

# ACADEMIC REGULATIONS

<b>Taratahi Agricultural Training Centre QMS Component</b>			
<b>Category:</b>	<b>DEVELOPMENT &amp; DELIVERY</b>	<b>Policy Number:</b>	<b>QMS 4</b>
<b>Title:</b>	<b>Academic Regulations</b>	<b>Date Approved:</b>	<b>01 May 2003</b>
<b>Prepared by:</b>	<b>Quality Manager</b>	<b>Date of Last Revision:</b>	<b>30th July 2010</b>
<b>Authorised by:</b>	<b>Taratahi Academic Committee</b>	<b>Next Review Date:</b>	<b>July 2011</b>

## 1. PURPOSE

Taratahi undertakes to ensure academic quality is maintained and that transparent processes are in place for all students and staff.

## 2. ORGANISATIONAL SCOPE

These regulations apply to all programmes and courses delivered by Taratahi. Additional regulations may apply.

## 3. DEFINITIONS

Full time - Minimum of 25 hours learning over 12 weeks achieving 36 credits. These figures are extrapolated out over longer time frames.

## 4. RESPONSIBILITIES

The Education Partnerships Manager or designated equivalent is responsible for all academic related policies.

## 5. THE PROCEDURE

The following areas are outlined under the Academic Regulations Policy

- 6.0 Admission
- 7.0 Enrolment
- 8.0 Withdrawals
- 9.0 Course Completion
- 10.0 Recognition of Prior Learning
- 11.0 Assessment
- 12.0 Academic Misconduct
- 13.0 Appeals
- 14.0 Academic Awards

## 6. ADMISSION

### 6.1. Eligibility

**6.1.1.** In order to be enrolled to study for any programme or course at Taratahi, an applicant must be an eligible person under section 224 of the Education Act 1989.

**6.1.2.** Every applicant intending to complete a Taratahi qualification must be approved for admission by the relevant Education Manager or designated equivalent or delegated agent.

- 6.1.3. Applicants may be required to attend an interview to determine eligibility for admission, entry and/or selection into their intended programme of study.
- 6.1.4. No domestic applicant under the school leaving age (that is, less than 16 years of age) may be admitted for any course or programme at the institution which would prevent that person from attending school unless they have received an appropriate exemption.
- 6.1.5. Candidates for any programme must be considered by the Education Manager or designated equivalent, to have a reasonable likelihood of success in the programme.
- 6.1.6. The programme regulations of specific programmes of study may specify entry requirements additional to the admission requirements stated above.
- 6.1.7. If students have a disability that is likely to impact upon their ability to participate or demonstrate competency in any aspect of their intended programme they must contact the Education Partnerships Manager prior to enrolment in order that:
  - Appropriate assessment of their needs can be made, and reasonable arrangements can be negotiated.
- 6.1.8. Taratahi may decline to admit or enrol an applicant whose disability is such that the applicant requires special services or facilities that in the circumstances cannot reasonably be made available.
- 6.1.9. Limitations may be placed on enrolments in specific courses or programmes as a consequence of a level of student demand in excess of the availability of resources, staffing or accommodation.

## **6.2. Selection process**

- 6.2.1. Selection processes, as with the admission and entry decisions, will be administered by the relevant Academic Manager or designated equivalent
- 6.2.2. The standard criteria for selecting candidates when a programme is over-subscribed is as follows
  - Previous educational attainment
  - Other experience relevant to the programme reference
  - Recent school reports
  - Curriculum vitae.
- 6.2.3. If course advertising does not stipulate a closing date, the closing date is taken as the day the last place is filled.
- 6.2.4. In applying the selection criteria, consideration will be given first to applicants who submitted their application by the due date. If places in the programme are still available after these applicants have been accepted or declined, the remaining places may be allocated to applicants who submitted their applications after the due date, in the order in which applications were received, subject to applicants' eligibility for admission.
- 6.2.5. Applicants who are denied entry to programmes or courses will be advised by an Education Manager or designated equivalent.
- 6.2.6. The Appeal processes against decisions made regarding eligibility, selection and admissions are detailed in section 13.2.1 of this policy

## **7.0 ENROLMENT**

### **7.1 General**

- 7.1.1. Enrolment in any programme or course at Taratahi is dependent upon applicants' acceptance that they are bound by the regulations and rules of Taratahi.
- 7.1.2. The Enrolment process will involve:
  - Providing evidence of their date of birth, citizenship and eligibility for admission and entry, and
  - Meeting entry requirements as defined in programme regulations,
  - Completing the enrolment procedures described.
- 7.1.3. Enrolled students wishing to change their courses must submit a new Enrolment form for the new courses.
- 7.1.4. Enrolled students wishing to change their programme of study must meet admission and entry requirements, and follow selection procedures, for the new programme
- 7.1.5. All students are required to notify Taratahi in writing of any change of address.
- 7.1.6. In the event of an applicant having provided false or misleading information at the point of entry into a programme, the Education Manager may cancel the enrolment.

