

Taikura – Quality Management System

A1-R1 Academic Statute

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1 Purpose and Scope

This Statute underpins the academic policies and procedures of the Academic Manual.

- 1.1 This Statute was enacted on 3 December 2015 by resolution of the Combined Academic Board under delegation from Council pursuant to the powers in section 194 of the Education Act 1989 (the Act).
- 1.2 This Statute is consistent with the Act and other legislation. In the event of any inconsistency between this Statute and legislation, the relevant legislative provisions shall prevail.
- 1.3 This Statute provides staff, students and applicants with the rules that apply to programmes and that prescribe the conditions under which awards are granted.
- 1.4 This Statute is to be read in conjunction with the Academic Manual. Should there be a conflict between this Statute and other documented procedures, specific regulations or rules, this Statute prevails unless stated otherwise.
- 1.5 Any amendments to this Statute are approved by the Combined Academic Board, and are either incorporated in the published information on programmes and courses or notified in writing to all students affected by the variation.
- 1.6 Where the programme leads to an award by an external authority, the regulations of the external authority apply.
- 1.7 This Statute is publically available.

Note: Unless otherwise indicated by context, the use of 'programme' refers to any or all of qualifications, programmes of study, training schemes, courses.

2 Enrolment

Entry

- 2.1 Entry, selection and enrolment into programmes operate within the framework of section 224 of the Act.
- 2.2 Prospective students may access the following information:
 - a. rights and obligations with respect to enrolment and withdrawal
 - b. programme structure and course information
 - c. entry requirements and selection criteria
 - d. recognition of prior learning
 - e. fees (including course costs)
 - f. resource requirements (including access to a computer with specified software)
 - g. student loans and allowances (if appropriate)
 - h. insurance, health and accommodation requirements (for international students)
- 2.3 A person who participates in offered programmes is required to be enrolled as a student of the institution for every year of study.
- 2.4 Students carry a student identification card while on campus.
- 2.5 Tuition is normally in the English language. The English language requirements for programmes are specified in the programme documentation and in information provided to applicants.
- 2.6 Applicants provide documentary evidence of meeting the entry requirements.
- 2.7 All documentary evidence required for entry, including academic records, is an original or a verified copy.
- 2.8 Applicants submit enrolment forms to meet programme, institution and, where applicable, third party requirements.

Credit Recognition

- 2.9 Applicants seeking recognition of prior learning, supply with their application form verified copies of documents attesting to the learning (formal or informal) or relevant prior experience. The documentation contains sufficient evidence to enable the equivalence to stated graduate profile or learning outcome statements to be established.
- 2.10 Approved credit recognition may be recorded as specified cross credits, unspecified credits, credit transfer, exemption or recognition of prior learning, subject to programme regulations.
- 2.11 Credit recognition may not exceed two thirds of a programme.

Other Enrolment Matters

- 2.12 The student is bound by institution policies and programme regulations for the duration of their enrolment contract.
- 2.13 Late enrolments, after the programme start date, require faculty approval.
- 2.14 Programmes may set the maximum number of students who can be enrolled. If the programme regulations do not define selection criteria, then applicants who meet the entry requirements will be accepted in the order in which complete applications are received.
- 2.15 The Chief Executive or delegate may refuse to permit, or may cancel, the enrolment of a person as a student of the institution, or in a specified programme at the institution under section 224(12) of the Act, on the grounds that:
- a. the person is not of a good character
 - b. the person has been guilty of misconduct or a breach of discipline
 - c. the person is enrolled for full-time instruction in another institution or in school
 - d. the person has made insufficient progress in their study or training after a reasonable trial at the institution or another institution
- 2.16 The institution reserves the right to cancel a programme or course. Affected parties are notified.

Withdrawal from Programme or Course

- 2.17 The dates and requirements for changes to their enrolment are notified to students in their Offer of Place.
- 2.18 If a student formally withdraws or ceases to engage in their programme within the date specified as the 'contract withdrawal period', the student will have no academic record for that enrolment, and any results achieved are not reported to external organisations.
- 2.19 If a student formally withdraws from a course before 75% of the course has elapsed, the 'academic non-penalty period', the academic record will show the enrolment as withdrawn.
- 2.20 No student may withdraw after 75% of the course has elapsed. The student's academic record will show an appropriate grade, which may be a fail grade.
- 2.21 Students may, under exceptional circumstances, apply to withdraw after 75% of the course has elapsed, in accordance with the A3 Enrolment Policy.

Fees

- 2.22 There is a fee schedule for all programmes.
- 2.23 Applicants accept liability for all fees and other course related costs on signing their enrolment form and accepting the Offer of Place.
- 2.24 Only enrolled students may engage in learning activities. If students have neither paid their fees nor made arrangements to pay with the Finance Department, they may have restrictions placed on their access to class and library/internet/printing.
- 2.25 Students who have not paid all of their fees are not eligible for course results.
- 2.26 Applicants with a student debt at the institution may not re-enrol until the debt is cleared.

