

Taikura – Quality Management System

A1-R1 Academic Statute

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# Purpose and Scope

This Statute underpins the Academic section of Taikura Policies and Procedures.

* 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 and Training Act 2023 (the Act).
	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 prevail.
	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.
	4. This Statute is to be read in conjunction with Te Kawa Maiorooro (TKM), Te Pukenga Policies and the Academic section of Taikura. Should there be a conflict between this Statute and other documented procedures, specific regulations or rules, Te Kawa Maiorooro (TKM), then Te Pukenga Policies then this Statute prevail unless stated otherwise.
	5. Any amendments to this Statute are approved by the Academic Committee and are either incorporated in the published information on programmes and courses or notified in writing to all students affected by the variation.
	6. Where the programme leads to an award by an external authority, the regulations of the external authority apply.
	7. This Statute is publicly available.

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

# Enrolment

## Entry

* 1. Entry, selection and enrolment into programmes operate within the framework of section 255 of the Act.
	2. Prospective students may access the following information:
1. rights and obligations with respect to enrolment and withdrawal
2. programme structure and course information
3. entry requirements and selection criteria
4. recognition of prior learning
5. fees (including course costs)
6. resource requirements (including access to a computer with specified software)
7. student loans and allowances (if appropriate)
8. insurance, health and accommodation requirements (for international students)
	1. A person who participates in offered programmes is required to be enrolled as a student of the Institution for every year of study.
	2. Students carry a student identification card while on campus.
	3. The English language requirements for programmes are specified in the programme documentation and in information provided to applicants.
	4. Applicants provide documentary evidence of meeting the entry requirements.
	5. All documentary evidence required for entry, including academic records, is an original, from myEqual (or equivalent software) or a verified copy.
	6. Applicants submit enrolment forms to meet programme, institution and, where applicable, third party requirements.

## Credit Recognition

* 1. Approved credit recognition may be recorded as specified cross credits, unspecified credits, credit transfer (original grade), or recognition of prior learning, subject to programme regulations.
	2. There are no limits on the number of credits that may be granted towards a programme or qualification following a thorough review of the application by a qualified person
	3. Applicants seeking credit recognition, 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.

## Other Enrolment Matters

* 1. The student is bound by Institution policies and programme regulations for the duration of their study.
	2. Late enrolments, after the programme start date, require School approval.
	3. 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.
	4. The enrolment of a person as a student of the Institutions, or in a specified programme at the Institutions under section 255(5) of the Act, may be refused or cancelled on the grounds that:
1. the person is not of a good character
2. the person has been guilty of misconduct or a breach of discipline
3. the person is enrolled for full-time instruction in another institution or in school
4. the person has made insufficient progress in their study or training after a reasonable trial at the institution or another institution
	1. The Institutions reserve the right to cancel a programme offering or course offering. Affected parties are notified.

## Withdrawal from Programme or Course

* 1. The dates and requirements for changes to their enrolment are notified to students in their Study Contract.
	2. If a student formally withdraws or ceases to engage in their programme within the date specified as the ‘contract withdrawal period’ (within 10% of the course duration), the student will have no academic record for that enrolment, and any results achieved are not reported to external organisations.
	3. If a student formally withdraws from a course within 80% of the course duration, the ‘academic non-penalty period’, the academic record will show the enrolment as Withdrawn (WD).
	4. No student may withdraw after 80% of the course has elapsed. The student’s academic record will show a ‘Did Not Complete’ (DNC) grade.
	5. Students may, under exceptional circumstances, apply to withdraw after 80% of the course has elapsed, in accordance with the *A3-P1 Domestic Student Enrolment Procedures or A3-P4 International Student Withdrawal and Refund Procedures*.

## Fees

* 1. There is a fee schedule for all programmes.
	2. Applicants accept liability for all fees and other course related costs on signing their enrolment form and accepting the offer to study at the Institution.
	3. 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.
	4. Students who have not paid all of their fees are not eligible for course results.
	5. Applicants with a student debt at the Institution may not re-enrol until the debt is cleared.
	6. Refund decisions are made in accordance with the provisions of *A3 Domestic Student Enrolment Procedures or A3-P4 International Student Withdrawal and Refund Procedures*.

