where available, Programme Regulations may specify eligibility criteria for further assessments and resubmissions, including the maximum number available.

## 12.14. Restricted pass (RP) and conceded pass (CP)

**\*\*TKM 6.16(2) applies, conceded passes (CP) are only to be used for MIT's legacy programmes.**

- 12.14.1 Ākonga who marginally fail a course with a mark of 45% or more and a grade of D, F, FF or FCW may be considered for a restricted or conceded pass in that course provided that the ākonga has submitted all assessments. Restricted and conceded passes may not be available for some programmes or courses. Restricted and conceded passes only apply to achievement-

based courses

- 12.14.2 Ākonga who are granted a restricted pass are not able to continue with any further courses where such a course is a pre-requisite for further study.
- 12.14.3 Ākonga who are granted a conceded pass are able to continue with further courses where such a course is a pre-requisite for further study.
- 12.14.4 Decisions whether to grant a restricted or conceded pass will be made at the discretion of the Programme Committee and will be:
- Based on the student's performance in the current year of study and in the programme ~~or training scheme~~ as a whole; and
  - Made in accordance with MIT processes (available to ākonga upon request).
- 12.14.5 Decisions on the granting of a restricted or conceded pass will be made automatically by the Programme Committee. Ākonga cannot apply for a restricted or conceded pass.
- 12.14.6 Ākonga will be granted no more than:
- One restricted pass for a programme ~~or training scheme~~ equivalent to three years full time study or less; or
  - Two restricted passes for a programme of greater than the equivalent of three years fulltime study.
- 12.14.7 Ākonga will be granted no more than:
- One conceded pass for a programme ~~or training scheme~~ equivalent to three years full time study or less; or
  - Two conceded passes for a programme of greater than the equivalent of three years full time study.
- 12.14.8 A restricted or conceded pass will only apply to the programme for which it is granted. Such a pass cannot be transferred or credited to another programme ~~or training scheme~~, unless a Programme Committee recommends that a restricted or conceded pass be transferred or credited to another programme due to exceptional circumstances, and it is approved by the Chair of the Academic Committee. Approval is not required from the Chair of the Academic Committee if a programme is nested within another programme e.g., a diploma that is equivalent to the first year of a degree. No further restricted or conceded passes may be granted if a programme ~~or training scheme~~ equivalent to three years full time study or less had a restricted and conceded pass transferred or credited to it.
- 12.14.9 Ākonga may decline a restricted or conceded pass. However, they cannot reclaim the pass if they re-enrol in that course and fail to pass.

### **12.15. Aegrotat pass (AP) TKM 6.7**

- 12.15.1 MIT's aegrotat pass only applies to achievement-based courses. Aegrotat passes may not be available for some programmes or courses.

- 12.15.2 MIT's aegrotat pass is intended to ensure that ākonga are not unfairly disadvantaged if, in specified circumstances beyond their control, they are unable to undertake or are impaired in the completion of an achievement-based summative assessment.
- 12.15.3 Rather than allowing an aegrotat pass, MIT prefers that ākonga have the opportunity to complete summative assessments by providing:
- An extension of time (see section 12.8: Extensions);
  - An opportunity for further assessment or resubmission (see section 12.13: Further assessment and resubmission); or
  - Examination or test assistance to undertake assessments (such as a reader/writer) (see section 12.7: Assessment assistance).
- 12.15.4 Wherever possible, ākonga should attempt an assessment and apply for consideration for an aegrotat pass on the basis of impaired performance.
- 12.15.5 Ākonga will be eligible to be considered for an aegrotat pass for a course if:
- Due to illness, injury, bereavement, or other exceptional circumstances beyond their control, they are:
    - Unable to present work for a summative assessment at the time that it is due and where an extension of time is not available; or
    - Unable to attend a test or examination; or
    - Prevented from preparing for a summative assessment; or
    - Seriously impaired in their performance in a test or examination; and
  - An alternative summative assessment is not available; and
  - The relevant Programme Regulations allow for an aegrotat pass to be granted; and
  - They are enrolled in the programme to which the application relates, and all fees have been paid.
- 12.15.6 If, due to an ākonga not being familiar with the publicised assessment requirements, an ākonga fails to present a summative assessment and/or fails to undertake a summative assessment, they will not be considered for an aegrotat pass.
- 12.15.7 Ākonga seeking consideration for an aegrotat pass must submit a completed *MIT Aegrotat Application Form* to an Ask Me! Student Services Centre within five working days of the date the assessment was due or the date of the test or examination. Applications must be accompanied by a medical certificate or other appropriate documentary evidence of the illness, injury, bereavement, or other exceptional circumstance and contain the opinion of a suitably qualified person that the ākonga was incapable of presenting the work for assessment or of attending the test or examination or that their performance was impaired. Reason(s) for the above must be included. *Aegrotat Application Forms* are available from the Ask Me! Student Services Centre.
- 12.15.8 The Head of School is responsible for determining whether to accept an application to be considered for an aegrotat pass. Ākonga will be notified within five working days whether their application has been accepted. Aegrotat pass decisions are made by the Programme Committee at the end of the course when all other summative assessments have been completed and are considered only if ākonga have failed the course.

- 12.15.9 The Programme Committee will grant an aegrotat pass only if it is satisfied that an ākonga would have passed the course were it not for the illness, injury, bereavement or other exceptional circumstance and the calculated mark results in an overall pass for the course
- 12.15.10 The following provisions apply when granting an aegrotat pass:
- The ākonga has successfully completed assessments that add up to at least a 40% weighting of the total course assessment; and
  - There is more than one summative assessment in the course
- 12.15.11 Where ākonga are granted an aegrotat pass, the grade recorded on their academic transcript will be an AP (aegrotat pass).
- 12.15.12 Where ākonga are declined an aegrotat pass, the actual grade achieved will be recorded on their academic transcript.

## **12.16. Notification of final course results**

- 12.16.1 TKM 7.13(1) Final course results notices will be issued to ākonga within 15 working days of the final course completion date, the final course examination, or the last examination of a predetermined examination period unless otherwise approved by the General Manager Academic Services and notified in writing to ākonga.
- 12.16.2 The Academic Registry issues official Academic Transcripts to ākonga upon request and payment of an administration fee.
- Note:** The information contained in the Academic Transcript is a complete record of study, including passes and fails in all courses studied.
- 12.16.3 TKM 8.6 ~~Where a current ākonga is eligible but dies before receiving their final course results notice, their next of kin or personal representative may apply in writing to MIT to receive their final results.~~

## **12.17. Recounts and the return of assessment evidence**

- 12.17.1 TKM 7.9(1) 7.18(4) Within ten working days of receipt of examination outcomes, ākonga may apply for:
- A copy of their examination script (an administration fee may be charged for this) or to view their marked examination script; and
  - A recount of marks. This includes a check that all questions have been marked and no errors have been made in the counting of marks. An administration fee will be charged for recounts of marks. Where marks are found to be incorrect, the administration fee will be refunded. Ākonga may not apply for a re-mark.
- When the period of ten working days has expired, examination scripts (or copies) will be made available to ākonga. Recounts will not be considered after that date.
- 12.17.2 Following a summative assessment (excluding examinations – see section 12.17.1), ākonga are entitled to:
- TKM 7.9(1) Their marked assessment at the same time as receiving their assessment outcome (this will not apply where the permanent return could jeopardise the security of the assessment - in such situations, ākonga will receive their marked assessments and be provided with feedback, but must then return all materials relating to the assessment, including their completed scripts, to the Kaiako);

- TKM 5.2(1) Feedback on what was expected in the assessment and on how results were determined so they can monitor their progress; and
- TKM 7.18(4) A recount of marks (upon application). An administration fee will be charged for recounts of marks. Where marks are found to be incorrect, the administration fee will be refunded. This includes a check that all questions have been marked and no errors have been made in the counting of marks. Ākonga may not apply for a re-mark.

- 12.17.3 Copies of all marked examination scripts and assessments (including evidence from practical assessments) will be retained by MIT for at least 12 months after the completion of the course, unless a longer retention period is required by an external authority. After this time, assessment evidence may be destroyed, and copies will no longer be available.

### **12.18. Advice to external organisations/people**

- 12.18.1 Ākonga must provide written permission to MIT before their results can be forwarded to any other person or organisation, unless already specified in an existing agreement between MIT, the ākonga and the person or organisation or as provided in section 17.3.1.

### **12.19. Moderation**

- 12.19.1 ~~TKM 7.10 Summative assessments submitted by ākonga may be subject to internal and external moderation. Presentations and/or practical assessments may be recorded or photographed and retained as evidence for moderation purposes.~~

### **12.20. Credit**

- 12.20.1 Credit for a course will be granted to ākonga when the prescribed course requirements specified in the course outline have been successfully completed and the Programme Committee has approved the final mark/grade. Credit may also be granted for the successful completion of an Assessment Standard.
- 12.20.2 Subject to section 12.20.3, to be granted credit, ākonga must be enrolled in the course and have paid all fees, or have made arrangements to pay and be adhering to those arrangements (see section 4.6.3: Consequences of unpaid fees).
- 12.20.3 Credit may be granted for prior knowledge and skills (see section 3: Recognition of Prior Knowledge and Skills).

### **12.21. Complaints about academic decisions**

- 12.21.1 Complaints about an academic decision may be made as outlined in section 14.3: Complaints. "Academic decision" is defined in the glossary, and includes decisions around extensions, allocation of grades, and the granting of credit.

## **13. Ākonga Misconduct (TKM 5.4)**

### **13.1. General provisions**

- 13.1.1 Incidents of ākonga misconduct will be addressed to ensure that MIT maintains the highest academic standards and provides a safe and effective learning environment.
- Ākonga misconduct involves any form of unacceptable or improper behaviour by ākonga, including disciplinary issues and misconduct during assessment (cheating) (see section 23: Glossary

for full definitions of ākonga misconduct, misconduct during assessment, and examples of behaviours that constitute misconduct).

