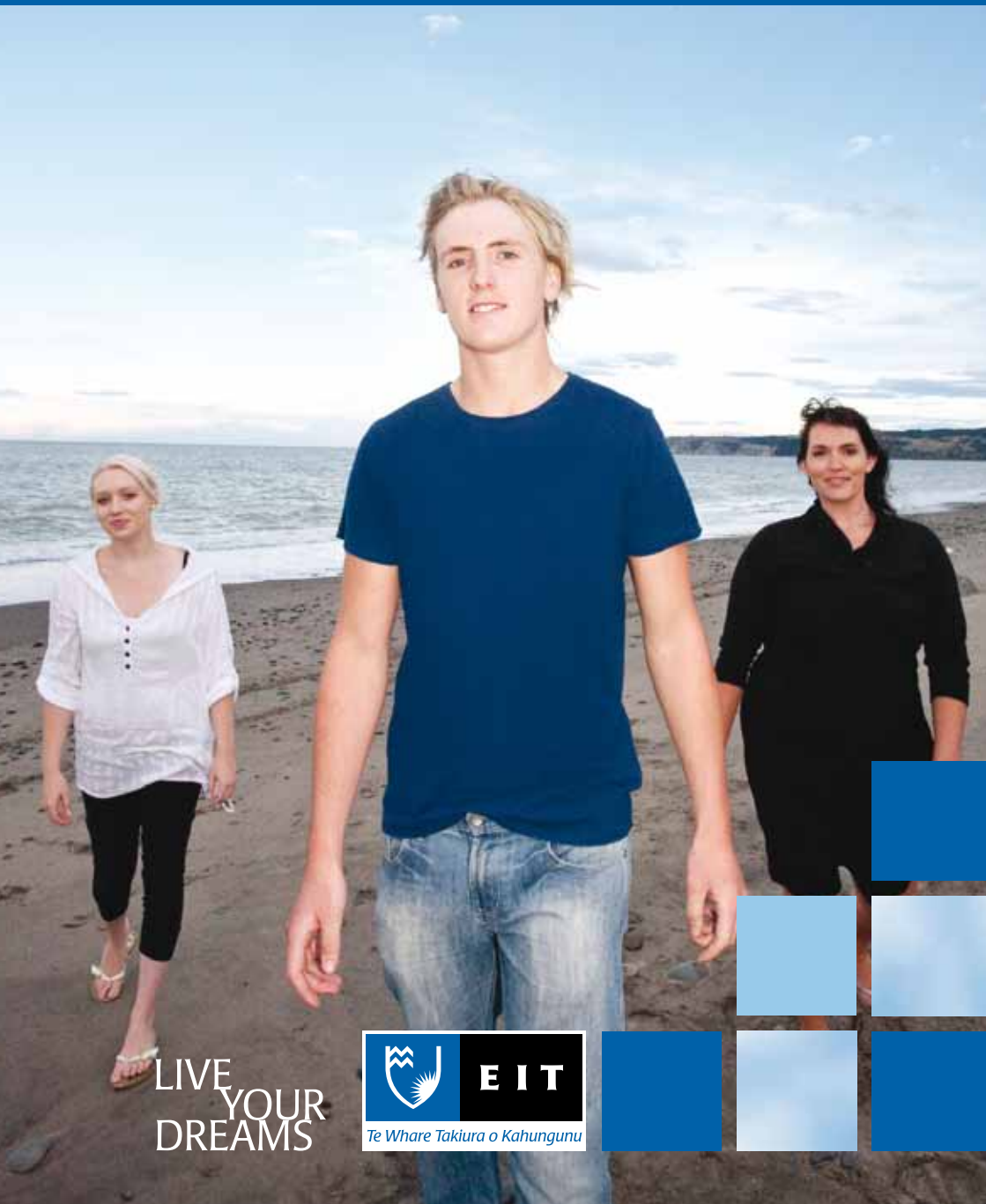


EASTERN INSTITUTE OF TECHNOLOGY

Student Handbook 2011



LIVE
YOUR
DREAMS



Te Whare Takiura o Kahungunu

Tēnā koutou and Welcome!