# Programme Regulations

* 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.
	2. Programme regulations state any instances where this Statute is modified or over-ruled.
	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 Head of School.
	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.
	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 of more days.

# Assessment

* 1. Programme regulations specify the number and types of assessment attempts permitted.
	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.
	3. Students make themselves available and undertake assessments according to the assessment timetable and assessments’ conditions.
	4. Students are responsible for meeting assessment requirements as set out in TKMand this Academic Statute including Schedule 1 – Supervised Assessment Regulations, specified assessment conditions, and any specific requirements relating to a particular programme/course.
	5. A student wishing to submit an assessment using te reo Māori or New Zealand Sign Language must advise the relevant Programme Manager within 10 working days of beginning the course.
	6. A student requiring supported 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 (refer TKM 6.3 (1)).
	7. Students act with integrity (honesty) when undertaking assessments (referTKM 6.8).
	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.
	9. Allegations of academic misconduct, including breaching the terms of an 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 School.
	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.
	11. No assessment evidence is accepted after the course end date unless a student has an approved extension.
	12. Final course assessment results are submitted for approval within 15 working days of the course end date.

## Extensions

* 1. A student may request a change to an assessment submission date/time for reasons of illness, injury or exceptional circumstances prior to the due date*.* Requests may be made:
1. for an extension to a later date for an assessment submission
2. to change a supervised assessment date/time to before or after the notified date/time
	1. A request for an extension is submitted in writing to the tutor no later than two (2) working days before the stated due date. A student may apply in writing to the Head of School to extend the due date for their thesis or research project.
3. If the requested due date is before the course end date, the tutor may approve the request and negotiate a new submission date/time.
4. If the requested due date is after the course end date, the application for an extension to an assessment submission is considered by the Programme Manager who may approve an extension for a period of no more than 10 working days after the course end date.
5. Where there are extenuating circumstances, an extension of more than 10 working days, but no more than six (6) months, may be recommended by the Programme Manager to the Achievement Committee.
	1. The tutor or Programme Manager advises the student in writing of the outcome of the request and, if approved, the conditions of the extension. If a changed date for a supervised assessment is approved, the student agrees in writing to an honesty declaration. A thesis extension may incur an additional fee.
	2. The appropriate interim course grade is recorded. After the extension expires, it is replaced with the appropriate grade.
	3. A student may apply in writing to the Head of School once only for suspension of their thesis/project enrolment for a maximum period of six (6) months. During the period of enrolment suspension, the student may not submit work, access support from their supervisor/manager of programme or access library services. If the student requires a total combined time beyond six months for extension of the thesis and/or enrolment suspension the decision is made at the discretion of the Head of School.

## Further Assessment Attempts

* 1. Programme regulations specify the number of further attempts available to students who do not achieve a pass result in summative assessments.
	2. Further assessment attempts may be limited by the type of assessment or by the number of attempts permitted per assessment, course, level or programme.
	3. The conditions in 4.26 apply for a further attempt of a supervised assessment (examination) at or near the course end date.
	4. Further assessment attempts may be either:
1. 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.
2. 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 School may agree to limit the scope of a further submission on a case-by-case basis.
	1. 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. If a student fails to submit the assessment by the due date and has no approved extension, they may request a further assessment attempt within five (5) working days of the assessment due date.
	2. When considering the request, the tutor may consult the Programme Manager. 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 fee if any (for consumables only), paid prior to the attempt. Further assessment attempts are completed before the start of the next teaching period/offering.
	3. A further attempt is recorded for internal purposes and does not show on any official academic notification.
	4. On successfully completing the further assessment the minimum pass result for that assessment is awarded.

## Further Assessment Attempt – Final Supervised Assessment (Examination)

* 1. A further supervised assessment attempt is permitted with the following conditions:
1. The student made an initial, unsuccessful attempt.
2. All in-course assessments have been attempted.
3. A pass in the further attempt would result in the student achieving a pass course grade.
4. The student requests a further assessment attempt in response to advice from their School or within five (5) working days of the release of the assessment result.
5. The fee, if any (for consumables only) is paid.
	1. The further attempt occurs at a place and time set by the School.
	2. Only one further attempt is available.
	3. On successfully completing the attempt, the minimum pass result for that assessment is awarded.