**Note** – ākonga concerns or complaints about kaimahi behaviour are to be raised in accordance with section 14: Concerns and Complaints.

- 13.1.2 Ākonga who assist, procure or encourage another person to act in a manner that constitutes misconduct will be dealt with as if they had committed misconduct themselves.
- 13.1.3 MIT may refer ākonga who act in a manner that breaches any New Zealand legislation, rules or regulations so as to commit an offence under the laws of New Zealand to the Police and/or other appropriate authorities.

### 13.2. Urgent immediate action in the event of ākonga misconduct

- 13.2.1 **Dismissal from class or campus:** In serious cases of alleged misconduct where, on reasonable grounds, it is considered necessary to maintain order, safety or an effective learning environment:
- The lecturer in charge of a class may dismiss ākonga from attending class for a period not exceeding two working days;
  - The General Manager Schools may dismiss ākonga from campus for a period not exceeding two working days; or
  - Campus Security may dismiss ākonga from the campus or any defined campus area for a period not exceeding two working days.
- Note:** In exceptional circumstances, the period of dismissal may be extended to a period not exceeding five working days. Only the Delegated Authority may suspend ākonga after the initial dismissal period.
- 13.2.2 Where ākonga have been dismissed from class or campus under section 13.2.1, the alleged incident will immediately be referred for a full investigation (see section 15: Ākonga Misconduct and Complaints Investigations).
- 13.2.3 **Suspension:** In serious cases of alleged misconduct where, on reasonable grounds, it is considered necessary to maintain order, safety or an effective learning environment, the Delegated Authority may suspend ākonga from attending classes and/or the campus or any defined campus area to allow an investigation to take place and a decision to be made. For the avoidance of doubt, only Delegated Authority may issue a formal written trespass notice to any ākonga.

### 13.3. Investigation of ākonga misconduct

- 13.3.1 Misconduct investigations will be carried out in accordance with section 15: Ākonga Misconduct and Complaints Investigations.

#### Ākonga misconduct investigations for programmes for ākonga with special educational needs

- 13.3.2 The decision to investigate alleged incidents of misconduct by ākonga enrolled in programmes for ākonga with special educational needs (as defined in section 23: Glossary) will be made by kaimahi who are familiar with the ākonga in consultation with the Head of School (or delegate) and will take into account whether the alleged misconduct has occurred as a direct consequence of the student's disability. This determination may be made in consultation with ākonga's family/whanau and caregivers.

### 13.4. Penalties for ākonga misconduct

- 13.4.1 Penalties for proven incidents of misconduct will be imposed in a consistent way taking into account all of the circumstances of the individual incident.
- 13.4.2 In making a decision on the imposition of a penalty, decision makers will have regard to:
- The seriousness of the misconduct;
  - Previous incidents of proven misconduct by the ākonga;
  - The best welfare and possible re-integration of the ākonga concerned;
  - The wider implications of the behaviour and proposed penalty on other ākonga; and
  - Any factors mitigating the student's actions such as an expression of contrition, payment of full restitution, a willingness to seek medical treatment or other professional counselling.

- 13.4.3 Penalties that may be imposed by a Head of School, the Deputy Principal School of Secondary-Tertiary Studies, or General Manager Schools are:
- A written reprimand and/or warning detailing further penalties to be applied if ākonga re-offend;
  - The imposition of such sum of money or action considered to be reasonable restitution for the damage caused;
  - Personal development activity (e.g. anger management course); and
  - In the case of misconduct during assessment:
    - a mark of zero, or no pass for the assessment;
    - other reduced mark for the assessment; and
    - for competency-based assessment, a further assessment under controlled conditions may be possible upon payment of an administration fee.

These penalties may have an impact on a student's academic progress (see section 11: Insufficient Academic Progress).

**Note:** Where a more severe penalty is recommended (including in the case of second and subsequent incidents of misconduct during assessment), the matter will be referred to the Delegated Authority for the imposition of a more serious penalty (see section 13.4.4).

- 13.4.4 Penalties that may be imposed by the Delegated Authority are:
- Any of the penalties outlined in section 13.4.3 or, for misconduct by ākonga from the School of Secondary-Tertiary Studies, any of the penalties outlined in section 13.4.5;
  - Suspension from attendance at MIT or any of its classes for such period as Delegated Authority thinks fit (including without limitation, issuing a written trespass notice if this is considered appropriate in the circumstances);
  - Cancellation of enrolment (exclusion);
  - Refusal of enrolment (exclusion) for such a period as the Delegated Authority deems fit (including permanently); and
  - Refusal to grant an award, or revocation of an award already granted, if satisfied that an ākonga has made any untrue or misleading statement or is guilty of any breach of regulations or dishonest practice in relation to the award (see section 17.2.6: Entitlement to awards).

- 13.4.5 Penalties that may be imposed by the Principal, School of Secondary Tertiary Studies or Pathways Manager for misconduct by ākonga from the School of Secondary-Tertiary Studies are:



- Any of the penalties outlined in section 13.4.3;
- Return to a secondary school or other suitable provider recommended by the Principal or Deputy Principal;
- Stand down period (such period should incorporate support for the re-integration of the ākonga into the programme); and
- Daily report for a period of time determined by the Principal or Pathways Manager.

**Note:** Where a more severe penalty is recommended, the matter will be referred to the Delegated Authority for consideration (see section 13.4.4).

### 13.5. Appeal of ākonga misconduct decisions

- 13.5.1 TKM 5.3(4), ~~Ākonga who have been disciplined by MIT for misconduct may be able to appeal the decision in accordance with section 16: Appeals.~~

### 13.6. Ākonga misconduct records

- 13.6.1 Where ākonga are found to have committed misconduct, this decision, including any penalties imposed, will be kept on their record.
- 13.6.2 Where an allegation of misconduct is not proven, or a decision is overturned on appeal, no record will be kept on a student's record.

## 14. Concerns and Complaints *(including Complaints relating to Academic Decisions)*

### 14.1. General provisions – TKM 5.3, 5.4, Ākonga Concerns and Complaints Policy (ACCP) applies

- 14.1.1 TKM 5.4, ACCP 1.1 ~~MIT takes concerns and complaints seriously and is committed to providing ākonga with access to fair, effective, and culturally appropriate procedures for raising and resolving issues.~~
- 14.1.2 ACCP 4 ~~Ākonga are encouraged to follow Te Pūkenga's concerns and complaints process where they have an issue, including around an academic decision. Concerns, complaints, and academic decisions are defined in section 23: Glossary. Concerns involve an ākonga seeking an informal resolution for a situation where they consider appropriate standards have not been met whereas complaints are a formal written expression of dissatisfaction from an ākonga seeking redress through MIT's formal complaints resolution process. Academic decisions include extensions, allocation of grades, and the granting of credit.~~
- 14.1.3 ACCP 5.1 ~~Ākonga Support kaimahi (and MIT International Centre kaimahi for ākonga nō tāwāhi) are available to advise, assist and support ākonga throughout the process of raising and resolving concerns and complaints.~~

### 14.2. Concerns

- 14.2.1 ACCP 5.2 ~~MIT expects kaimahi and ākonga to work together to directly resolve concerns, if possible, but recognises that this may not always be achievable. Ākonga who do not feel safe to raise a concern directly with the person involved may contact Ākonga Support kaimahi (or International Centre kaimahi for ākonga nō tāwāhi) for support. Concerns may also be raised online using the *Ākonga Feedback Form* available on the MIT website.~~
- 14.2.2 ~~MIT kaimahi members may escalate a concern to the level of a complaint (see section 14.3: Complaints) where they deem the issue to be of a serious nature and/or where the matter is not suitable for informal resolution. Privacy implications will be taken into account in these situations.~~

### 14.3. Complaints

- 14.3.1 ACCP 5.3 ~~Ākonga who consider that a concern is of a serious nature, and/or is not suitable for informal resolution, and/or has not been resolved to their satisfaction, or who do not feel safe raising a concern with those most directly involved, may make a formal complaint and:~~
- ~~Express their dissatisfaction and seek some form of redress; or~~
  - ~~Request a change to an academic decision.~~
- 14.3.2 ~~Complaints are to be made using the online *Ākonga Feedback Form* available on the MIT website, and are to state:~~
- ~~The student's name and contact details;~~
  - ~~The nature of the complaint; and~~
  - ~~Steps already taken to address the issue, and the resolution sought.~~
- 14.3.3 ~~Time limits for submitting complaints are as follows:~~
- ~~Complaints seeking a change to an academic decision (whether the academic decision relates to the complainant or to a fellow ākonga) will only be accepted where received by MIT within ten working days following notification of the decision to the ākonga.~~  
~~This period will be extended by an additional five working days where the ākonga notifies MIT in advance (using the online *Ākonga Feedback Form* available on the MIT website) that they are considering making a complaint.~~
  - ~~All other complaints will only be accepted where received by MIT within three months of the date of the action or omission giving rise to the complaint.~~
- ~~The Head of School (or where a conflict of interest may exist, the relevant Campus General Manager or Deputy Chief Executive, Academic) may agree to extend these periods in exceptional circumstances.~~
- ~~**Note:** Subject to the time limits set out in this section, MIT complaints procedures are available to all MIT ākonga and former ākonga (the *Regulations* that applied at the time the ākonga was enrolled will apply to the situation).~~

#### 14.4. Investigation of complaints

- 14.4.1 TKM 5.4 Complaints investigations will be carried out in accordance with section 15: Ākonga Misconduct and Complaints Investigations, and Te Pūkenga's Concerns and Complaints Policy.