2.27 Refund decisions are made in accordance with the provisions of *A3 Enrolment*.

3 Programme Regulations

- 3.1 Each programme leading to a qualification(s) has NZQA approved documentation containing the curriculum, programme regulations and delivery specifications. It includes the programme structure and regulations for entry, successful completion of courses and award of qualification.
- 3.2 Programme regulations state any instances where this Statute is modified or over-ruled.
- 3.3 A student cannot enrol in the same course more than twice unless allowed for in the programme regulations or at the discretion of the Dean/Head of School.
- 3.4 Within the first week of a programme starting, students receive in writing an outline that contains at a minimum the timetable, hours for and contributing types of learning activities and assessment requirements.
- 3.5 Students may be required to notify their tutor in writing (which may include text or email) when they are unable to attend or engage with their study. Documentation may be required to explain an absence of three or more days.

4 Assessment

- 4.1 Programme regulations specify the number and types of assessment attempts.
- 4.2 Changes to assessment requirements are made during the course only upon approval. Changes are notified in writing to students and all other institutions involved in any co-delivery.
- 4.3 Students make themselves available and undertake assessments according to the assessment timetable and assessments' conditions.
- 4.4 Students are responsible for meeting assessment requirements as set out in this Academic Statute including Schedule 1 – Supervised Assessment Regulations, specified assessment conditions, and any specific requirements relating to a particular programme/course.
- 4.5 A student wishing to submit an assessment using te reo Māori or New Zealand Sign Language must advise the relevant Programme Manager/Associate Head of School within 10 working days of beginning the course.
- 4.6 A student wishing to receive special assistance in order to undertake an assessment follows the institution procedures for provision of this support. Such applications state the nature and type of assistance required.
- 4.7 Students act with integrity (honesty) when undertaking assessments by:
 - a. submitting material that is their own original work
 - b. taking reasonable steps to protect their work from possible copying
 - c. submitting material that is undertaken with others only as permitted
 - d. acknowledging contributions from all sources using APA referencing (latest edition), as required
- 4.8 Where a student does not submit an assessment, including a supervised assessment, by the due date/time and the student does not have an approved extension, the initial assessment attempt is deemed to have occurred. Completion of this assessment activity is subject to the Further Assessment Attempts regulations below.
- 4.9 Allegations of academic misconduct, including breaching the terms of a signed *Honesty Declaration*, are investigated following approved procedures. A student disciplined for academic misconduct has no subsequent recourse to extensions or further assessment attempts in that course enrolment unless it is required and allowed by the Faculty/School.
- 4.10 In-course assessment feedback and results are given to students within 15 working days of the assessment date, unless otherwise specified in the programme regulations.

- 4.11 No assessment evidence is accepted after the course end date unless a student has an approved extension.
- 4.12 Final course assessment results are submitted for approval within 10 working days of the course end date.

Extensions

- 4.13 A student may request a change to an assessment submission date/time for reasons of illness, injury or exceptional circumstances by submitting a *Request for Extension* prior to the due date. Requests may be made:
 - a. for an extension to a later date for an assessment submission.
 - b. to change a supervised assessment date/time to before or after the notified date/time.
- 4.14 A request for an extension is submitted to the tutor no later than two (2) working days before the stated due date.
 - a. If the requested due date is before the course end date, the tutor may approve the request and negotiate a new submission date/time. If a changed date for a supervised assessment is approved, the student completes an *Honesty Declaration*.
 - b. If the requested due date is after the course end date, the request for an extension to an assessment submission is considered by the Programme Manager/Associate Head of School who may approve an extension for a period of no more than 10 working days after the course end date.
 - c. Where there are extenuating circumstances, an extension of more than 10 working days may be recommended by the Programme Manager/Associate Head of School to the Board of Studies.
- 4.15 Students may apply to the Head of School to extend the due date for their thesis or applied research project.
- 4.16 The tutor or Programme Manager/Associate Head of School advises the student in writing of the outcome of the request and, if approved, the conditions of the extension. A thesis extension may incur an additional fee.
- 4.17 The appropriate interim course grade is recorded. After the extension expires, it is replaced with the appropriate grade.

Further Assessment Attempts

- 4.18 Programme regulations specify the number of further attempts available to students who do not achieve a pass result in summative assessments.
- 4.19 Further assessment attempts may be limited by the type of assessment or by the number of attempts permitted per assessment, course, level or programme.
- 4.20 The conditions in 4.26 apply for a further attempt of a supervised assessment (examination) at or near the course end date.
- 4.21 Further assessment attempts may be either:
 - a. Improving a previous submission, where the tutor considers the student, with suggestions for improvement but no further learning time, is likely to achieve a pass result.
 - b. Submitting a new, similar but not identical assessment, where the tutor considers the student requires further learning time. It should cover the entire scope of the original, not just those parts that were not completed successfully the first time. The Faculty/School may agree to limit the scope of a further submission on a case-by-case basis.
- 4.22 Within five (5) working days of the release of the assessment result, the student makes a request to the tutor for a further assessment opportunity.
- 4.23 When considering the request, the tutor may consult the Programme Manager/Associate Head of School. On approval, the tutor notifies the student, and any other party, of the conditions for the further assessment attempt, including the time, place and as required, tools, materials and fees (paid prior to the attempt). Further assessment attempts are completed before the start of the next teaching period/offering.