### **7.2 Enrolment Procedure**

- 7.2.1. The Generic Enrolment procedure is outlined below (specific course enrolment procedures are located in the procedure manual.)
  - Applications when received are dated
  - All applications must be checked for eligibility
  - All applications must be accompanied by a correctly filled in application form and acceptable proof of identity.
  - All applications are considered and where appropriate acceptance given
  - The outcome of the application plus applicable information is forwarded to the applicant
  - Student details are entered into Take2

## **8.0 WITHDRAWALS**

### **8.1 Student withdrawals from programmes**

- 8.1.1. An enrolled student may withdraw without academic penalty provided the withdrawal form is submitted before 10% of the total duration of the course has elapsed. The result will be recorded as W (withdrawn).
- 8.1.2. A student who submits a withdrawal form after 10% of the course has elapsed will receive the result DNC (did not complete).
- 8.1.3. In all cases the date of withdrawal will be the date the withdrawal correspondence is received.
- 8.1.4. In exceptional circumstances, such as medical or compassionate circumstances, or other circumstances beyond the control of the student, these regulations regarding withdrawals may be varied at the discretion of the Education Manager or designated equivalent
- 8.1.5. Withdrawal forms are to be completed after an exit interview for all students.

## **8.2 Withdrawal of courses or programmes on offer**

- 8.2.1** Taratahi reserves the right to withdraw courses and/ or programmes from offer. In such cases, courses and/or programmes may be withdrawn at the discretion of the Education Partnerships Manager or designated equivalent
- 8.2.2** When a course or programme is withdrawn from offer, students who have applied for or enrolled in the course or programme will be notified as soon as possible.
- 8.2.3** In such cases, students will be offered an alternative opportunity for enrolment or have their fees refunded in full in accordance with the Taratahi refunds policy. (QMS 8)

## **9.0 COMPLETION OF PROGRAMMES**

### **9.1 General**

- 9.1.1** Specific programme regulations may state a maximum period within which a candidate may complete the programme. In such cases, the period will be calculated from the date on which the candidate first commenced study in the programme.
- 9.1.2** Such maximum periods for completion of a programme may be extended by special permission of an Education Manager or designated equivalent.

## **10.0 RECOGNITION OF PRIOR LEARNING**

### **10.1 Recognising prior achievement – transfer of Credit**

- 10.1.1** Students who have previously gained NQF unit standards included in the courses and/or programmes at Taratahi will automatically receive transfer of credit for those, if they provide verifying documentation and if they are requirements for course completion.
- 10.1.2** Applications for credit for previously gained NQF unit standards must be made to the Course Coordinator, and be accompanied by the applicant's NZQA Record of Learning.

### **10.2 Assessment of Prior Learning**

- 10.2.1** Students may apply for assessment of prior learning (APL), based on work experience, independent study or personal experience, or for competencies gained formally in an old world qualification (e.g. Trade Certificate). Students should discuss their application with the Education Partnerships Manager or designated equivalent in the first instance. The student will be advised of
  - approximate cost of an APL application, and
  - how to proceed with an application for APL.
- 10.2.2** APL will be granted only to students who demonstrate that they have met the learning outcomes of the course.
- 10.2.3** On receipt of an application for APL for courses towards a programme, the Education Manager or designated equivalent will:
  - Appoint a time and appropriate assessor to arrange the method and action plan for an APL procedure

- The methods used will be one of, or a combination of Attestation, Challenge Attestation, Portfolio or any other method which is deemed appropriate.
- 10.2.4** The assessment result for APL shall be provided to the applicant within two weeks.
- 10.2.5** APL will only be awarded to students in programmes for which they are enrolled.
- 10.2.6** A successful application for APL may result in:
  - the award of credits for specified courses which will be recorded as passes in the courses concerned, and/or
  - exemptions from one or more courses
  - the student record book receiving a completion stamp
- 10.2.7** If students are unsatisfied with the APL outcome there is a right of an appeal to the Education Manager. The Appeal process regarding decisions made concerning recognition of prior learning are detailed in section 13.3 of this policy.