# 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.

* 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.
	2. The student must submit a request for aegrotat pass to the Programme Manager 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.
	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.
	4. The certificate must state that, in the opinion of the practitioner, the student was:
1. suffering from illness or injury, either immediately before or during the assessment, of sufficient degree to certify the student unfit to take the assessment
2. not responsible for his/her illness/injury
	1. The student meets all costs associated with the provision of a certificate or other documentary evidence.
	2. 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.
	3. The Programme Manager may waive or vary these requirements where it is not practically possible for the student to meet them.
	4. An aegrotat pass is granted only to a student whose in-course summative assessment results indicate they almost certainly would have passed the assessment.

# 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:

* 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 10 working days of the assessment results being released.
	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 within 10 working days of the assessment results being released.
	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 within 10 working days of the assessment results being released.
	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 and is the higher grade of the two results.
	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.

# Assessment Results and Course Grades

* 1. Programme regulations state the grade method used from those described in Schedule 2 or specify the externally required method. For grade tables for unified programmes (refer TKM 6.17, 6.18)
	2. The course outline states the criteria for successful completion of the course.
	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

* 1. 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.
	2. Upon receipt of their official academic notification, students may arrange to collect submitted assessment work within six weeks.

# Academic Appeals

* 1. If ākonga do not agree with a reconsideration decision, they may appeal that decision following the procedures set out in the Ākonga Appeals Policy.

# Programme Completion and Graduation

* 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.
	2. Graduands may not graduate with the same qualification from more than one institution.
	3. Graduands and those eligible to receive a qualification at Level 5 and above may apply for their qualification certificate after they have completed all required components. They may either attend a graduation ceremony, inform Enrolments they wish to collect their certificate in person, or request their certificate be sent to a nominated address.
	4. The date of issue of a qualification certificate is the date of completion of the qualification, as recorded in the Student Management System. Certificates for qualifications at Level 5 and above are presented at a graduation ceremony by the Chair of Te Pūkenga Council (or delegate) or, if provided prior, are approved by the Chair of Te Pūkenga Council (or delegate) or the Operational Lead..
	5. Recipients of qualifications up to and including Level 4 are provided with their qualification certificates soon after the end of the programme at a celebration, by post or by being collected.
	6. Graduands wear approved academic regalia at a 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, Schools, Timetabling and Academic Data 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 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 Programme Manager, 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 *A4-F4.6* *Honesty Declaration* andcompletes the assessment before the scheduled time.

## Supervised assessment conditions

1. The course outline advises the conditions of, and equipment/media permitted in assessments. Where any of these details change, affected students are formally notified.
2. The Closed/Open book status indicates what additional materials may be taken in to the room, if any:
3. Open book: students may take any written or printed material.
4. 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.
5. 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.
6. Closed book: students may not take any written or printed material.
7. Students are responsible for taking the permitted equipment/media, in working order, to the assessment. The institution is not responsible for providing any replacements.
8. 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.
9. 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.
10. Supervisors have the right to check items taken into the room for use in the assessment.

## During a supervised assessment

1. By entering an assessment, students agree to comply with the conditions, regulations, instructions of the supervisor and decisions of the institution.
2. Students keep their Student Identification Card (or other valid proof of identity) displayed throughout the assessment.
3. A student's behaviour during assessments must not disturb, distract or adversely affect any other student.
4. 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.
5. 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.
6. 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.
7. Assessment conditions may specify minimum attendance times and limits on late arrival and early departure times.
8. Arriving late to an assessment does not confer any extra time to complete the assessment, unless specified by the assessment.
9. A student may not communicate with any person except the supervisor, unless specified by the assessment.
10. 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

1. Students submit all material intended for assessment; material that is not intended for the assessor to read is clearly identified.
2. 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.
3. 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

1. 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 (A4-P8 Academic Integrity).