- 4.24 A further attempt is recorded for internal purposes and does not show on any official academic notification.
- 4.25 On successfully completing the further assessment the minimum pass result for that assessment is awarded.

Further Assessment Attempt – Final Supervised Assessment (Examination)

- 4.26 A further supervised assessment attempt is permitted with the following conditions:
 - a. The student made an initial, unsuccessful attempt.
 - b. All in-course assessments have been attempted.
 - c. A pass in the further attempt would result in the student achieving a pass course grade.
 - d. The student submits a *Request for Further Assessment* in response to advice from their Faculty/School or within 30 days of receipt of their Official Results Notification.
 - e. The calculated fee is paid.
- 4.27 The further attempt occurs at a place and time set by the Faculty/School.
- 4.28 Only one further attempt is available.
- 4.29 On successfully completing the attempt, the minimum pass result for that assessment is awarded.

5 Aegrotat Circumstances

Where a student considers their performance in an assessment may be affected by any circumstance or situation which they could not have reasonably prevented, they may apply for an 'aegrotat pass' grade for the course. This covers situations in which the student has been unable to complete the assessment or has completed the assessment but believes that their level of performance has been impaired.

- 5.1 Aegrotat provisions only apply to achievement-based assessments where there is a requirement to complete the assessment within a specific period of time and an extension is not possible. Aegrotat provisions do not apply where a further assessment attempt is available to students or where work-integrated learning hours are required.
- 5.2 The student must submit a *Request for Aegrotat Pass* to the Programme Manager/Associate Head of School prior to the assessment event. Under exceptional circumstances the institution may waive this requirement, provided that notification is received no more than five (5) working days after the assessment due date.
- 5.3 A request made because of illness or injury must be accompanied by a certificate from a registered medical practitioner or an allied health professional (who is a member of an association with a code of ethics) dated within three (3) working days of the assessment.
- 5.4 The certificate must state that, in the opinion of the practitioner, the student was:
 - a. suffering from illness or injury, either immediately before or during the assessment, of sufficient degree to certify the student unfit to take the assessment
 - b. not responsible for his/her illness/injury
- 5.5 The student meets all costs associated with the provision of a certificate or other documentary evidence.
- 5.6 A request made because of exceptional circumstances beyond the student's control must be accompanied by independent documentary evidence. The evidence must be in a form suitable for submission to an independent referee in case of doubt.
- 5.7 The Programme Manager/Associate Head of School may waive or vary these requirements where it is not practically possible for the student to meet them.
- 5.8 An aegrotat pass is granted only to a student whose in-course summative assessment results indicate they almost certainly would have passed the assessment.

6 Challenging Assessment Results

Students are encouraged to discuss any concerns about an assessment result with the tutor in the first instance. Unless otherwise stated in individual programme regulations, the following regulations apply:

- 6.1 If a student finds a mistake in the counting or addition of marks, the student may request a re-count from their tutor within five (5) working days of the assessment results being released.
- 6.2 If a student considers that their assessment has not been marked according to the assessment criteria, the student may challenge the result in writing to the Programme Manager/Associate Head of School within five (5) working days of the assessment results being released.
- 6.3 If a student can provide evidence of a procedural irregularity that has materially affected their result, the student may challenge the result in writing to the Programme Manager/Associate Head of School within five (5) working days of the assessment results being released.
- 6.4 The manager may arrange for the student's submitted assessment to be re-evaluated by another assessor, who may be independent of the programme. The outcome of the re-evaluation is the student's final result.
- 6.5 Students will normally be advised of the final result within ten (10) working days of receipt of the request, or within five (5) working days of receipt of any independent assessor's report, whichever is later.

7 Assessment Results and Course Grades

- 7.1 Programme regulations state the grade method used from those described in Schedule 2 or specify the externally required method.
- 7.2 The course outline states the criteria for successful completion of the course.
- 7.3 Final course grades are made available to students within 25 working days from the course end date, following the institution's approval procedures.

Availability of Marked Assessments

- 7.4 Students are entitled to the return of written work (or a copy thereof) submitted for assessment. Assessments that may only be made available to students for review under controlled circumstances, rather than being returned, are specified in the course outline.
- 7.5 Upon receipt of their official academic notification, students may arrange to collect submitted assessment work within six weeks.