Welcome to EIT Hawke's Bay. We are really pleased that you have made the decision to engage in tertiary education and that you have come here.

Whether this is your first year with us, or you're returning for a further period of study, I hope that 2011 is a very positive one for you. Our hope is that this study will make a positive difference to your options and choices for the future and will provide you with new skills and knowledge to pursue the great opportunities there are for you in Hawke's Bay, New Zealand and the wider world.



Our commitment here at EIT is to help you achieve - indeed it's the rationale for our existence - and to offer a supportive and attractive environment in which this can occur.

This Handbook is a reference guide provided to all students and outlines the general rules and regulations which are necessary in order for EIT to operate as an effective tertiary education institution. If you have any questions about these, don't hesitate to ask.

Have a great year, one that I hope will offer new challenges and opportunities.

A handwritten signature in blue ink, which appears to read "Chris Collins".

Chris Collins
Chief Executive

CONTENTS

Listed below are the general areas covered in this handbook. If you have some suggestions of other items that would be useful to have included, please contact the Marketing Section in the Information Centre (J Block).

General Information	Page 2
Student Finances	Page 4
Library and Student Services	Page 4
General Policies	Page 4
EIT Responsibilities	Page 6
Student Rights and Responsibilities	Page 7
Academic Statute	Page 9
Emergency Procedures	Page 19
Contact Directory	Inside Back Cover

GENERAL INFORMATION

In this Handbook EIT refers to the Eastern Institute of Technology Hawke's Bay. The main campus is at Taradale but EIT operates on a number of sites within Hawke's Bay.

MESSAGES FOR STUDENTS

If the Administration Office receives a message for a student, the message will be put in the Students' Association pigeonhole. However, if the message is known to be urgent, it will be passed directly to the academic staff member concerned. Student IR12s, for students who are getting the Student allowance, and any other letters recognized as being important, will be posted directly to students. Everything else will be delivered to the Students' Association pigeonhole. From there, the Students' Association will collect any mail or messages. They will put the names of students who need to pick up mail or messages on their notice board. They will keep mail and messages secure in the Students' Association Offices.

PERSONAL PROPERTY OF STUDENTS

EIT and its staff are not responsible for any loss or damage to student property. This applies whether or not students were using equipment, machinery or buildings, and whether students were or were not wearing protective clothing.

SKATEBOARDS AND BIKES

You are not allowed to have a skateboard on campus. You are not allowed to ride a bike on footpaths.

ANIMALS

You are not allowed to bring dogs, pets or other animals onto campus. The exceptions are if you have an animal that helps you manage a disability, such as a guide dog. Animals are allowed if they are involved with the Animal Care Centre or other teaching programme.

SMOKEFREE

All EIT facilities and grounds, including those leased by EIT, will be smokefree from the 1st January 2011. This includes the Regional Learning Centres and the Student Village.

- Around 5,000 people a year die from smoking related illnesses of which 400 of these die through passive smoking. EIT has decided its current policy was proving ineffective in combating the very real risks to nonsmokers of passive smoking.

- As a recognized leader in health education it is important for EIT to demonstrate leadership in significant public health issues.
- With a smokefree campus EIT will provide a healthier and cleaner environment where staff and students can thrive and take pride.
- A smokefree campus is consistent with one of EIT's strategic priorities, to develop an environment where people can flourish.

All members of the EIT community including staff, students, Council members, visitors and contractors will be smokefree while on the EIT Main Campus or at the Regional Learning Centres.

Support

The nurses at the EIT Student Health Centre provide quit smoking education, support and a "Quitcard", which enables students and staff to obtain an eight week supply of nicotine replacement patches and gum or lozenges. EIT will also provide support for staff and students in the Regional Learning Centres.

We recognise that smoking is an addiction and we are not, through the implementation of the Smokefree Policy, saying that staff and students have to stop smoking. However, we are saying that from the beginning of 2011 people will not be able to smoke on EIT property.

Feel free to visit the Health Centre for your patches, lozenges or gum or call Quitline on 0800 778 778.