# Schedule 2a – 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](http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/how-ncea-works/standards/))

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  | C |
|  | Assessment outcome/s not achieved | N | Not all course requirements met | NC |
| Formal withdrawal within the non-academic penalty period | WD |
|  | Withdrawal outside of academic non-penaly period | DNC |

|  |  |  |
| --- | --- | --- |
| Interim grades (Refer 4.14) | Valid extension beyond course end date Levels 1–8 | VX |
| On-job training or practicum still to complete Levels 1–8 | OX |

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.
	1. If all course assessments are RPL or CC then the course grade is also RPL or CC.
	2. 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[[1]](#footnote-2)** | **Result / Mark Range[[2]](#footnote-3)** |
| 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 |

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) | Original grade | Equiv. GP |
| Additional grade: thesis completed in reo Māori | MT | - |
| Formal withdrawal within the academic non-penalty period | WD | - |
| Withdrawal outside of academic non-penalty period | DNC | - |
| 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 2b – 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.

**eCampus** The grading system specified in each of the relevant programme documents applies for eCampus programmes

# Schedule 3 – Academic Regalia

1. Graduates at graduation ceremonies wear academic dress appropriate to their award.
2. Graduates of other institutions may wear their highest degree’s academic dress from that institution if it is higher than the qualification being conferred by WelTec/Whitireia. Graduands wear only one hood.
3. The academic dress for all degrees is a black gown (same as Cambridge Bachelor of Arts), a black trencher with a black tassel and a hood (same size and shape as for Cambridge Master of Arts).
4. The academic dress for graduate diplomas and diplomas is a black gown and a scarf or stole as described for each Institution.

**WelTec**

1. The degree hood is navy blue (BCC 90) with a coloured lining.
2. Postgraduate certificate, postgraduate diploma, graduate diploma and diploma graduands wear a navy blue (BCC 90) with lime green (Pantone 382) scarf.
3. The colours for hood linings are as follows:

|  |  |  |
| --- | --- | --- |
| **Undergraduate/Postgraduate Degree** | **BCC Colour** | **BCC Code** |
| Bachelor of Alcohol and Drug Studies | Ice blue | 234 |
| Bachelor of Applied Management | Burgundy | 038 |
| Bachelor of Applied Business Management | Burgundy | 038 |
| Bachelor of Counselling | Ice blue | 234 |
| Bachelor of Counselling and Addiction Practice | Ice blue | 234 |
| Bachelor of Creative Technologies | Post Office red | 209 |
| Bachelor of Creativity | Post Office red | 209 |
| Bachelor of Engineering Technology | Slate grey | 154 |
| Bachelor of Information Technology | Crocus | 177 |
| Bachelor of Youth Development | Ice blue | 234 |
| Master of Professional Practice | Peacock green | 123 |
| Master of Information Technology | Narrow navy band on neckline and solid green hood  |  |

**Whitireia**

1. The degree hood (all undergraduate degrees) is mallard green lined with coloured silk and bordered with navy satin.
2. The undergraduate stole for a diploma is mallard, white and navy made of satin. The design for the stole symbolises the prow of a canoe.
3. The colours for the postgraduate stole are as follows:

|  |  |
| --- | --- |
| **Postgraduate Degree** | **Stole** |
| Postgraduate Certificate in Information Technology | Solid green |
| Postgraduate Diploma in Information Technology | Green with narrow navy band on neckline |
| Master of Information Technology | 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  | Narrow navy band on neckline and solid green hood |
| Postgraduate Certificate in Hospice Palliative Care | Maroon, pink and blue |
| Postgraduate Certificate in Perioperative Specialty Nursing | Maroon, pink and blue |
| Postgraduate Certificate in Specialty Care | Maroon, pink and blue |
| Postgraduate Diploma in Specialty Care | Maroon, pink and blue |
| Postgraduate Certificate in Nursing | Maroon, pink and blue |
| Postgraduate Certificate in Primary Health Care Specialty Nursing | Maroon, pink and blue |
| Postgraduate Certificate in Professional Practice | Maroon, pink and blue |
| Postgraduate Diploma in Professional Practice | Maroon, pink and blue  |
| Master of Professional Practice | Peacock green hood |

1. See website for how to calculate Grade Point Average (GPA) [↑](#footnote-ref-2)
2. If assessments are marked with a grade, the mid-point of the grade range is used in the course grade calculation [↑](#footnote-ref-3)