8 Academic Appeals

- 8.1 A student may appeal a decision that affects their study at the institution only after following all relevant Regulations and Procedures in an attempt to promptly resolve an issue.
- 8.2 A student may appeal a decision on one of the following grounds:
 - a) Additional information has become available since the decision was made by the relevant body.
 - b) There is evidence of procedural irregularities in the process followed.
- 8.3 The student applies in writing to the Director Academic, within five (5) working days of notification of the decision, stating the decision the student is appealing and ground/s of the appeal with specific reference to relevant Regulations or Procedures. The student states the outcome they are seeking. In exceptional circumstances, the institution may extend the time for receipt of the application for appeal.
- 8.4 If, in the opinion of the Chair of the Appeals Committee, the grounds for appeal are not satisfied, the student is notified within two (2) working days of the decision that the appeal will not be heard.
- 8.5 The student is notified of the decision within five (5) working days of the appeal being heard.
- 8.6 The decision of the Appeals Committee is final.

9 Programme Completion and Graduation

- 9.1 A qualification is awarded to students when they have fulfilled all requirements for the completion of the qualification, as stated in the programme regulations.
- 9.2 Graduands may not graduate with the same qualification from more than one institution.
- 9.3 Graduands apply in writing to receive their award either at or following a graduation ceremony.
- 9.4 Graduands wear approved academic regalia at the graduation ceremony as required for their award and institution.

Schedule 1 – Supervised Assessment Regulations

Supervised assessments and examinations ('assessments') are written, oral and/or practical tests and examinations of individuals or groups, and are presented using activities specified in paper, onscreen or mixed formats, and requiring evidence to be produced for collection in any appropriate format.

Supervisors may be the class tutor, another tutor, or an invigilator, as determined by the assessment type and context. There are other related regulations for Supervisors, Faculties/Schools, Timetabling and Academic Records management that operate in conjunction with these Regulations.

Assessment on behalf of other bodies is run in accordance with the regulations of that body.

Prior to a supervised assessment

1. The official assessment timetable (exam timetable) specifies the date, time and location five (5) weeks before the assessment. Changes are formally notified to affected students
2. Students make themselves available to undertake assessments according to the exam timetable.
3. Assessment materials may be released to students in advance of an assessment where programme regulations permit.
4. A student wishing to submit assessment using te reo Māori or New Zealand Sign Language must advise the relevant Programme Manager/Associate Head of School within 10 working days of beginning the course.
5. A student requiring special assistance in order to undertake an assessment follows the institution procedures for provision of this support. Such applications state the nature and type of assistance required.
6. Where a student has two or more assessments at the same time, the student informs the Associate Head of School/Faculty Dean, in writing, within ten (10) working days of being notified of the exam timetable. If the clash is unable to be managed through timetable changes, the affected student signs an *Honesty Declaration* and completes the assessment before the scheduled time.

Supervised assessment conditions

7. The course outline advises the conditions of, and equipment/media permitted in assessments. Where any of these details change, affected students are formally notified.
8. The Closed/Open book status indicates what additional materials may be taken in to the room, if any:
 - a) Open book: students may take any written or printed material.
 - b) Restricted book (annotated): students may take only material specified or provided by the assessor, and that material may be annotated, written or typed upon or otherwise marked in a relevant or contextual manner.
 - c) Restricted book: students may take only material specified or provided by the assessor, and that material cannot be annotated, written or typed upon, or otherwise marked.
 - d) Closed book: students may not take any written or printed material.
9. Students are responsible for taking the permitted equipment/media, in working order, to the assessment. The institution is not responsible for providing any replacements.
10. Any materials not approved for use in the assessment, along with any spare personal belongings brought to the assessment are left in a part of the room specified by the supervisor. In general this includes electronic storage and/or communication devices (for example: phone, tablet, watch) unless specifically required by the assessment.
11. Unless otherwise allowed, students may not bring food to the assessment. Students may bring water to the assessment provided it is in a clear, plastic, sipper top bottle.
12. Supervisors have the right to check items taken into the room for use in the assessment.

During a supervised assessment

13. By entering an assessment, students agree to comply with the conditions, regulations, instructions of the supervisor and decisions of the institution.
14. Students keep their Student Identification Card (or other valid proof of identity) displayed throughout the assessment.
15. A student's behaviour during assessments must not disturb, distract or adversely affect any other student.
16. Where the assessor has specified a 'reading time' before the start of the assessment, this time may only be used by students to read. Students may make notes on blank paper, but may not enter any answers or commence practical activities.
17. If a student wishes to raise an issue of possible errors in or omissions from the assessment or support materials (e.g. missing or incomplete questions; working materials, data or files unavailable) they may communicate with the supervisor to seek clarification. The supervisor may address these issues immediately in consultation with the assessor. The supervisor is unable to address any performance requirements aspects of the assessment activities.
18. If there is a general fault in the assessment or its resources that requires time to fix, the finish time is extended to compensate for time lost due to the fault.
19. Assessment conditions may specify minimum attendance times and limits on late arrival and early departure times.
20. Arriving late to an assessment does not confer any extra time to complete the assessment, unless specified by the assessment.
21. A student may not communicate with any person except the supervisor, unless specified by the assessment.
22. Permission to depart from the assessment location is at the discretion of the supervisor. In general, departure due to illness or the need to go to the toilet is permitted. Only one student may go to the toilet at a time.