Designated Smoking Sites

Having designated smoking sites (such as gazebos, shelters or 'smoking posts') sends out a contradictory and conflicting message to smokers and would compromise EIT's commitment to a smokefree campus.

CAR PARKING

Parking space at the Taradale Campus is limited. Please try and use alternative transport such as walking, cycling, public transport, or EIT Rideshare car pooling system.

You can park for free in the Pettigrew Green Arena car parks that are labeled for EIT parking.

If you park on campus between the hours of 8 am and 4 pm, Monday to Friday, between 1 February through to 30 November, you must pay a fee. EIT employs a parking warden. There are two ways to pay:

1. Buy a pay and display ticket from one of the dispensing machines as you arrive. You must show the ticket clearly on the dashboard of your car so that a parking warden can read it from outside the car. The dispensing machines take all coin denominations but they do not give change.
2. EIT sells a limited number of parking permits each year. They are available for a single semester or for the whole year. Again, the parking permit must be placed on your dashboard in a position

that the parking warden can read it from outside the car.

If you park on campus in a place that is not marked as a car park, or if you do not show a current pay and display ticket, or parking permit, you will be given an EIT parking infringement notice. The notice will tell the car owner what the penalty is for not parking in a marked car park, or not paying for a pay and display or parking permit. The ticket will explain what the car owner must do.

On campus, if you are not parked in a marked car park, if you park on the grass, park inconsiderately, or if you block someone else, you may be towed away without warning. If you repeatedly do not pay to park you may also be towed away. If you are towed away you will have to pay the cost of the towing.

If you are towed away from campus, details will be left with the Students' Association. The name, contact details and address of the towing company are shown in the car parking areas. The cost of towing is set by the towing company and to get the vehicle back you will need to pay the towing company.

PARK AT YOUR OWN RISK

Car owners/drivers use the car parks at their own risk. You cannot claim against EIT for damage caused by falling branches, other vehicles or other events.

RIDESHARE

There is a car pooling system called Rideshare available for EIT staff and students. For information and registration go to web address <http://rideshare.eit.ac.nz>

TIMETABLES

Once you are enrolled you can get a timetable by going through the EIT intranet home page. Note that timetables might change. You should go through the faculty office if you are in doubt.

SEXUAL HARASSMENT

EIT has a sexual harassment policy. This helps us to provide a healthy working and learning environment.

If a student thinks he/she is being sexually harassed a number of steps can be taken. What is done depends on how serious the problem is, and how quickly it can be resolved.

- a. Talk confidentially to someone about it. If you feel able, confront the person who is doing the harassing.
- b. You can talk with any of the following people about how to make a complaint:
 - Health Nurses
 - Doctor
 - Students' Association
 - Māori Liaison Officer

- Learning Advisors
- International Welfare and Accommodation Officer
- Faculty Harassment Contact person
- Disability Liaison Officer
- CHB Centre Coordinator
- Hastings Centre Coordinator

- c. If the problem is still not fixed, the student should contact the Dean of the Faculty to ask for mediation or to lay a formal complaint.

EQUAL OPPORTUNITIES POLICY

EIT has a policy of equal opportunity both in providing education and in employment. The aim is for people to be able to develop their studies and their careers without being affected by matters that are not relevant.

Matters which are not relevant are sex, marital status, religion, age, disability, colour, race, ethnic or national origin, political opinion, employment status, family status or sexual orientation.

EIT recognizes that some special needs of disadvantaged groups have to be addressed before there can be true equality. EIT is working towards this.

EIT accepts the need to develop and follow policies and goals that fit with the Treaty of Waitangi, in consultation with Tangata Whenua.

WHEN STUDENTS LEAVE

There will be paper work to complete at the end of a programme, or if a student leaves part way through. It is very important to complete the paper work if a student leaves part way through a programme. This will affect what is written on their academic record.

STUDENT EVALUATIONS

EIT wants to keep improving the programmes and courses they offer. In order to do this there are a number of ways they ask for feedback, as well as observe what is happening. Students are asked to take part in evaluations.

There are three sorts of evaluation you might be asked to do during a year. They might be the First Impressions Survey, a Course or Programme Evaluation, or a Teaching and Learning Experience survey. You might also be asked to take part in a focus group or online survey at other times.