#### 14.5. Appeal of complaints decisions

- 14.5.1 TKM 5.3(4); 5.5; Ākonga Appeals Policy ~~Ākonga may appeal the outcome of their complaint in accordance with section 16: Appeals.~~

## 15. Ākonga Misconduct and Complaints Investigations

### 15.1. Scope

- 15.1.1 This section deals with the investigation of:
- Alleged incidents of ākonga misconduct (including misconduct during assessment) (see section: 13 Ākonga Misconduct); and
  - Complaints (including complaints about academic decisions) (see section 14: Concerns and Complaints).

## 15.2. Investigation process (TKM 5.3(3))

- 15.2.1 Investigations will be carried out in accordance with the principles of natural justice. In particular:
- Investigations will be carried out by a competent, impartial, independent person who has not been involved in the matter;  
*Ākonga who believe that a conflict of interest may exist should raise their concern with an ākonga Support Advisor (e.g., where the investigator is somehow involved in the complaint or allegation of misconduct or is closely related to someone involved),*
  - All parties involved in the investigation (whether as complainant or those being investigated for alleged misconduct) will have a fair opportunity to be heard on the matter and will have the right to:
    - Be informed of the nature of any allegation against them, including the evidence on which the allegation is based and the name of the person making the allegation;
    - Be treated with courtesy, respect and as innocent until proved guilty;
    - Be advised of the outcome of an investigation process, subject to the Privacy Act 2020 or any confidentiality requirements;
    - Be provided with all relevant information on which the investigation is based;
    - Have the matter dealt with in a timely and sensitive manner;
    - Respond to the allegation, explain their position, and be listened to;
    - Have access to advice and support throughout the process;
    - Receive adequate written notice of any meeting or hearing;
    - Freedom from intimidation, harassment, threat of recrimination or any other type of vengeful activity that may result from the investigation;
    - Have written material available in a form that they can understand, if necessary by giving access to interpreters and translators; and to
    - Appeal the outcome of the investigation where grounds exist to appeal the decision (see section 16: Appeals).
- 15.2.2 Investigations will be dealt with in a timely manner. Wherever possible, investigations will be completed, and outcomes communicated to ākonga within ten working days of the complaint being received by MIT or the misconduct allegation being made. Where this time frame is unable to be met, the ākonga will be advised in writing by the person appointed to undertake the investigation.
- 15.2.3 Kaimahi and ākonga have a responsibility to:
- Provide full and accurate information to the person investigating the matter;
  - Maintain confidentiality in order to ensure the integrity of the investigation process; and
  - Follow MIT's investigation process in good faith (including attending investigation meetings as required).
- 15.2.4 Where a matter is to be investigated, ākonga will be:
- Advised in writing as soon as possible by the person appointed to undertake the investigation;
  - Provided with all relevant information (taking into account any relevant legal rights and responsibilities, for example, privacy or health and safety); and
  - Invited to attend a meeting to provide an explanation or information relevant to the investigation (where an ākonga is unable to attend a meeting in person, they may choose to

attend remotely via teleconferencing methods, or to respond to the allegation in writing).

Ākonga may be accompanied by another person to act as an adviser or support person (MIT will provide a support person if requested).

Ākonga Support kaimahi (and International Centre kaimahi for ākonga nō tāwāhi) are available to advise, assist and support ākonga throughout the process (including attending the meeting where requested).

15.2.5 Failure by ākonga to attend the meeting will not prevent a decision being made. Where ākonga fail to attend the meeting, the outcome of the investigation will be forwarded to them in writing (see section 15.2.8).

15.2.6 At the meeting:

- The investigator will outline the timeline and steps of the investigation process; and
- Ākonga will be provided with a reasonable opportunity to respond to any allegation(s) and put forward their point of view.

15.2.7 The investigator will give due consideration to all the information presented and any explanations/comments from ākonga before any decision is made.

15.2.8 Ākonga will be advised in writing of the outcome of the investigation following the meeting. The advice will include:

- In the case of proven misconduct, any penalties to be imposed (see section 13.4: Penalties for ākonga misconduct);
- In the case of upheld complaints, any appropriate and available remedy/ies to be applied;
- Appeal procedures (see section 16: Appeals).

The outcome will also be communicated to relevant kaimahi including the Head of Ākonga Experience and Success, the Ākonga Advocacy and Appeals Officer and, in the case of ākonga nō tāwāhi, the International Centre. Outcomes of misconduct investigations may also be communicated to the Academic Registry.

15.2.9 All written communication to ākonga will be by email to their ākonga email account as well as by courier post (to the last address recorded on the ākonga management system) or by hand to the ākonga concerned and receipt recorded.

## 16. Appeals – Ākonga Appeals Policy (AAP) applies

### 16.1. Scope

16.1.1 AAP 2 This section deals with ākonga appeals of:

- ~~Ākonga misconduct decisions (including misconduct during assessment) (see section 13: Misconduct)~~
- ~~Complaints decisions (including complaints about academic decisions) (see section 14: Concerns and Complaints).~~

### 16.2. First right of appeal

16.2.1 AAP 5.2 ~~Ākonga may appeal the outcome of a misconduct or complaints investigation where one or more of the following grounds exist:~~

- ~~That there was a procedural flaw in the management of the investigation process;~~
- ~~That new evidence has become available that could have a material effect on the outcome;~~

In addition to the grounds outlined above, outcomes of misconduct investigations may be appealed on one or more of the following additional grounds:

- That all relevant factors were not taken into account;
- That the decision reached is at odds with the evidence provided; or
- The penalty imposed was out of proportion to the nature of the misconduct and the circumstances of the case.

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

16.2.2 AAP 5.4; 5.5 ~~First appeals will be considered by the Chief Executive, who may refer the matter to the Deputy Chief Executive, Academic (as his/her nominee) for consideration or further investigation. In situations where the Chief Executive has been involved in making the decision, which is being appealed, the appeal will be heard by the Deputy Chief Executive, Academic.~~

16.2.3 AAP 5.7 ~~When determining the outcome of the appeal, decision makers may:~~

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

### 16.3. Second right of appeal - Te Ohu Whakahaere

16.3.1 AAP 5.8 ~~Appeals against decisions made by the Chief Executive (or Deputy Chief Executive, Academic where acting on behalf of the Chief Executive) under section 16.2 will be heard by the Ākonga Appeal Committee of the MIT Board (see Statute 1: Board Membership, Meetings, Fees and Committees).~~

16.3.2 ~~An appeal to the Ākonga Appeal Committee of the MIT Board may only be made on the grounds that there was a procedural flaw in the assessment of the appeal by the Chief Executive (or Deputy Chief Executive, Academic where acting on behalf of the Chief Executive).~~

16.3.3 ~~The Ākonga Appeal Committee will consider whether there has been a procedural flaw in the investigation of the Appeal and may, at their discretion:~~

- Cancel the appeal decision and refer the matter back to the Chief Executive for further assessment; or
- Uphold the decision.

16.3.4 ~~The decision of the Ākonga Appeal Committee shall be final.~~

## 16.4. Appeal process

16.4.1 AAP 5.3 All appeal applications are to be made in writing stating:

- The student's name and contact details;
- The nature of the appeal;
- Steps already taken to address the issue, decisions and the resolution sought; and
- The grounds for appeal (see section 16.2.1 for appeals to the Chief Executive or section 16.3.2 for appeals to the MIT Board).

The Student Advocacy and Appeals Officer is available to provide ākonga with advice regarding whether grounds for appeal exist.

16.4.2 AAP 4 Appeals are to be submitted by ākonga to the Ākonga Advocacy and Appeals Officer who will advise the ākonga on whether there are sufficient grounds for an appeal, and lodge the application on behalf of the ākonga.

16.4.3 AAP 5.1 Appeals must be received by the Student Advocacy and Appeals Officer not more than seven working days after the date on which the relevant decision was formally notified to the ākonga.

~~This period will be extended by an additional five working days where the ākonga notifies the Ākonga Advocacy and Appeals Officer in advance in writing that they are considering making an appeal. The person or committee hearing the appeal may agree to extend these periods in exceptional circumstances.~~

16.4.4 Appeals will be considered and decided as expeditiously as possible.

16.4.5 AAP Appendix 2 Prior to any decision being made, ākonga will have the opportunity to:

- Appear personally and submit any explanations, reasons or facts relevant to the appeal; and
- Be accompanied by another person to act as an adviser or support person (MIT will provide a support person if requested).

16.4.6 Every appeal will be considered on its merits.

16.4.7 AAP 5.7 Ākonga will be advised in writing of the outcome of their appeal within ten working days of the appeal being decided. The outcome will also be communicated to relevant kaimahi including the Head of Ākonga Experience and Success, the Ākonga Advocacy and Appeals Officer and, in the case of ākonga nō tāwāhi, the International Centre. Outcomes of appeals of misconduct decisions will also be advised to the Academic Registry.

~~All written communication to ākonga will be by email to their ākonga email account as well as by courier post (to the last address recorded on the ākonga management system) or by hand to the ākonga concerned and receipt recorded.~~

## 16.5. Further avenues for redress - Te Ohu Whakahaere

16.5.1 AAP 5.8 Where, following the completion of the appeals process, ākonga are not satisfied with the outcome, they can raise their concerns with NZQA. If the issue is not resolved by NZQA, ākonga can also make a complaint to the Office of the Ombudsman. While ākonga are entitled to raise their concerns with NZQA or the Office of the Ombudsman at any time during the complaints or appeals process, we strongly recommend that ākonga first utilise MIT's internal dispute resolution measures.

### Ākonga nō tāwāhi

- 16.5.2 If ākonga nō tāwāhi are not satisfied with the outcome of MIT's formal complaints process, they can raise their concerns with NZQA about the pastoral care, advice or services received from MIT or its agents. If the complaint is of a financial or contractual nature, NZQA will refer it to the Dispute Resolution Scheme (DRS) operator, FairWay Resolution Limited. If the issue is not resolved by NZQA, ākonga can also make a complaint to the Office of the Ombudsman.