Finishing a supervised assessment

23. Students submit all material intended for assessment; material that is not intended for the assessor to read is clearly identified.
24. Students stop working when the supervisor announces the assessment time is finished. In no circumstances is any time over and above the time allotted to the assessment allowed for a student to read over or make an amendment or addition to their work.
25. Unless specified for the assessment, any materials used during the assessment and not submitted may be removed by the student.

Breaching supervised assessment regulations or conditions

26. Students who fail to comply with these regulations or breach specified assessment conditions may be removed from the assessment by the supervisor and referred to the Programme Manager/Associate Head of School (A4-P8 Academic Integrity)..

Schedule 2 – Results and Grade Methods

GM1: Standards and competency-based results and grades

Standards-based courses use assessments to assess a student's performance against:

- outcomes defined in *assessment* standards of two types: unit or achievement standards
- competency-based learning outcomes that do not reference unit or achievement standards

Assessment results depend on the type of assessment component being assessed.

There are four results for assessment against achievement standards and some unit standards. Note: Most unit standards use only A and N unless indicated otherwise.

E	Excellence	achievement of the standard is outstanding
M	Merit	achievement of the standard is very good
A	Achieved	achievement of the standard is satisfactory
N	Not achieved	does not meet the criteria of the standard

Reference: NZQA, 2014. How NCEA Works > Standards ([link](#))

There are two results for assessments against competency-based learning outcomes (not unit or achievement standards):

A	Achieved	meets the criteria specified in the assessment
N	Not achieved	does not meet the criteria specified in the assessment

GM1: Standards and competency-based assessment result and course grade table

Assessment Result Description		Result	Course Grade Description	Grade
Pass outcomes	Standard outcome/s achieved with Excellence	E	All course requirements met	C
	Standard outcome/s achieved with Merit	M		
	Standard outcome/s Achieved	A		
	Standard outcome/s achieved by RPL	A		
	Assessment outcome/s achieved	A		C
	Assessment outcomes achieved by RPL	RPL		RPL
	Credit granted on basis of assessment outcomes met via passes in other course/s	CC		CC
	Credit transferred from an identical course already passed			CT
Assessment outcome/s not achieved	N	Not all course requirements met	NC	
Formal withdrawal within the non-academic penalty period				WD

GM1 Rules

1. A result is generated for each assessment attempt.
2. If an assessment is not attempted, or is not successfully completed within the permitted number of attempts, the assessment's result is N.
3. RPL and CC grades may be applied to individual assessments.
 - a. If all course assessments are RPL or CC then the course grade is also RPL or CC.
 - b. If an assessment/s is required to be completed, the course grade is either C or NC.
4. The minimum successful course completion requirement is all assessments are successfully completed. If any assessment result is N, the course grade is NC.

Note: There may be other course completion requirements specified in the course descriptor or programme document.

GM2: Achievement-based assessment results and course grades

Where grades are allocated according to the level of achievement the following grading system applies to both assessment results and course grades.

Achievement	Description	Grade	Grade Point	Result / Mark Range
Excellent	Learning outcomes met. Proficient in the most difficult concepts, theories and skills. Is able to integrate concepts, theories and skills, and recognise the links and relationships between them. Is able to adapt and apply concepts, theories and skills to new situations, and to formulate and evaluate new ideas.	A+	4	90–100
		A	4	80–89
Good	Learning outcomes met. Is able to use and apply the fundamental theories, concepts and skills of the learning outcomes to a wide range of problems, going beyond mere replication of content knowledge or skill. Shows an understanding of key ideas, awareness of their relevance, some use of analytical skills and some originality.	B+	3.3	75–79
		B	3	65–74
Satisfactory	Learning outcomes met. Has a basic grasp of factual content, theories, concepts and issues, and/or performance of basic skills to a level that would allow continuation of study in the area or to carry out work requiring these skills.	C+	2.3	60–64
		C	2	50–59
Ungraded Pass	Learning outcome/s met. Ungraded assessment result and/or course grade.	P	1	P
Not Achieved	Unsuccessful assessment attempt result; optional assessment not submitted result (0) Course grade when all required assessments attempted but one or more learning outcomes not met.	D	0	0–49
Ungraded Fail	Required assessment not submitted; Course grade when either one or more required assessments are not attempted and/or one or more course requirements are not met.	F	0	F

Reference: Grade Point values - ForeignCredits.com, 2014.

General grades may be used for the following purposes:

Description		Grade	Grade Point
Pass grades	Awarded pass following consideration of aegrotat application	AP	2
	Awarded pass through recognition of evidence of prior experience and current skills	RPL	-
	Credit granted on basis of learning outcomes met via passes in other course(s)	CC	-
	Awarded pass as identical course already passed (credit transfer)	CT	-
	Additional grade: thesis completed in reo Māori	MT	-
Formal withdrawal within the academic non-penalty period		WD	-
Interim grades	Valid extension beyond course end date Levels 1–8	VX	-
	On-job training or practicum still to complete Levels 1–8	OX	-
	Extension or under moderation Levels 9–10	VXT	-

Schedule 2a — Qualification specific results and grade methods

Qualifications and associated programmes of study approved with grade methods different to GM1 or GM2 are specified below. The programme document may specify further rules for the use of their grade methods.