You will be told of the times for these evaluations before they happen. The process is confidential. You will be given feedback on a summary of the results, including any action that happens as a result of the feedback. Staff evaluation results are confidential to the tutor or lecturer and their manager. Between them they will decide on any action that is needed.

You do not have to take part in evaluations. However, your feedback is very important and EIT wants it so that we can keep improving.

STUDENT FINANCES

FEES

Fees must be paid, or organized through the Student Loan Scheme before the start of the programme.

STUDENT LOANS AND ALLOWANCES

Finance for full-time and some part-time students is available through the Student Loan scheme. Some students might qualify for Student Allowances. Student Loans and Allowances operate through STUDYLINK, a service provided through the Ministry of Social Development. International students cannot apply for STUDYLINK Student Loans and Allowances.

For more information and application forms please contact STUDYLINK on 0800 88 99 00, or online at www.studylink.nz.govt.nz

TRAINING INCENTIVE ALLOWANCE

Students who have applied through the Department of Work and Income New Zealand for a Training Incentive Allowance must make sure their fees are paid before the programme starts. Otherwise we would like you to give a letter agreeing to pay fees to the Enrolment Officer.

FINANCIAL HELP

If you find while you are studying that you do not have enough money to live on, please contact either the EIT Students' Association in the Student Amenities Building (K Block), or the Pouwhirinaki who is at the back of the library in L127.

LIBRARY AND STUDENT SERVICES

TWIST LIBRARY

In the Twist Library there are study spaces and services that support research. It is a friendly, relaxed place.

The librarians are highly qualified and experienced. They can help you use the resources that will support your study at EIT. They can help you find books, journals, newspapers, DVDs, CDs, and videos. They can help you use the databases.

There are computers in the library that can be used by students for research, online course access, and assignment work.

LEARNING SERVICES

EIT has Learning Advisors who can give academic support to enrolled students. The Advisors can see students 1:1 or in small groups. They can help students with general study skills and assignment writing. They can also help with subject content. Study Skills workshops are held at the beginning of each semester, and before the exams.

For Learning Hub and Advisor hours please see the inside back page.

Services for Students with Disabilities or Impairments

Disability Liaison can provide a range of support services for students who have any disability that might affect their study. Services include special software for students with a vision or reading disability, ergonomic chairs or computer accessories, dictaphones or FM hearing systems. Disability Liaison can also provide reader/writers, note takers and other support people. They can arrange for special conditions for exams where agreed with relevant academic staff.

Disability Liaison can also help with advocacy and may be able to help you apply to funding bodies for equipment or other help. Students can apply through the office for learning assessments, special parking permits, or apply for exemptions or extensions for assessment where a disability is an issue.

Māori and Pasifika Student Support

The Māori and Pasifika Office can give advice and help with scholarships, grants, accommodation and travel. They offer mentoring support for Māori and Pacific Island students. The Pouwhirinaki helps with iwi or hapu issues, whakapapa questions, and any other matters that impact on Māori or Pacific Island students.

EIT Health Centre service is contracted out. There is a Doctor, Health Nurse and confidential Counselling service available on Campus that enrolled students can access during term time. The Health Centre is at the front of the Student Amenities Building (K Block). The entrance is on the Gloucester Street side.

Careers Counselling is available free for students while they are studying at EIT.

Chaplaincy Service is available. It covers non-denominational, ecumenical, Christian and interfaith perspectives. EIT affirms the value of the spiritual dimension within growing and learning.

GENERAL POLICIES

If you change your name, your home or term address and/or your phone number, you must let us know. Please write a note to both Registry and your Programme Coordinator.

HEALTH AND SAFETY

The Health and Safety Officer is Dick Hilton, extension 6004. His office is in the Facilities Building (G Block) G166.