Further information regarding how to make a complaint to NZQA, the Office of the Ombudsman or or the DRS Code Administrator (for ākonga nō tāwāhi) is available from Ākonga Support or the International Centre.

## 17. Awards

### 17.1. Awards granted by MIT

- 17.1.1 The following awards may be granted by MIT:

#### TKM 8.1 *Formal awards*

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

#### TKM 8.1 *Non-formal awards*

- Micro-credential
- Certificate of Achievement
- Digital Badges
- Certificate of Proficiency

### 17.2. Entitlement to awards

- 17.2.1 ~~TKM 8.3 Ākonga will only be granted an award for a programme or training scheme in which they are enrolled, unless they have met the requirements for the programme or training scheme through recognition of prior learning, credit recognition, or credit transfer (see section 3:- Recognition of Prior Learning, Credit Recognition, and Credit Transfer).~~
- 17.2.2 ~~TKM 8.3(1) Awards are granted upon the successful completion of a programme or training scheme.~~
- 17.2.3 ~~TKM 8.3(1) Ākonga who have met the requirements for a qualification as defined in the relevant Programme Regulations will be granted the qualification.~~
- 17.2.4 ~~TKM 8.3(2) Where the granting of an award is subject to meeting the requirements of an external authority, the requirements of that authority must be satisfied before an award can be granted.~~



- 17.2.5 TKM 8.3(5) ~~Ākonga must have paid (or have made arrangements to pay and be adhering to those arrangements) all outstanding fees before they will be deemed eligible to be granted an award and graduate (see section 4.6: Consequences of unpaid fees).~~
- 17.2.6 TKM 8.8 ~~MIT may refuse to grant or may revoke any award if satisfied that an ākonga made any untrue or misleading statement or is guilty of any breach of regulations or dishonest practice in relation to the award (see section 13: Ākonga Misconduct).~~

### 17.3. Granting of awards for deceased ākonga

- 17.3.1 TKM 8.6 ~~The following provisions apply where an ākonga qualifies for an award but dies before receiving it:~~
- ~~Where the ākonga has applied to receive the award before their death, the award will be granted posthumously. This will happen unless the student's personal representative or next of kin has, with the consent of the MIT Board, withdrawn the application; or~~
  - ~~In any other case, the student's personal representative or next of kin may apply for the award which will then be granted.~~

### 17.4. Parchments TKM 8.5

- 17.4.1 The graduand's legally documented name, as recorded in MIT's official records, will appear on their parchment.
- 17.4.2 Where graduands wish to modify their name, they must provide appropriate evidence of the name change with their confirmation to graduate (see section 2.7: Name change).
- 17.4.3 A derivation of the graduand's legal name may be approved to appear on their parchment where the General Manager Academic Services is satisfied that the ākonga is able to be identified by the derivation. Examples of a derivation include but are not limited to: dropping of a middle name/s, reordering the name order, or including a birth name as well as a married name (birth name to be added in brackets).
- 17.4.4 Graduands who wish to receive their parchment written in Te Reo Māori must apply to the Academic Registry at least 15 working days before graduation. Only one parchment will be issued per award, either in English or Te Reo Māori. The name of the award being granted will be printed on the parchment as it was approved by NZQA.
- 17.4.5 Awards will be conferred in the following format:

Award	Parchment/statement
<b><i>Awards granted upon the attainment of a qualification listed on the NZQF (sealed awards):</i></b>	
<ul style="list-style-type: none"> <li>▪ Postgraduate awards (Master's Degree, Postgraduate Diploma, Postgraduate Certificate, Bachelor Honours Degree)</li> </ul>	A parchment, in appropriate form, under MIT's common seal, signed by the Chair of Board and Chief Executive, stating that the postgraduate award has been conferred.
<ul style="list-style-type: none"> <li>▪ Graduate Diploma</li> </ul>	A parchment, in appropriate form, under MIT's common seal, signed by the Chair of Board and Chief Executive, stating that the graduate diploma has been conferred.
<ul style="list-style-type: none"> <li>▪ Graduate Certificate</li> </ul>	A parchment, in appropriate form, under MIT's common seal, signed by the Chief Executive and Deputy Chief Executive, Academic, stating that the graduate certificate has been conferred.

<ul style="list-style-type: none"> <li>▪ Bachelor's Degree</li> </ul>	<p>A parchment, in appropriate form, under MIT's common seal, signed by the Chair of Board and Chief Executive, stating that the degree has been conferred.</p> <p>The parchment will also state the class of honours (if any) granted.</p>
<ul style="list-style-type: none"> <li>▪ Level 7 Diploma</li> </ul>	<p>A parchment, in appropriate form, under MIT's common seal, signed by the Chair of Board and Chief Executive, stating that the diploma has been conferred.</p>
<ul style="list-style-type: none"> <li>▪ Level 6 Diploma</li> <li>▪ Level 5 Diploma</li> </ul>	<p>A parchment, in appropriate form, under MIT's common seal, signed by the Chief Executive and Deputy Chief Executive, Academic, stating that the diploma has been conferred.</p>
<ul style="list-style-type: none"> <li>▪ Certificates (Levels 1 – 6)</li> </ul>	<p>A parchment, in appropriate form, under MIT's common seal, signed by the Chief Executive and Deputy Chief Executive, Academic, stating that the certificate has been conferred.</p>
<p><b><i>Awards granted upon the attainment of a qualification not listed on the NZQF (unsealed awards):</i></b></p>	
<ul style="list-style-type: none"> <li>▪ Certificate of Achievement</li> <li>▪ Certificate of Attendance</li> <li>▪ Certificate of Proficiency</li> </ul>	<p>A statement, in appropriate form, signed by the Head of School (or nominee).</p>

## 17.5. Graduation ceremonies

- 17.5.1 Graduation ceremonies will take place for the ceremonial conferral of awards to graduands as follows:

Award	Ceremony detail
<p><b><i>Awards granted upon the attainment of a qualification listed on the NZQF (sealed awards):</i></b></p>	
<ul style="list-style-type: none"> <li>▪ Master's Degree</li> <li>▪ Postgraduate Diploma</li> <li>▪ Postgraduate Certificate</li> <li>▪ Graduate Diploma</li> <li>▪ Graduate Certificate</li> <li>▪ Bachelor Honours Degree</li> <li>▪ Bachelor's Degree</li> <li>▪ Level 7 Diploma</li> <li>▪ NZ Diploma Level 5-7NZ</li> <li>▪ Certificates (Levels 1 – 6)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Awards will be conferred at a ceremony determined by the Delegated Authority.</li> <li>▪ Where the Chair of Board is absent from a ceremony, the Delegated Authority may authorise another person to confer these awards.</li> <li>▪ The words used by the Delegated Authority, or such other person as may have been appointed by the Board to confer the award will be as follows:  <p>“By the authority vested in me by the Board of Te Pūkenga, Manukau Institute of Technology, I [Name] confer [the award stated] upon those who have satisfied the requirements of this Institute.”</p> </li> </ul>
<p><b><i>Awards granted upon the attainment of a qualification not listed on the NZQF (unsealed awards):</i></b></p>	

<ul style="list-style-type: none"> <li>▪ Micro-credential</li> <li>▪ Certificate of Achievement</li> <li>▪ Digital Badges</li> <li>▪ Certificate of Proficiency</li> </ul>	<ul style="list-style-type: none"> <li>▪ These are not deemed to be formal awards and maybe issued by the Head of School in the manner of their choice.</li> </ul>
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## 17.6. Academic dress

17.6.1 TKM 9.2(1) Degree and postgraduate graduands of MIT will appear for graduation ceremonies in the academic dress proper to their degree or postgraduate award.

17.6.2 The following table details the academic dress requirements for specific MIT awards:

Award	Academic dress
<b><i>Awards granted upon the attainment of a qualification listed on the NZQF (sealed awards):</i></b>	
<ul style="list-style-type: none"> <li>▪ Master's Degree</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cambridge Bachelor of Arts gown.</li> <li>▪ Hood lined with satin coloured green PMS329 and edged with satin coloured gold PMS124C.</li> <li>▪ Black trencher with a tassel coloured green PMS329.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Postgraduate Diploma</li> <li>▪ Postgraduate Certificate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cambridge Bachelor of Arts gown.</li> <li>▪ Hood lined with satin coloured green PMS329 and edged with satin coloured navy blue PMS288C.</li> <li>▪ Black trencher with a tassel coloured green PMS329.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Bachelor Honours Degree</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cambridge Bachelor of Arts gown.</li> <li>▪ Hood lined with satin coloured green PMS329 and edged with satin coloured light green PMS324C.</li> <li>▪ Black trencher with a tassel coloured green PMS329.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Bachelor's Degree</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cambridge Bachelor of Arts gown.</li> <li>▪ Hood lined with satin coloured green PMS329.</li> <li>▪ Black trencher with a tassel coloured green PMS329.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Level 7 Diploma</li> <li>▪ Graduate Diploma</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cambridge Bachelor of Arts gown.</li> <li>▪ Scarf lined with satin coloured green PMS324C.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Graduate Certificate</li> </ul>	<ul style="list-style-type: none"> <li>▪ No specific requirements.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Level 6 Diploma</li> <li>▪ Level 5 Diploma</li> </ul>	<ul style="list-style-type: none"> <li>▪ May appear dressed in a Cambridge Bachelor of Arts gown as decreed.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Certificates (Levels 1 – 6)</li> </ul>	<ul style="list-style-type: none"> <li>▪ No specific requirements.</li> </ul>
<b><i>Awards granted upon attainment of a qualification not listed on the NZQF (unsealed awards):</i></b>	
<ul style="list-style-type: none"> <li>▪ Micro-credential</li> <li>▪ Certificate of Achievement</li> <li>▪ Digital Badges</li> <li>▪ Certificate of Proficiency</li> </ul>	<ul style="list-style-type: none"> <li>▪ No specific requirements.</li> </ul>

- 17.6.3 The academic dress for members of MIT at the MIT Graduation Ceremony will be as follows:
- The robe for the Chair of Board is the academic dress of the person holding the position of Chair together with the MIT stole for the Chair of Board;
  - The robe for the Chief Executive is the academic dress of the person holding the position of Chief Executive together with the MIT stole for the Chief Executive; and
  - Members of MIT attending or taking part in public ceremonies for which academic dress is prescribed may choose to wear the academic dress appropriate to their degree.