HV4448 Bachelor of Engineering Technology

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

AEG	Aegrotat pass
APEL	Assessment of prior learning pass
CC	Credit granted from other course(s)
CT	Awarded pass – equivalent course already passed
NFY	Course not yet finished (runs into more than one calendar year)
DNC	Not completed, student did not formally withdraw
WD	Formally withdrawn
NRE	No result expected
EX	Advanced standing awarded for approved credits

NZ2612 New Zealand Diploma in Engineering [with strands] (Level 6)

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

Other Result Grades

Students may be awarded one of the following course grades if they meet the criteria:

Grade	Definition
AEG	Awarded pass following consideration of impaired performance/aegrotat application. Note: the compulsory Level 6 courses DE6101 Engineering Management and DE6102 Engineering Project courses cannot be passed by Aegrotat.
CR/RPL	Credit Recognition – the student has applied for and been awarded a credit recognition
W/WD/WDN	Formal withdrawal application processed prior to completion of course.
DNC/INC	Did not complete – student failed to complete more than 50% of the prescribed assessments for that course
FCW	Failed course work
FFE	Failed final exam
R	Restricted (conceded) pass. Can be granted at the discretion of the provider providing the student has achieved a minimum of 45% overall and the course is not a compulsory course. A student can graduate with one R pass only.

For NZ2612 Grade Rules – refer to the NZ2612 Programme Document.

HV4482 Certificate in French Cuisine

HV4483-5 New Zealand Certificates in French Cuisine (Basic), (Intermediate), (Superior)

HV4486 Certificate in French Pâtisserie

HV4487-9 New Zealand Certificates in French Patisserie (Basic), (Intermediate), (Superior)

(Grade method specified by UCOL)

Grade	Mark range	Description
A+	90-100	Pass. Met all course requirements
A	85-89	
A-	80-84	
B+	75-79	
B	70-74	
B-	65-69	
C+	60-64	
C	55-59	
C-	50-54	
D	40-49	Fail. Did not meet course requirements.
E	0-39	
Fail		Unable to be graded as no assessment work has been submitted
AEG	Aegrotat pass	Awarded pass following consideration of impaired performance/aegrotat application
APEL	Pass as a result of Prior Experience	Awarded pass following assessment of evidence of prior experience and current skills
CC	Cross Credit	Credit granted on basis of learning outcomes met via passes in other course(s)
CT	Credit Transfer	Awarded pass – equivalent course already passed
W	Withdrawn	Formal withdrawal within the non-academic penalty period
R	Restricted pass	Restricted pass is where a course was narrowly failed and cannot be used to meet pre-requisite requirements.
CP	Conceded Pass	A conceded pass is where there is ample evidence that marginal failure is compensated by good overall performance

Schedule 2b – Results and Grade Methods (current and expiring, date to be determined)

Programme Specific Grade Methods

NC5121 New Zealand Diploma in Business

(Grading specified by NZQA)

A+	85-100*
A	75-84*
B+	70-74*
B	60-69*
C	50-59*
D	40-49
E	0-39
F	Ungraded fail
P	Ungraded pass. May be used to indicate a level of achievement that is ungraded but sufficient for the award of credit; such a level of achievement must be assessed as being equivalent or superior to a “C” result. The grade “P” will be used when awarding credit transfer or local prescription.
R	Used when awarding an assessment of prior learning result
WD	Student is a valid enrolment but has formally withdrawn before the final assessment in the course.

* “C” grades or better and “P” grades are Pass grades.

Schedule 2c – Results and Grade Methods (WeITec Expiring)

Expiry Notice

The following grade keys expired for use with new programmes on 31 December 2014. Programmes approved for implementation after 31 December 2014 use a Grade Method specified in Schedule 2.

This Schedule is retained for use in 2017; useage within programmes discontinues on 31 December 2017.

Competency-Based (Expiring)

Refer Schedule 2, GM1.

Unit Standards

E	Standard outcome/s achieved with Excellence (if available)
M	Standard outcome/s achieved with Merit (if available)
A	Standard outcome/s Achieved
C	Competent (standard achieved).
I	Not yet competent (standard not yet achieved). Note: this applies after the student has been given the opportunity to demonstrate competence.
NA	Not assessed. The student did not have an opportunity to demonstrate that they had of had not achieved the standard.
X	Credit already achieved.

Grade Key 1 (Expiring)

Refer Schedule 2, GM1.

This grade key is used for competency-based courses or qualifications, where it is neither necessary nor possible to recognise merit. It can also be used for achievement-based courses or qualifications in which there is an essential level of achievement that students must attain, but where achievement beyond this is either of little significance or difficult to measure.