EIT has a Health and Safety Officer to help with safety management systems. EIT needs to comply with legislation and local body requirements. These include:

- Accident reports and investigation
- Emergency procedures
- Hazard identification, control and monitoring
- Health monitoring
- Safety training
- Contractor safety compliance
- Safe work systems
- Permit use

EIT takes seriously the need to have a healthy, smokefree, safe work environment for students, staff and visitors. There is an open door policy for safety and health issues. We encourage staff and students to contact Dick, or members of the Health and Safety Consultative Group at any time to register concerns or talk about suggestions or improvements they think are important.

COPYRIGHT, INTELLECTUAL PROPERTY, AND EDUCATIONAL MATERIALS

While you are studying at EIT you will be exposed to materials that have come from different sources. Copying any of this material is covered by laws on copyright and intellectual property. It is useful for students to understand a little about this law.

Firstly, it is important to understand that all printed work is covered by intellectual property law, even if there is no copyright symbol or other reference to copyright. The only exception is where there is a statement to say that it may be copied.

In general, one person is allowed to take a single copy of printed material for their own personal study or research.

Libraries are allowed to take copies for you in certain circumstances. This often happens if you want to inter-loan an article from another library. Teaching staff are very limited in what they are allowed to copy for educational use. EIT does have a licence with Copyright Licensing Ltd to allow some copying, but there are still strict limits.

EIT takes care to stay within copying limits. There might be times when staff cannot give you copies of material. Sometimes they may be able to have an original available through desk reference in the library.

There are also limits to copying other forms of intellectual property. These include film, television,

photographs, computer programmes, sound, and works of art. Many of these have more complicated rules than for written words.

If you have any questions about the law on intellectual property and how it affects resources that are available to you, talk with your tutor first. If they cannot answer your questions they may be able to refer you to someone who can.

STUDENT COMPLAINTS AND CONCERNS

From time to time, as a student, you might want to raise concerns or complain about issues you feel are affecting your study. You may have concerns about the service EIT provides. There might also be concerns about unacceptable behaviour of other students or staff.

EIT treats all concerns and complaints seriously. It sees them as a chance to improve their services. EIT tries to treat all complaints according to the principles of natural justice. EIT tries to make sure you will not be disadvantaged academically or any other way by raising a concern.

The Academic and Student Services Director can help you with the process and guide you to the most suitable person to see about an issue. If your complaint or concern is about unacceptable behaviour by another student or staff member, you can also talk with a 'harassment contact' person.

The following are steps you should take:

1. Informal intervention (with a staff member). Meet with the staff member or person most directly involved. Use a problem solving approach. The role of the staff member is to talk about the complaint or concern to try and resolve the matter. If you do not feel comfortable talking with the staff member, or if you do not think the matter has been settled then:
2. Informal intervention (with a Manager). You may meet with the manager of the staff member. Use a problem solving approach. The role of the manager is to talk about the complaint or concern and try to resolve the matter.
3. Formal complaint. If your informal meetings have not worked, or if you believe the complaint is serious and you want a formal investigation, you need to make a detailed, written complaint or incident report, and send it to the Dean. If you need someone to advocate or act for you, get help from the Students' Association.

A written report should say:

- Who or what the issue is about
- What happened or what the issue of concern is - include time and place
- How you or other students reacted
- What impact the issue had on you or other students

- What evidence there is to support the complaint or concern

Any formal complaint should be made as soon as possible after the event.

The Dean will explain what the procedures are so that the student can choose whether to continue. If the student decides to continue the Dean will then investigate the complaint and make a decision.

APPEALS OF FORMAL DECISIONS

If you do not like the Dean's decision you can appeal, in writing, to the Deputy Chief Executive (or their nominee) within seven (7) days of being told of the Dean's decision.

If you are not satisfied by the internal process after you have made an appeal to the Deputy Chief Executive, you will be told what other action you could take.

Further action could include an appeal to someone like the Ombudsman, or NZQA/ITPQ. You can find more information about the complaints process on Student Complaints and Concerns Policy and Procedures. This can be found on http://intranet.eit.ac.nz/eit_ac.htm and on the EIT website www.eit.ac.nz

If you are an international student and your concerns are not resolved by the internal process, you can contact the International Education Appeal Authority (IEAA). Their email is IEAA at info.ieaa@minedu.govt.nz

If the complaint is about an academic matter, please refer to the relevant section of the Academic Statute.