## 18. Intellectual Property

- 18.1.1 TKM 6.1(3) Ownership of intellectual property created by ākonga in the course of their enrolment at MIT will be determined in accordance with Te Kawa Maiororo Part 6 and the MIT *Intellectual Property Policy*.

## 19. Information and Communications Technology Use

- 19.1.1 The use of MIT information and communication technology systems is governed by the MIT *Acceptable Use Policy* and other Information Technology policies.

## 20. Comments and Feedback

- 20.1.1 MIT is committed to continuous improvement and welcomes ākonga comments and feedback, whether it be a compliment, comment, concern, or complaint. Ākonga feedback can be provided directly to kaimahi or using the online *Ākonga Feedback Form* available on the MIT website (also see section 14: Concerns and Complaints for more information about raising a concern or making a complaint).
- 20.1.2 Ākonga may be surveyed and asked to express their views and rate MIT programmes, ~~training schemes~~ and services. Surveyed” means seeking feedback and opinions (including, but not limited to, by way of a questionnaire). Published results will maintain the confidentiality of individual ākonga completing the survey. Outcomes will be used to inform the ongoing improvement of MIT programmes, ~~training schemes~~ and services and may be reported to MIT kaimahi and to external agencies. Reports may also be made available to ākonga.
- 20.1.3 Employers of MIT graduates, providers of further education to MIT graduates and other stakeholders may be surveyed and asked to express their views and rate MIT programmes ~~and training schemes~~, including how well graduates have met the outcomes of their qualifications and how well programmes have prepared graduates for work or further study. Published results will maintain the confidentiality of individual graduates. Outcomes will be used to inform the ongoing improvement of MIT programmes, ~~training schemes~~ and services and may be reported to both MIT kaimahi and to external agencies. Reports may be made available to ākonga.

## 21. Equity and Inclusion

- 21.1.1 MIT will foster fairness and respect for diverse groups of people. MIT is committed to providing an inclusive and culturally rich learning experience for all ākonga.
- 21.1.2 MIT is inclusive, respectful of difference, and values the diverse peoples of its varied communities. MIT supports equitable access, participation, engagement, and success for all ākonga.
- 21.1.3 MIT is committed to promoting equity and inclusion, and preventing harassment, bullying and discrimination as outlined in section 22 below.

## 22. Dealing with Harassment, Discrimination and Bullying

- 22.1.1 TKM 5.3 MIT is committed to providing an environment free from sexual, racial, and other forms of harassment, discrimination, and bullying. MIT will neither tolerate nor condone harassment, discrimination or bullying of kaimahi, ākonga, or members of the public.
- 22.1.2 TKM 5.3(2) Ākonga must not harass, discriminate against or bully other ākonga, kaimahi, or any member of the public while engaged in MIT activity.
- 22.1.3 Harassment, discrimination, and bullying will be dealt with in accordance with the MIT *Harassment, Discrimination and Bullying Policy (HR14)*.

## 23. Health and Safety

- 23.1.1 MIT is committed to providing and maintaining a healthy and safe environment for all kaimahi, ākonga, contractors, and other visitors, in compliance with the Health and Safety at Work Act 2015.
- 23.1.2 The creation and maintenance of a healthy and safe place to work and study is the shared responsibility of kaimahi and ākonga.
- 23.1.3 Ākonga are expected to behave in a safety conscious manner to ensure their own safety and the safety of others and:
- Actively participate in health and safety activities;
  - Ask if they have questions about health and safety; and
  - Report any health and safety issues and concerns.
- 23.1.4 Ākonga must at all times follow MIT health and safety policies, procedures and safe work practices. This includes, but is not limited to:
- Complying with any safety instruction(s) given by MIT kaimahi;
  - Following agreed safe work practices such as wearing any personal protective equipment such as safety glasses, prescribed footwear and protective clothing in designated areas;
  - Reporting to a kaimahi any incident that has led to an accident or a near miss; and
  - Following MIT's evacuation procedures in the event of fire or other emergency (or any drills).
- 23.1.5 Ākonga are expected to make themselves familiar with all MIT health and safety policies and procedures, including any specific policies and procedures related to their area of study.
- 23.1.6 Smoking, including the use of e-cigarettes, vaping and similar devices, (see section 24: Glossary for a definition of smoking) is prohibited on all MIT campuses (see the MIT *Smoke Free Environment Policy* for more information).

## 24. Glossary please also consult Te Kawa Maiorooro Part 10

Term	Definition
<b>Academic Committee</b>	The Academic Committee of MIT established by the Academic Board of Te Pūkenga.
<b>Academic decision</b>	A decision made on a matter that has an academic outcome for ākonga. Academic decisions cover a wide range of matters; examples include but are not

Term	Definition
	limited to: enrolment; waiver of pre-requisites; extensions of time; allocation of grades; and the granting of credit.
<b>Academic Staff</b> <b>Kaiako</b> <b>TKM Glossary</b>	<del>Staff whose duties include, or who directly assist staff whose duties include, all of the following in some measure: lecturing, lesson preparation, ākonga assessment, pastoral care, and whose duties may also include: research, curriculum development, teacher development, or staff who directly advise those described above on academic matters.</del>
<b>Academic transcript</b>	The official record of a student's study at MIT. Academic transcripts record all outcomes from courses studied by ākonga, including both pass and fail results.
<b>Achievement-based assessment</b>	Where a set of criteria is defined for a particular course or learning outcome and the student's level of achievement is assessed against these criteria. Achievement-based summative assessment is recognised through the allocation of a mark or grade.
<b>Achievement standard</b>	A nationally registered, coherent set of learning outcomes and associated assessment criteria, together with technical and management information that supports delivery and assessment; achievement standards specify three different standards of performance (Achieved, Merit, Excellence) and the method of assessment, which may include national external assessment. Achievement standards are derived from the New Zealand Curriculum and are usually associated with NCEA and secondary school delivery.
<b>Admission</b>	The process of being assessed and approved for participation in a programme, training scheme or course for which entry is restricted.
<b>Aegrotat pass</b>	A pass granted at course level to an ākonga where, in specified circumstances beyond their control, they are unable to undertake or are impaired in the completion of an achievement-based summative assessment and the calculated mark results in an overall pass for the course.
<b>Assessment</b>	The collection and evaluation of evidence to establish the level of an individual's performance against a set of outcomes.
<b>Assessment criteria</b>	The criteria against which the standard of performance required to meet one or more stated outcomes is assessed.
<b>Assessment evidence</b>	A student's work on which assessment decisions are based (regardless of format or medium). Assessment evidence includes, but is not limited to, examination scripts, tests and assessments.
<b>Assessment standard(s)</b> <b>TKM Glossary</b>	<del>Unit standards and achievement standards listed in the Directory of Assessment Standards (DAS) managed by NZQA.</del>
<b>Attendance</b>	Physical presence at a class or virtual presence through engagement in an online environment.
<b>Award</b> <b>TKM Glossary</b>	<del>As defined in section 10 of the Education and Training Act 2020: “(a) a certificate, diploma, degree, or other qualification that is listed on the New Zealand Qualifications Framework [parchment]; or (b) — a certificate or other document granted in recognition of a student's achievement and completion of a training scheme [statement].”</del>
<b>Bachelor's Degree</b> <b>TKM Glossary</b>	<del>Bachelor's Degrees are qualifications listed on the NZQF. Bachelor's Degrees will have the meaning and characteristics ascribed to them by NZQA.</del>



Term	Definition
<b>Bachelor Honours Degree</b> TKM Glossary	<del>Bachelor Honours Degrees are qualifications listed on the NZQF. Bachelor Honours Degrees will have the meaning and characteristics ascribed to them by NZQA.</del>
<b>Board</b>	<del>The governing body of MIT constituted in accordance with Schedule 1 of the Education and Training Act 2020.</del>
<b>Bullying</b>	<p>Repeated and unreasonable behaviour directed towards a person or group that can lead to physical or psychological harm.</p> <p>Repeated behaviour is persistent and can include a range of actions over time.</p> <p>Unreasonable behaviour covers actions which a reasonable person would not do in similar circumstances, including victimising, humiliating, intimidating or threatening a person.</p> <p>A single incident may not be considered bullying but can escalate if ignored. A single incident may be classified as Bullying if physical assault is involved.</p> <p>Bullying can be intentional, where the actions are intended to cause fear or distress, whether or not the behaviour did have that effect. Bullying can also be unintentional, where actions which, although not intended to cause fear or distress, cause and should reasonably have been expected to cause that effect, especially if the person has been informed to cease their actions causing harm. Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ threats and intimidation;</li> <li>▪ manipulation and coercion;</li> <li>▪ abusive or degrading language or gestures;</li> <li>▪ spreading misinformation or malicious rumours;</li> <li>▪ belittling remarks either to another person or behind their back;</li> <li>▪ unreasonable nit-picking and fault finding;</li> <li>▪ shouting, yelling or using a raised voice or unpleasant tone;</li> <li>▪ deliberately excluding, isolating or marginalising a person;</li> <li>▪ unjustified threats of disciplinary sanction; and</li> <li>▪ disciplinary sanction imposed without reasonable justification.</li> </ul> <p>Where the complainant is an ākonga, it is not considered Bullying if a fair disciplinary process is being undertaken in accordance with MIT's Ākonga Policy in force at the time.</p>
<b>Campus</b>	All land and premises in the possession or occupation of MIT.
<b>Certificate TKM Glossary</b>	<p><del>Certificates (statements) are:</del></p> <ul style="list-style-type: none"> <li><del>▪ Qualifications listed on the NZQF with the meaning and characteristics ascribed to them by NZQA; or</del></li> <li><del>▪ Documents granted in recognition of a student's achievement and completion of a training scheme.</del></li> </ul>
<b>Certificate of Achievement</b>	<p>Certificates of Achievement are unsealed awards (statements) issued by MIT in recognition of a student's achievement in a credit bearing short course, which at MIT generally emphasises technical and/or practical knowledge and skills.</p> <p>Short courses are usually (but not always) less than 40 credits and do not lead to the award of a qualification listed on the New Zealand Qualifications Framework.</p> <p>All MIT Certificates of Achievement are formally assessed in that a</p>