Grade Key 1 Descriptors:

C	Competent (standard achieved).
CC	Cross Credit
NYC	Not yet competent (standard not yet achieved) Note: this applies to students who reach the end of the course and have not demonstrated that they have achieved the learning outcomes of the course.
WD	Student is a valid enrolment but has formally withdrawn before the final assessment in the course.
NC	Not complete. Note: in this case the student is a valid enrolment but has left the course without formally withdrawing or has not attempted the compulsory assessments within the course.
VX	Valid extension or grade not yet available
OX	On-job training or practicum still to complete

Grade Key 2 (Expiring)

Refer Schedule 2, GM1.

This grade key is used for competency-based courses, where there are valid reasons for recognising merit as well as competence. It can also be used for achievement-based courses or qualifications, in which there is an essential level of achievement that students must attain but where achievement beyond this (other than to recognise merit) is either of little significance or difficult to measure. These grades apply when the course has ended i.e. after the official course end date.

Grade Key 2 Descriptors:

M	Merit (standard achieved is significantly higher than required for competence.)
C	Competent (standard achieved).
CC	Cross Credit
NYC	Not yet competent (standard not yet achieved) Note: this applies to students who reach the end of the course and have not demonstrated that they have achieved the learning outcomes of the course.
WD	Student is a valid enrolment but has formally withdrawn before the final assessment in the course.
NC	Not complete. Note: in this case the student is a valid enrolment but has left the course without formally withdrawing or has not attempted the compulsory assessments within the course.
VX	Valid extension or grade not yet available
OX	On-job training or practicum still to complete

Achievement-Based (Expiring)

Refer Schedule 2, GM2.

Grade Key 3 (Expired)

Grade Key 3 Descriptors:

A, A+	Proficient in all learning objectives for the course, including the most difficult concepts, theories and skills. Is able to integrate concepts, theories and skills, and recognise the links and relationships between them. Is able to adapt and apply concepts, theories and skills to new situations, and is able to invent and evaluate new ideas.
B, B+	Is able to use and apply the fundamental theories, concepts and skills of the course to a wide range of problems, going beyond mere replication of content knowledge or skill. Shows an understanding of key ideas, awareness of their relevance, some use of analytical skills and some originality.
C, C+	Satisfies the basic learning requirements of the course. Have a basic grasp of factual content, theories, concepts and issues, and/or performance of basic skills to a level that would allow a student to continue study in the area or to carry out work requiring these skills.
D, D+	Fails to meet some of the basic requirements of the course.
E, E+	Fails to meet most or all of the basic requirements of the course.
F	Fail due to not meeting mandatory course requirements even though the marks reached the level specified for a pass. (e.g. Failed to get 40% in the exam).
AEP	Aegrotat pass
AF	Aegrotat fail
APL	Assessment of prior learning
CC	Cross credit
EX	Exempt
NA	Not assessed
WD	Student is a valid enrolment but has formally withdrawn before the final assessment in the course
VX	Valid extension or grade not yet available
OX	On-job training or practicum still to complete

Grades A, A+, B, B+, C, C+, AEP, APL, and CC are passes. The descriptor for each graded pass (i.e. A, B, or C) subsumes the descriptors lower than it.

Grade Key 3 – Marks Range

A+	90% to 100%
A	80% to 89%
B+	75% to 79%
B	65% to 74%

C+	60% to 64%
C	50% to 59%
D+	45% to 49%
D	40% to 44%
E+	35% to 39%
E	0 to 34%

Schedule 3a – Academic Regalia (WelTec)

1. Graduates at graduation ceremonies of WelTec wear academic dress appropriate to their award.
2. Graduates of other institutions have the option of wearing their highest degree's academic dress from that institution if it is higher than the qualification being conferred by WelTec OR any proper WelTec academic dress which they are entitled to wear.
3. Graduands may wear only one hood to graduation.

Master's Degree

4. The black gown for the Master's degree is as for the Cambridge Master of Arts.
5. The cap for the Master's degree is a black trencher with a black tassel.
6. The hood of every degree is the size and shape for a Cambridge Master of Arts.
7. The hood for the Master's degree is coloured Navy Blue (BCC 90) and lined with coloured silk or silk-like fabric.
8. The colours of the hood linings for Master degrees are as follows:

Degree	BCC Colour	BCC Code
Master of Professional Practice	Peacock Green	123
Master of Information Technology	Peacock Green	123

9. The official academic dress for graduands attending the graduation ceremony for the conferment of a Master degree is a gown and hood (as set out above) and a trencher.