EIT HAWKE'S BAY RESPONSIBILITIES

What students can reasonable expect from EIT:

- To receive accurate information, before enrolment, about all key aspects of a course, including costs.
- To be told within the first week of a course starting, subject outlines, subject objectives, term dates, assessment deadlines and weighting, text books needed and examination fees.
- To be taught competently and effectively by trained staff, qualified in the relevant field of learning.
- To have information available about student support services, and which staff members can help in specific areas.
- To have access to staff to discuss problems.
- To have adequate resources available to support study.

- To be given accurate details of course related costs.
- To have access to information about their academic progress. To be given results of assessments and copies of examination scripts (under the Official Information Act 1982 and the 1987 Amendments).

GENERAL

- To have complete access to their own personal file within a reasonable time.
- To have a copy of their academic record on request.
- To be free from sexual harassment or coercion by staff or other students.
- To be given class time when a student is making an official representation on behalf of the student population.
- To have access to information on the appeal process to the EIT Deputy CEO.
- To have input into the evaluation of tutoring and course planning where appropriate.

STAFF

The staff will:

- Not have access to student medical records.
- Treat personal information with absolute confidence unless written approval has been given by the student concerned.
- Be aware of processes for requests for reassessment and for student appeals.

SAFETY

- To have a safe working environment, appropriate to the area of learning.
- To be given adequate instructions and training for safety in potentially hazardous situations.
- To have buildings and fittings maintained in reasonable condition to meet public health and safety standards.
- To have safety signs on show in buildings and on roadways where restrictions apply.
- To have safe pedestrian access to buildings.

ASSESSMENT

To have assessments marked and returned within a reasonable time.

To be allowed to ask for reconsideration of an assessment by the tutor concerned.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENTS' ASSOCIATION MEMBERSHIP

Membership of a Students' Association is compulsory at EIT. However, under the Education Act 1998 students have the right to ask for exemption on the grounds of hardship or conscientious objection.

An exemption form is available from the EIT Chief Executive's Personal Assistant, or from the Students' Association Office. This exemption form should be completed and will be considered by the EITSA Executive at the time of enrolment.

PLAGIARISM

Plagiarism is the act of taking and using someone else's work as one's own without proper acknowledgement. It includes:

- Copying the work of another student
- Directly copying someone else's work
- Summarising someone else's work
- Using experiment results obtained by someone else

Students must note that EIT treats plagiarism seriously. Penalties range from a warning through to suspension

PRIVACY

Students have the right to see any and all records kept that relate to them, except when items are protected by confidentiality clauses in relevant legislation.

Whenever students have access to private and/or personal information or knowledge about individuals or organizations as a result of their study programme, such information should be treated as confidential and not revealed without the written consent of the party or parties concerned.

CONDUCT

Students must behave in an orderly way and consider everyone else at EIT. Unacceptable behavior includes discrimination, bullying, harassment, and being objectionable.

A student will not be allowed into class, or remain in class if the person in charge of the class at the time thinks that the student is:

- a. Acting or likely to act in a manner that is unsafe to either themselves or to others.
- b. Is acting, or is likely to act, in a way that stops or

disrupts the class or other activities.

- c. Has on their person, or is under the influence of, or is distributing for supply, any controlled drugs or substances not lawfully prescribed. A controlled drug or substance is named and listed in the Misuse of Drugs Act 1975 and its amendments.
- d. Is under the influence of alcohol or drugs. Students are not allowed to bring in to, or consume alcohol at EIT except after approval from the Chief Executive. The CE may approve alcohol for a specific occasion at a specific place, according to the law at the time.
- e. Is breaking EIT or programme regulations, which may include use of equipment or computing facilities.

If a student is removed from class the person in charge of that class should give a written report to the Dean of the Faculty within 24 hours.

If students lose, deface or damage any EIT property as a result of carelessness or misuse, they will be responsible for the cost of replacement or repairs.

USE OF COMPUTER SYSTEMS

EIT has a computer system that supports a range of services and equipment. IT Services operate and maintain the system. Students enrolled at EIT are able to use these facilities.