Term	Definition
	student's progress is assessed in a manner that determines completion.
<b>Certificate of Attendance</b>	Certificates of Attendance are unsealed awards (statements) issued by MIT in recognition of a student's attendance at a learning opportunity. Certificates of attendance are generally provided for non-assessed learning opportunities where a minimum level of attendance is specified, and the ākonga has met that requirement. A Certificate of Attendance does not contain any formal assessment.
<b>Certificate of Proficiency (CoP)</b> <b>TKM Glossary</b>	<del>Certificates of Proficiency are unsealed awards (statements) issued in recognition of a student's achievement in assessed course(s) or assessment standards selected from a programme leading to a qualification listed on the New Zealand Qualifications Framework. Certificates of Proficiency are credit-bearing and may be cross-credited to relevant programmes and/or training schemes. All Certificates of Proficiency are formally assessed in that a student's progress is assessed in a manner that determines completion.</del>
<del><b>Chief Executive</b></del>	<del>The person appointed by the Board as Chief Executive of MIT pursuant to section 280(a) of the Education and Training Act 2020.</del>
<b>Competency-based assessment</b>	The gathering and judging of evidence in order to decide whether a person has achieved a standard of competence.
<b>Complaint TKM Glossary</b>	<del>A formal written expression of dissatisfaction from an ākonga who:</del> <ul style="list-style-type: none"> <li><del>* Considers they have been unfairly treated by MIT, or who is making a complaint against another ākonga, and as a result considers there has been a direct and significant adverse impact on them; and</del></li> <li><del>* Seeks redress through MIT's formal complaints-resolution process. Complaints include challenges to academic decisions made by MIT.</del></li> </ul>
<b>Computer systems</b>	Any computer or computer system controlled and/or operated by MIT including, but not limited to desktop computers, laptops, Blackberry, PDA, iPad, tablet or other handheld smart phone devices and the applications, software, internet, email, network accessed via these systems, and the storage of information on these systems.
<b>Conceded pass (CP)</b> <b>* only for legacy programmes</b>	A pass that may be granted to ākonga where they have marginally failed a course. Ākonga with a conceded pass are able to continue with any further courses where such a course is a pre-requisite for further study.
<b>Concerns TKM Glossary</b>	<del>Concerns involve an ākonga seeking an informal resolution for a situation where they consider appropriate standards have not been met. Concerns may be escalated to a complaint where not resolved or deemed to be of a serious nature.</del>
<b>Conflict of interest</b>	A situation where a kaimahi's / student's duties or responsibilities to MIT could be affected either directly or indirectly (e.g., through a family member, associated entity, or external agency) by some other interest or duty they may have.
<b>Course</b> <b>TKM Glossary</b>	<del>A self-contained block of study. A specified course or collection of courses forms a programme or training scheme. A course may include one or more assessment standards which may or may not add up to the total value of the course.</del>  <del>A course may also be referred to as a paper, module or unit of study.</del>

Term	Definition
<b>Course engagement</b>	<p>Ākonga engagement with a course will be evidenced by an ākonga having undertaken any one or more of the following:</p> <ul style="list-style-type: none"> <li>▪ Attended a class (on campus or online)</li> <li>▪ Logged into the learning management system (LMS)</li> <li>▪ Made phone/email contact with kaimahi</li> <li>▪ Submitted an assessment and/or coursework including, where relevant, a literacy or numeracy assessment.</li> </ul>
<b>Credit</b> <b>TKM Glossary</b>	<del>A value assigned to a segment of learning that reflects the estimated ākonga time/effort required to satisfactorily meet the assessment requirements. One credit represents a notional ten hours of learning, practice, and assessment time.</del>
<b>Credit recognition (CR)</b> <b>TKM Glossary</b>	<p><del>The granting of credit for having successfully completed a similar course to the required level, credits, and learning outcomes. Determined through an equivalence mapping exercise from the academic transcript and learning outcomes already achieved.</del></p> <p><del>Recorded on a student's transcript as cross credit.</del></p>
<b>Credit recognition and transfer (CRT)</b> <b>TKM Glossary</b>	<del>See credit recognition and/or credit transfer.</del>
<b>Credit transfer (CT)</b> <b>TKM Glossary</b>	<del>The granting of credit for having successfully completed a course that is an exact match to the required level, learning and outcomes.</del>
<b>Cross credit (CC)</b> <b>TKM Glossary</b>	<p><del>The granting of credit for having successfully completed a similar course to the required level, credits, and learning outcomes. Determined through an equivalence mapping exercise from the academic transcript and learning outcomes already achieved.</del></p> <p><del>Also known as credit recognition.</del></p>
<b>Did Not Complete the course (DNC)</b>	The situation that arises when an ākonga has stopped attending a course but has not withdrawn from the course during the withdrawal period.
<b>Diploma</b>	Diplomas are qualifications listed on the NZQF. Diplomas will have the meaning and characteristics ascribed to them by NZQA.
<b>Directory of Assessment Standards (DAS)</b>	An NZQA managed and hosted directory containing assessment standards (achievement standards and unit standards) divided hierarchically into fields, sub- fields, and domains of learning.
<b>Discrimination</b>	<p>Where a person is treated less favourably than another person in the same or similar circumstances because of any of the prohibited grounds, as set out in the Employment Relations Act 2000 and the Human Rights Act 1993, and may be unlawful in accordance with this legislation. Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ sex, which includes pregnancy and childbirth;</li> <li>▪ marital status;</li> <li>▪ belief;</li> <li>▪ ethical belief;</li> <li>▪ colour;</li> <li>▪ race;</li> <li>▪ ethnic or national origins, which includes nationality or citizenship;</li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>disability;</li> <li>age;</li> <li>political opinion;</li> <li>employment status;</li> <li>family status;</li> <li>sexual orientation; and</li> <li>union involvement.</li> </ul>
<b>Dismissal/dismiss</b>	To prevent an ākonga from attending class and/or the campus or any defined campus area for a period not exceeding two working days for alleged ākonga misconduct. In exceptional circumstances, dismissal may be extended to a period not exceeding five working days.
<b>Domestic student TKM Glossary</b>	<p>Defined as a “domestic tertiary ākonga” in section 10 of the Education and Training Act 2020:</p> <p><del>“An individual, (a) who is:</del></p> <p><del>(i) a New Zealand citizen; or</del></p> <p><del>(ii) the holder of a residence class visa granted under the <a href="#">Immigration Act 2009</a> who satisfies the criteria (if any) prescribed by regulations made under subsection (2); or</del></p> <p><del>(iii) a person of a class or description of persons required by the Minister, by notice in the Gazette, to be treated as if they are not ākonga nō tāwāhi; and</del></p> <p><del>(b) who is a tertiary ākonga enrolled at an institution or a registered establishment</del></p> <p>NZ Gazette – Ākonga nō Aotearoa (Tertiary Education) Notice 2011</p>
<b>EFTS TKM Glossary</b>	Equivalent full-time ākonga. The Tertiary Education Commission decides if a course is either full-time or part-time by applying what's called an EFTS value to each course. The EFTS value is a measure of the amount of study, or the workload involved in undertaking a course.
<b>Engagement</b>	See definition of course engagement.
<b>Enrolment</b>	The process of allocating to an eligible ākonga a place in a programme <del>or training scheme or course.</del>
<b>Enrolment period</b>	The period during which particular courses are offered. Usually, a semester, trimester, quarter, or full-year.
<b>Entry criteria</b>	Conditions established for entry of ākonga into a programme, which are deemed necessary to ensure ākonga enrolled in the programme have a reasonable chance of successfully completing the programme. Entry criteria, which may include pre- requisites, are set out in the Programme or Training Scheme Regulations.
<b>Ethics Sub-Committee</b>	The sub-committee established by the Academic Committee to provide advice and assistance to the Academic Committee with respect to ethical standards in research and to review and approve all proposed research to be undertaken by MIT kaimahi and ākonga involving: human or animal subjects; both MIT kaimahi and ākonga (to ensure the ethical implications of the relationship between kaimahi and ākonga are appropriately considered); a Te Ao Māori and Tiriti o Waitangi (Treaty of Waitangi) dimension; or any use of MIT data that is not in the public domain.