Bachelor Degree

10. The gown for the Bachelor degree is as for the Cambridge Bachelor of Arts.
11. The cap for the Bachelor degree is a black trencher with a tassel. Only to be worn after the conferment of the degree.
12. The hood of every degree is the size and shape for a Cambridge Master of Arts.
13. The hood for the Bachelor degree is coloured Navy Blue (BCC 90) and lined with coloured silk and bordered with white fur.
14. The colours of the hood linings for Bachelor degrees are as follows:

Degree	BCC Colour	BCC Code
Bachelor of Alcohol and Drug Studies	Ice Blue	234
Bachelor of Applied Management	Burgundy	038
Bachelor of Counselling	Ice Blue	234
Bachelor of Creative Technologies	Post Office Red	209
Bachelor of Culinary Arts and Business	Empire Blue	
Bachelor of Design (Interior)	Post Office Red	209
Bachelor of Engineering Technology	Slate Grey	154
Bachelor of Hospitality Management	Crocus	177
Bachelor of Information Technology	Crocus	177
Bachelor of Youth Development	Ice Blue	234

15. The official academic dress for graduands attending the graduation ceremony for the conferment of a degree is a gown and hood (as set out above) and a trencher.

Graduate Diploma Awards

16. The official academic dress for graduands attending the graduation ceremony for the conferment of a WelTec graduate diploma is their highest degree academic dress from the conferring institution, OR a black gown as for the Cambridge Bachelor of Arts with the WelTec Diploma scarf which is Navy Blue (BCC 90) with Lime Green (Pantone 382).

Graduate Certificate Awards

17. The official academic dress for graduands attending the graduation ceremony for the conferment of a WelTec graduate certificate is their highest degree academic dress from the conferring institution OR a black gown as for the Cambridge Bachelor of Arts.

Diploma Awards

18. The official academic dress for graduands attending the graduation ceremony for the conferment of a WelTec diploma is the black gown as for the Cambridge Bachelor of Arts, and the WelTec Diploma scarf which is Navy Blue (BCC 90) with Lime Green (Pantone 382).

Certificate Awards

19. The official academic dress for graduands attending the graduation ceremony for the conferment of a certificate is a black gown as for the Cambridge Bachelor of Arts.

Approved Additional Dress

20. Recipients of awards may, if they wish:
 - a. Wear a korowai (Māori cloak) over the academic dress, *or*
 - b. Cultural dress, for example, korowai, lei, sari, lava lava, malo

Schedule 3b – Academic Regalia (Whitireia)

1. Graduates at graduation ceremonies of Whitireia wear academic dress appropriate to their award.
2. Graduates of other institutions have the option of wearing their highest degree academic dress from that institution if it is higher than the degree being conferred by Whitireia OR any proper Whitireia academic dress which they are entitled to wear.
3. Graduands for diplomas and higher awards also wear academic regalia.

Postgraduate Awards

4. The official academic dress for graduands attending the graduation ceremony for the conferment of a Whitireia postgraduate qualification is the black undergraduate gown, the postgraduate stole, and trencher (NB only those with degrees are allowed to wear trenchers).
5. The colours for the postgraduate awards are:

Award	Stole
Postgraduate Certificate in Information Technology	Solid Green
Postgraduate Diploma in Information Technology	Green with narrow navy band on neckline
Master of Information Technology	Green with narrow navy band on neckline and solid green hood
Postgraduate Certificate in Management	Solid Green
Postgraduate Diploma in Management	Green with narrow navy band on neckline
Master of Management	To be advised
Postgraduate Certificate in Hospice Palliative Care	Maroon, white and blue
Postgraduate Certificate in Perioperative Specialty Nursing	Maroon, white and blue
Postgraduate Certificate in Specialty Care	Maroon, white and blue
Postgraduate Diploma in Specialty Care	Maroon, white and blue
Postgraduate Certificate in Nursing	Maroon, white and blue
Postgraduate Certificate in Primary Health Care Specialty Nursing	Maroon, white and blue
Postgraduate Certificate in Professional Practice	Maroon, white and blue
Postgraduate Diploma in Professional Practice	Maroon, white and blue
Master of Professional Practice	Peacock Green hood

Bachelor's Degree

6. The official academic dress for graduands attending the graduation ceremony for the conferment of a degree is a gown and hood (as set out below) and a trencher.
7. The gown for the Bachelor degree is as for the Cambridge Bachelor of Arts.
8. The cap for the Bachelor degree is a black trencher with a tassel.
9. The hood of every degree is the size and shape for a Cambridge Master of Arts.
10. The hood for all Whitireia's Bachelor degree is coloured mallard green and lined with coloured silk and bordered with navy satin.

Diploma Awards

11. The official academic dress for graduands attending the graduation ceremony for the conferment of a Whitireia diploma is the gown as for the black undergraduate gown, and the Whitireia undergraduate stole which is a mallard, white and navy stole made of satin; the design for the stole symbolises the prow of a canoe.

Certificate Awards

12. There are no regalia for graduands of certificate programmes.

Approved Additional Dress

13. Recipients of awards may, if they wish:

- a. Wear a korowai (Māori cloak) over the academic dress, *or*
 - b. Cultural dress, for example, korowai, lei, sari, lava lava, malo
14. Graduands of hospitality programmes graduate wear their white uniforms.