## **11.0 ASSESSMENT**

### **11.1 General**

- 11.1.1** The performance of each student enrolled for a course will be assessed on the basis of such examinations, tests, assignments and other course work as to meet the assessment requirements.
- 11.1.2** Written advice regarding the methods of assessment, the due dates for any piece of course work or assessment which will contribute to the final result, and the relative value of each piece of work or assessment will be provided for enrolled students prior to the assessment process.
- 11.1.3** The Quality Manager is responsible for all moderation issues surrounding assessments required to fulfil statutory or contractual obligations. A moderator will
  - review the academic standard and appropriateness of the assessment techniques and content
- 11.1.4** The Moderation Policy QSM 7 outlines the procedures and policies surrounding moderation.
- 11.1.5** Where given students are required to submit their written assessments by specified dates. Unless an extension has been granted, the tutor responsible for the assessment may either
  - lower the grade as penalty for lateness, (for non unit standard based work or
  - after consulting with the Education Manager or designated equivalent, refuse to accept a piece of work which is submitted after the specified date, and automatically award it no grade or NC.
- 11.1.6** Programme regulations may prescribe particular requirements, such as occupational conditions, attendance requirements, or some piece of compulsory course work. Students who do not complete any one of these requirements will be awarded the result DNC (did not complete) for achievement based courses and NC (not complete) for competency based courses.

- 11.1.7** Any material presented by a student for assessment must be the work of the student. The same, or a similar, piece of work must not have been submitted for assessment elsewhere unless group work has been agreed upon by the tutor.
- 11.1.8** Tutors may decline to mark any course work that they are satisfied is the result of some dishonest or improper practice, or does not comply with instructions. In these instances the procedures will conform to the provisions of the academic misconduct regulations - section 12.0
- 11.1.9** All students are entitled to one re-sit over assessments dealing with Unit Standards where the student has attempted appropriately their first sitting of the assessment. Any further re-sits are at the discretion of the assessor after due consultation with the Education Manager or designated equivalent.

## **11.2 Conduct in tests and examinations**

- 11.2.1** Tests and examinations will be held at the times and under the conditions determined by the Education Manager or designated equivalent. Permission to sit at a different time or place than that specified will be granted only in exceptional circumstances and when adequate supervision can be arranged. Applications should be made to the relevant Education Manager well in advance of the scheduled assessment time and should be supported by evidence of the reasons for such consideration.
- 11.2.2** Students must not bring with them into a test or examination any unauthorised material. Students must observe any rules specifying the type of equipment, such as calculators and phones that may be used during the test or examination.
- 11.2.3** Students must observe the rules regarding the conduct of tests and examinations and must follow the instructions of the supervisors.
- 11.2.4** Any alleged breach of the assessment regulations with regard to a test or examination will be referred to the relevant Education Manager or designated equivalent for investigation. In these instances the procedures will conform to the provisions of the academic misconduct regulations. Section 12.0.
- 11.2.5** For specific details pertaining to conduct of tests and examinations please refer to appendix 1 of this policy

## **11.3 Aegrotat Consideration**

- 11.3.1** Aegrotat consideration is available to students (except in courses subject to competency based assessment) who, as the result of illness or injury, bereavement or some other exceptional circumstance beyond their control:
- are seriously impaired in the preparation of work presented for assessment, or
  - are prevented from completing any test, examination, or item of course work.
- 11.3.2** Applications for aegrotat consideration must be made to the relevant Education Manager not later than seven days after the course work was due to be submitted, or the test or examination was held. Evidence may be required to be supplied to support student illness, verification of bereavement etc

**11.3.3** A student who fails to present work for assessment due to oversight or a lack of familiarity with the assessment requirements of any course, will not have grounds for making an aegrotat application.

**11.3.4** Aegrotat consideration is not available in courses subject to competency based assessment.

#### **11.4 Results**

**11.4.1** The proportion of the final result for summative assessment derived from course work, tests and final examination for any course is set out in Course Handbooks provided to all students at the commencement of the course. It is the responsibility of each student to ensure that they are familiar with this information.

#### **11.5 Reconsideration of Mark or Result**

**11.5.1** A student may formally apply to have the mark awarded to a test, examination or any piece of course work reconsidered using the following process

- A written application must be made to the Education Partnerships Manager within fourteen days of notification of the result.
- Where the assessed work has been returned to the student the work must be resubmitted with the application.