Term	Definition
<b>Exclusion</b>	The cancellation of a student's enrolment, or the refusal to enrol an ākonga at MIT on any of the grounds set out in the Ākonga Policy. Exclusion may be permanent or for a fixed term.
<b>Exemption</b>	Either recognition (but not a cross credit) for a substantially equivalent prescribed course for which the ākonga must then choose an alternative course of study; or is given for a lower-level New Zealand Qualifications Framework unit standard when a similar higher level New Zealand Qualifications Framework unit standard has been successfully achieved.
<b>Experience</b>	Learning acquired through life experience, work experience, or a combination of non- formal and formal learning.
<b>Failed course work (FCW)</b>	The situation that arises when an ākonga has achieved an overall course result of 50 per cent or over but less than the minimum mark in one or more compulsory summative assessment other than the final examination.
<b>Failed final (FF)</b>	The situation that arises when an ākonga has achieved an overall course result of 50 per cent or over but less than 40 per cent in the final examination.
<b>Fees</b>	Fees charged by MIT, including but not limited to tuition fees, resource fees, ākonga services fees, administration fees and sundry fees.
<b>Formal learning</b>	Study undertaken either at MIT or another approved educational institution.
<b>Formative assessment</b>	<p>An assessment designed to contribute to a student's awareness, ability, knowledge or competence.</p> <p>Formative assessment is intended to provide developmental feedback to the ākonga on their progress and enables Kaiako to monitor ākonga learning and modify their teaching practice to address issues.</p> <p>Formative assessment is not intended to contribute to a student's academic grade.</p>
<b>Full-time ākonga</b>	The StudyLink definition of full-time ākonga will apply.
<b>Further assessment</b>	<p>The opportunity for an ākonga to undertake a further assessment (such as completing a further examination, test, assignment etc.) to meet course requirements.</p> <p>Note: Further assessment which involves undertaking a further examination or test may also be referred to as a "resit".</p>
<b>Graduand</b>	A person who has completed the requirement for an MIT award but has not had their award ceremonially conferred.
<b>Graduate</b>	A person who has had an award granted.
<b>Graduate Certificate</b>	Graduate Certificates are qualifications listed on the NZQF. Graduate Certificates will have the meaning and characteristics ascribed to them by NZQA.
<b>Harassment</b>	<p>Any unwelcome or unjustified behaviour which is serious or repeated and which another person finds offensive or humiliating. Harassment includes Racial Harassment and Sexual Harassment.</p> <p>Racial Harassment occurs when a Complainant is subjected, for reasons of race, colour, nationality, or ethnic origin, to behaviour that might reasonably be perceived by the Complainant to be offensive or unwelcome.</p> <p>Racial Harassment can include but is not limited to any of the following:</p> <ul style="list-style-type: none"> <li>telling offensive jokes involving race, colour, ethnic origin or nationality;</li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>▪ teasing or comments about cultural differences;</li> <li>▪ offensive labels; and</li> <li>▪ making derogatory remarks about groups, or the attributes of groups, on the basis of race, colour, ethnic origin or nationality.</li> </ul> <p>Sexual Harassment means any form of sexual or gender-oriented attention or behaviour that is unwanted and which is personally offensive to the recipient. Sexual harassment occurs where:</p> <ul style="list-style-type: none"> <li>▪ a request is made for contact or activity of a sexual nature which contains an implied or overt promise of preferential treatment or detrimental treatment.</li> <li>▪ an MIT Community member is subjected to language, visual or physical behaviour of a sexual nature that is unwelcome or offensive to that person and has a detrimental effect on that person's employment, job performance, job satisfaction, or study.</li> </ul> <p>Examples of sexual harassment include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ unwanted and unacceptable comments about an individual's body or appearance;</li> <li>▪ persistent sexual innuendo, sexual or smutty jokes, name calling, persistent and unwelcome questions about a person's private life, requests for dates or sexual activity, wolf whistles;</li> <li>▪ offensive facial, hand or body gestures;</li> <li>▪ unwanted or unwelcome verbal, electronic or visual sexual contact; and</li> <li>▪ unwelcome or unwanted physical contact.</li> </ul>
<b>Head of School</b>	The staff member who has overall responsibility for the <del>Programme or Training Scheme</del> .
<b>Information and Communication Technology Systems (ICTs)</b>	MIT telecommunications, computer systems, and audio-visual systems.
<b>Intellectual property</b>	<p>Any work in which intellectual property rights exist including, but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Course materials;</li> <li>▪ Research data and outputs;</li> <li>▪ Assessment materials;</li> <li>▪ Administrative materials;</li> <li>▪ Computer software, videos and recordings;</li> <li>▪ Creative, literary works, artwork;</li> <li>▪ Discoveries/innovations/inventions;</li> <li>▪ Patents, copyright, designs, trademarks;</li> <li>▪ Patentable and potentially patentable subject matter and associated know how;</li> <li>▪ Plant variety; and</li> <li>▪ MIT data.</li> </ul>

Term	Definition
<b>Intellectual property rights</b>	Proprietary rights concerning all original work governed by the Copyright Act 1994, the Patents Act 2013, the Designs Act 1953, the Trade Marks Act 2002, the Layout Designs Act 1994, the Plant Varieties Act 1987 any amendments to these or subsequent acts and any other intellectual property law.
<b>International ākongaTKM Glossary</b>	<del>Any ākonga who is not a ākonga nō Aotearoa.</del>
<b>Learning outcome</b>	An expected result of learning in terms of skills, knowledge and attributes.
<b>Level TKM Glossary</b>	<del>The level of an award as defined by New Zealand Qualifications Authority.</del>
<b>Master's Degree</b>	Master's Degrees are qualifications listed on the NZQF. Master's Degrees will have the meaning and characteristics ascribed to them by NZQA.
<b>Micro-credential TKM Glossary</b>	<p><del>As defined in the NZQA Training Scheme Rules 2012:</del></p> <p><del>“Micro-credential means a kind of training scheme which:</del></p> <ul style="list-style-type: none"> <li><del>a. — certifies the achievement of a specific set of skills and knowledge; b.</del></li> <li><del>— has a statement of purpose and clear learning outcomes;</del></li> <li><del>c. — has demonstrable support from the relevant industries, employers, or communities;</del></li> <li><del>d. — has a credit value that is from 5 to 40 credits (inclusive);</del></li> <li><del>e. — would typically not duplicate current quality assured learning approved by NZQA.”</del></li> </ul>
<b>[Ākonga] Misconduct</b>	<p>Any ākonga behaviour that:</p> <ul style="list-style-type: none"> <li>▪ Breaches any of MIT's statutes, regulations, policies or any other rules made for the good governance of MIT;</li> <li>▪ Breaches any of the laws or legislation of New Zealand;</li> <li>▪ Brings or has the potential to bring MIT into disrepute;</li> <li>▪ Interferes with MIT's pursuit of its educational objectives;</li> <li>▪ Fails to have regard for the rights of others; or</li> <li>▪ Interferes with the safety of persons or property;</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>▪ Occurs on or in the vicinity of campus;</li> <li>▪ Occurs in the context of any official MIT activity (including practicum, off-campus visits, work-experience, or online activities); or</li> <li>▪ Is related to a student's status as an ākonga of MIT.</li> </ul> <p>Ākonga misconduct includes but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Breaches of any of MIT's statutes, regulations, policies or any other rules made for the good governance of MIT;</li> <li>▪ Failing to comply with directions given by any kaimahi to maintain safety, good order or discipline;</li> <li>▪ Acting in a disorderly, reckless, offensive or obscene manner;</li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>▪ Smoking (including the use of e-cigarettes, vaping and similar devices) in any buildings or in any other designated non-smoking area;</li> <li>▪ Failing to comply with penalties applied under the Ākonga Policy;</li> <li>▪ Committing misconduct during assessment (cheating);</li> <li>▪ Committing any criminal offence;</li> <li>▪ Consuming, having in one's possession, or controlling alcoholic liquor (except as part of teaching activities or with the approval of authorised MIT kaimahi), drugs or any other mind-altering substance (other than those medically prescribed);</li> <li>▪ Possession of a firearm (including an airgun, paint ball gun etc.) or weapon;</li> <li>▪ Acting or behaving in a way that is detrimental to the proper conduct, reputation or good order of MIT;</li> <li>▪ Impairing, interfering with or otherwise prejudicing the studies, duties or activities</li> </ul> <p>of any other ākonga or kaimahi of MIT;</p> <ul style="list-style-type: none"> <li>▪ Failing to comply with any instruction relating to safety given by any person duly authorised to give such instruction;</li> <li>▪ Refusing to leave a class/ākonga activity when the kaimahi in charge requests they leave because the ākonga is: <ul style="list-style-type: none"> <li>– Acting or is likely to act without due regard to personal safety or the safety of others; or</li> <li>– Acting or is likely to act to impede or interfere with normal teaching activities and/or learning of others;</li> </ul> </li> <li>▪ Failing to pay such sum of money or complete an action imposed by way of restitution under the Ākonga Policy; and</li> <li>▪ Falsifying evidence or not disclosing required information regarding meeting the entry criteria for a programme, training scheme or course.</li> </ul> <p>Note: The above examples of misconduct are provided for guidance only. Other behaviours may also be considered by MIT to be misconduct.</p>
<b>Misconduct during assessment (cheating)</b>	<p>An attempt by an ākonga to gain an unfair advantage in a summative assessment.</p> <p>It includes, but is not limited to, the ākonga:</p> <ul style="list-style-type: none"> <li>▪ Copying information directly from another ākonga (current or past), either in whole or in part, with or without their consent;</li> <li>▪ Allowing another ākonga to copy their summative assessment (in part or whole);</li> <li>▪ Facilitating the electronic transfer, or giving soft copies, of their assessment work to other ākonga;</li> <li>▪ Providing copies of the summative assessment (in part or whole) to other ākonga, with the intention that the assessment will be used for cheating;</li> <li>▪ Providing copies of their summative assessment (in part or whole) to other ākonga;</li> </ul>