**11.5.2** A student may apply to have the final result for the course reconsidered.

**11.5.3** Reconsideration may lead to no change or to either a raising or lowering of the grade.

**11.5.4** The Appeal process for decisions made regarding reconsiderations of results, marks or assessment are detailed in section 13.0 of this policy.

#### **11.6 Return of work**

**11.6.1** Students are not necessarily entitled to keep their own Unit Standard assessments, examinations and tests but they are entitled to see their papers if they so wish. All student assessment work will be destroyed after two years of the student's final mark being awarded.

**11.6.2** Students can expect that their work is marked and a result is available within two weeks of the work being received.

### **12.0 ACADEMIC MISCONDUCT**

#### **12.1 General Disciplinary Powers**

**12.1.1** The CEO, or their delegated authority, may exclude a student from, or limit access to, any part of Taratahi if the student is found to have behaved in a manner detrimental to Taratahi, its staff, its students, or its property.

**12.1.2** By enrolling at Taratahi a student accepts that he or she is bound by the regulations of Taratahi. The Board or its designated agent may require each or any student to sign a statement to this effect.

## **12.2 Penalties for misconduct**

**12.2.1** Taratahi may impose any or all of the following penalties on a student found guilty of misconduct

- A good behaviour contract.
- A monetary fine determined by the Education Delivery Manager.
- A written reprimand.
- Restriction or limitation of access to any part or facility of Taratahi or being restricted to Campus.
- Reparation for damages as determined by the Education Delivery Manager.
- Suspension from any course(s) or programme(s) or Taratahi for a specified period.
- Expulsion from any course(s) or programme(s).
- Expulsion from Taratahi

**12.2.2** The Appeal processes for decisions made regarding academic misconduct are detailed in section 13.5 of this policy.

## **13 APPEALS**

Internal and External Complaint processes and appeal processes will be outlined in Course Handbooks

### **13.1. General**

Students have the right of appeal against decisions on any academic matters.

### **13.2. Admission to programmes and academic progress**

Appeals against decisions relating to entry to programmes or courses should be made in the first instance to the CEO in writing.

### **13.3. Transfer of credit, assessment of prior learning and exemptions**

If a student is unsatisfied with the APL outcome they have the right of an appeal to the Education Manager.

The appeal to the Education Manager must be in writing and no later than two weeks after the result has been given.

### **13.4. Results of assessments and aegrotat, award of qualifications, marks or distinctions applications**

A student may apply to have the final result for the course reconsidered. A written application must be made in writing to the Education Manager within two weeks of the date of result notification.

A student may appeal to the CEO against Academic decisions made by the Education Managers, by lodging a written application within seven days of the notification of the decision in question.

### **13.5. Alleged misconduct or breach of rules relating to tests or examinations**

A student may appeal to the CEO in writing against the penalties handed down as a result of disciplinary action attributed to Academic Misconduct.

## **14 ACADEMIC AWARDS**

The Qualifications awarded must meet the criteria and general specifications as set out in Graduation and Student Records QMS 15.

**15.0 CONDUCT OF TESTS AND EXAMINATIONS**

- 15.1 *In the case of tests and examinations lasting one hour or longer:*
- *no student will be allowed to enter the room for a test or examination later than forty-five minutes after students have begun writing the test or examination.*
  - *no student will be permitted to leave the room until one hour has elapsed from the time the writing of the test or examination began.*
  - *no student is permitted to leave a test or examination during the last 5 minutes of the time allowed.*
- 15.2 *Students must obey the instructions of the room supervisor in any test or examination.*
- 15.3 *Students may not begin writing their answers until the room supervisor announces that they may do so. The examiner may allow students to read their test or examination papers for a period of not more than ten minutes before the writing time of the test or examination commences.*
- 15.4 *No student will bring into a test or examination an electronic calculator except by direction of the examiner. Where a test or examination has been designated 'calculator permitted':*
- *the calculator used in the test or examination must be electronic, truly portable and self-powered, and noiseless (no audible alarms may be used);*
  - *no supplementary material (e.g. operating manuals) related to the use and operation of the calculator will be permitted in the test or examination room other than spare batteries;*
  - *in all cases it is the responsibility of the student to maintain the operation and operating power of the calculator.*
  - *Cell phones are not able to be used as calculators*
- 15.5
- *Where a test or examination is 'Open Book' students may take into the test or examination room any written or printed material including books, acts, etc., and there will be no check on items taken into the test or examination room.*
- 15.6 *No student will communicate with another in the test or examination room.*
- 15.7 *No student will borrow materials from another student or share materials with another student in a test or examination room except where this has been expressly authorised by the examiner.*