Term	Definition
	<ul style="list-style-type: none"> <li>▪ Failing to exercise reasonable care and responsibility in protecting their work from being accessed by other ākonga. This includes giving someone the opportunity to copy their work;</li> <li>▪ Using or having access to prohibited resources or reference material, written or electronic, in a test or examination;</li> <li>▪ Communicating with another ākonga or external person during a test/examination to transfer information by way of electronic, voice, visual or other means (except where required to do so as part of the summative assessment);</li> <li>▪ Accessing or taking test or examination question papers(or copies) (in part or whole) without approval;</li> <li>▪ Failing to follow the invigilator's instructions;</li> <li>▪ Submitting all or part of a previously completed assessment without permission;</li> <li>▪ Using material from a commercial essay or assignment services;</li> <li>▪ Plagiarism (i.e. using the work of another without indicating that the ideas are not one's own);</li> <li>▪ Falsifying the results of research;</li> <li>▪ Working together on a summative assessment when it should be individual work;</li> <li>▪ Presenting someone else's work as one's own for summative assessment;</li> <li>▪ Any action that is aimed to defeat the purpose of the summative assessment;</li> <li>▪ Breaching any rule or regulation relating to summative assessment;</li> <li>▪ Academic or research practices that bring or are likely to bring MIT into disrepute;</li> <li>▪ Misrepresenting a disability, temporary illness or injury or exceptional circumstances beyond one's control and then seeking special conditions or an aegrotat pass;</li> <li>▪ Impersonating someone else or having someone else take an assessment for them; and</li> <li>▪ Damaging or hiding learning resources to prevent someone else from using them.</li> </ul> <p>Notes:</p> <p>Misconduct during assessment is a form of ākonga misconduct (see definition of Ākonga misconduct).</p> <p>The above examples of misconduct during assessment are provided for guidance only. Other behaviours may also be considered by MIT to be misconduct during assessment.</p>
<b>MIT</b>	Manukau Institute of Technology, a business division of Te Pūkenga.
<b>Moderation</b>	The process of ensuring that summative assessment activities are fair, valid, and consistent with the required standard across a number of assessors or assessing organisations.

Term	Definition
<b>Natural justice</b>	The procedural right of a person against whom an allegation has been made to be treated fairly and to have their case heard in an unbiased manner.
<b>New Zealand Qualifications Authority (NZQA)</b>	<p>The Government agency responsible for “...</p> <ul style="list-style-type: none"> <li>Managing the New Zealand Qualifications Framework</li> <li>Administering the secondary school assessment system</li> <li>Independent quality assurance of non-university education providers</li> <li>Qualifications recognition and standard-setting for some specified unit standards.”</li> </ul> <p>NZQA (n.d.), retrieved from <a href="http://www.nzqa.govt.nz/about-us/our-role/">http://www.nzqa.govt.nz/about-us/our-role/</a></p>
<b>New Zealand Qualifications Framework (NZQF)</b>	A comprehensive list of all quality-assured qualifications in New Zealand. (replaced the New Zealand Register of Quality Assured Qualifications, Te Āhurutanga (the Register) and the National Qualifications Framework from 1 July 2010)
<b>Parchment</b>	The document (sealed award) issued to an ākonga upon successful completion of a programme which certifies that they have met the requirements for being granted a qualification which is listed on the New Zealand Qualifications Framework.
<b>Part-time ākonga</b>	The StudyLink definition of part-time ākonga will apply.
<b>Plagiarism</b>	Using someone else’s work without indicating that the ideas are not one’s own. Plagiarism may be either intentional or unintentional. It involves paraphrasing or copying information (e.g., from books, journal articles, electronic sources such as the internet or databases, sound recordings, films, other ākonga, or one’s own previous work) without appropriately acknowledging/referencing the source.
<b>Postgraduate Certificate</b>	Qualifications listed on the NZQF. Postgraduate Certificates will have the meaning and characteristics ascribed to them by NZQA.
<b>Postgraduate Diploma</b>	Qualifications listed on the NZQF. Postgraduate Diplomas will have the meaning and characteristics ascribed to them by NZQA.
<b>Pre-requisite</b>	One or more specified courses, or programmes or training schemes that must be completed before an ākonga is permitted to proceed to another course, or programme or training scheme.
<b>Programme TKM 1.4(1)b TKM Glossary</b>	<p><del>As defined in section 10 of the Education and Training Act 2020:</del></p> <p><del>“A programme of study or training that leads to a qualification listed on the Qualifications Framework.”</del></p> <p><del>A programme is a coherent arrangement of learning or training, made up of one or more courses.</del></p> <p><del>For the purposes of these Regulations, the terms ‘programme’ and ‘training scheme’ are deemed to include all MIT educational offerings (including programmes, training schemes, micro-credentials, training and short courses) unless expressly excluded.</del></p>
<b>Programme Committee</b>	A committee established by the Academic Committee for each programme or group of related programmes with responsibility for monitoring and reviewing the quality of the programme(s) and the treatment and progress of ākonga in the programme(s).

Term	Definition
<b>Programme or Training Scheme Document TKM Pt 4</b>	The definitive document for each programme or training scheme, which sets out the authoritative information about the programme including the regulations, course outlines and delivery information.
<b>Programme or Training Scheme Regulations TKM Pt 4</b>	Regulations that prescribe requirements for entry into and completion of a programme/training scheme and courses making up the programme/training scheme. A summary of the regulations for each programme/training scheme is available from Ask Me! Student Services Centres.
<b>Programmes for ākonga with special educational needs</b>	Programmes that include as a requirement for entry that ākonga must have an intellectual disability and/or other special learning needs.
<b>Qualification TKM Glossary</b>	The formal acknowledgement of an individual's achievement against a set of learning outcomes.
<b>Recognition of prior learning (RPL) TKM Glossary</b>	The process involving formal assessment of a student's relevant and current knowledge and skills (which may have been obtained through formal training or on the job or life experience) to determine achievement of learning outcomes of a qualification for the purpose of awarding credit towards that qualification. Recognition of Prior Learning does not include credit transfer (CT) or cross-credit/ credit recognition (CC).
<b>Refund period</b>	The period, subject to specified conditions, in which an ākonga may receive a full or partial refund of fees as set out in the Ākonga Policy.
<b>Resource fees</b>	Non-teaching related fees paid by ākonga to cover specific course-related costs (e.g., tools).
<b>Restricted pass (RP)</b>	A pass that may be granted to ākonga where they have marginally failed a course. Ākonga with a restricted pass are not able to continue with any further courses where such a course is a pre-requisite for further study.
<b>Resubmission</b>	Another opportunity for an ākonga to meet assessment criteria and requirements and resubmit an assessment.
<b>Formal award</b>	A qualification to which MIT's seal is attached.
<b>Selection criteria</b>	The criteria on which applicants are selected for entry into a programme where there are more applicants who meet the entry criteria than places available.
<b>Short course TKM Glossary</b>	<del>Study or training that is neither a Programme nor a Training Scheme as defined under the Education and Training Act 2020. Short courses are typically not TEC-funded.</del> For the purposes of these Regulations, the term 'programme' and 'training scheme' is deemed to include all MIT educational offerings (including programmes, training schemes, micro-credentials, training and short courses) unless expressly excluded.
<b>Smoke and smoking</b>	The action or habit of inhaling or exhaling of the smoke of tobacco or drugs or vapor via cigarettes, pipes or cigars, including the use of e-cigarettes, vaping or similar devices. E-cigarettes and vaping devices are devices that simulate the smoking experience.
<b>Statement</b>	A document (unsealed award) stating that the requirements for the granting of a certificate of achievement, certificate of proficiency or certificate of attendance have been met.
<b>Student (ākonga)</b>	<del>Any person:</del>

Term	Definition
<b>TKM Glossary</b>	<ul style="list-style-type: none"> <li><del>* enrolled, or in the process of applying to be enrolled, in a programme or training scheme delivered by MIT; or</del></li> <li><del>* participating in any programme, training scheme or course delivered by MIT, provided that this does not include a person who is acting solely in a teaching or instructing capacity.</del></li> </ul> <p>Note: The Ākonga Policy do not apply to educational offerings that are not open to the public unless specifically agreed in writing. This exclusion does not apply to programmes delivered at Department of Corrections' sites.</p>
<b>Student services fee</b>	A compulsory charge covering the provision of ākonga services.
<b>Summative assessment</b>	A formal assessment event that contributes to a student's final course mark/grade and which has a bearing on whether credit is attained.
<b>Sundry fees</b>	Fees that are not specific to a particular course, including but not limited to fines, cross credit fees, credit transfer fees, recognition of prior learning fees, qualification fees and fees charged on behalf of a third-party.
<b>Suspension/suspend</b>	To prevent an ākonga from attending classes and/or the campus or any defined campus area for a set period of time as a result of alleged misconduct. Suspension conditions may vary depending on the nature and seriousness of the alleged misconduct.
<b>Training scheme</b>	<p>As defined in section 10 of the Education and Training Act 2020:</p> <p><del>“Study and training that leads to an award; but does not, of itself, lead to an award of</del></p> <p><del>a qualification listed on the Qualifications Framework.”</del></p> <p>For the purposes of these Regulations, the terms ‘programme’ and ‘training scheme’ are deemed to include all MIT educational offerings (including programmes, training schemes, micro-credentials, training and short courses) unless expressly excluded.</p>
<b>TKM / Te Kawa Maiooro</b>	Educational Regulatory Framework for Te Pūkenga (TKM Glossary)
<b>Transfer</b>	The process of withdrawing from a course, programme, training scheme or institution and moving to another.
<b>Tuition fees</b>	Teaching related fees.
<b>Unit standard</b> <b>TKM Glossary</b>	<del>A nationally registered, coherent set of learning outcomes and associated performance criteria, together with technical and management information that supports delivery and assessment. All unit standards are registered on the Directory of Assessment Standards.</del>
<b>Informal award</b>	Awards to which MIT's common seal is not affixed.
<b>Withdrawal</b>	When an ākonga has stopped attending a course and has submitted an <i>MIT Withdrawal and Transfer Application Form</i> or has been withdrawn by MIT.