EIT has limited computing resources, especially around printing and access to the internet. Students have a printing allowance that should be enough to support their courses.

Before using computer facilities, students need to read, understand and agree to the terms and conditions of the Computer Usage policy.

Use of Computer Facilities

In the following instructions when the word "System" is used it means any computer controlled and operated by EIT. This includes computers not owned or operated by EIT but which are connected to a system that is controlled and operated by EIT.

To ensure the security of the EIT computer facilities, all students must:

1. Gain proper authority before:
 - Accessing or attempting to access the System
 - Allowing anyone else to access the System
2. Only access, alter or delete information on the System they are authorized to use.
3. Use the System for the purpose they were given access.
4. Username and passwords must never be shared or shown to anyone else other than the authorized user. If you do this you are responsible for any unauthorized use someone else takes with the username and password.

Improper use of Computer Facilities

Improper use includes:

1. Having access to another student's data files, unless the tutor has authorized this.
2. Using another person's username and password, or allowing another person access to an account that is not their own.
3. Using computer programmes to decrypt, capture passwords or control information.
4. Trying to get around or corrupt System security. This includes having a programme that could do this, even if you do not intend to do it.
5. Taking part in any activity that could be harmful to a System or any information stored in the System. This includes creating or reproducing viruses, disrupting services, changing settings or damaging files.
6. Using illegal copies of copyrighted software, storing such copies on EIT systems, or sending them over EIT networks.
7. Using e-mail or messaging services to harass, intimidate or annoy another person in any way. This includes sending mass electronic messages.
8. Using EIT facilities to do work for individuals or organizations outside EIT.
9. Receiving, downloading, showing, storing or forwarding by email any material on the EIT System which is objectionable, offensive, slanderous, or illegal.
10. Installing any computer programme not approved by the tutor for use in the course or programme.
11. Downloading, uploading, or storing music, video, computer software, or copyrighted information, unless it is a course requirement. This must be specifically approved in writing by the tutor, or by IT Services.
12. Connecting any non-EIT computer system or device to the EIT computer network unless you have written permission from IT Services.

EIT takes breaking the rules of the Computer Usage policy seriously. EIT reserves the right to copy and examine any files or information on EIT Systems that might relate to inappropriate use.

If anyone breaks the rules, EIT may close down your user account and stop access. If you break any New Zealand laws you will have to deal with the appropriate agency. Legislation covering operation and use of EIT's computer facilities includes:

Films, Video and Publications Act 1993, Human Rights Act 1993, Privacy Act 1993, and Crimes Act 1961.

NOTE: At all times EIT has the right to inspect the contents of any student account and to take appropriate action where necessary.

COMPLAINTS AGAINST A STUDENT FOR BREACH OF EIT REGULATIONS

Any complaint against a student who breaches regulations should follow the process described under the heading **Student Complaints and Concerns**.

The Manager or Dean will decide whether to take further action on a complaint, based on the evidence that is available. If the decision is not to take further action on the complaint, the complainant(s) will be given notice in writing within five (5) working days after receiving the complaint. They will be given a reason for the decision.

Student(s) involved in a complaint may have a support person with them. Examples of support people are a Students' Association class representative, Students' Association President or nominee, Health Nurse, Pouwhirinaki, Māori Liaison Officer, Counsellor, or International Welfare Officer.

If a complaint is serious and could result in suspension or expulsion, the Dean can suspend a student from all or part of the programme until the complaint has been investigated and a decision has been made.

If a complaint is disproved, all records of the complaint will be destroyed. This is a requirement of the Privacy Act 1993.

If the complaint is valid, the Dean will recommend the most suitable penalty. If the Dean recommends to suspend or expel a student, this will go to the Chief Executive (or someone acting in his name) for a final decision. The student will be told of this as soon as possible, usually within two (2) days of the decision being made. A copy of all the documents that relate to the complaint will be kept in the Dean's Office.

If a student does not accept the complaint, or does not accept the penalty, they should tell the Faculty Dean and write to the Deputy Chief Executive within seven (7) days. This is the case in all appeals of a formal decision.

PENALTIES FOR BREACH OF REGULATIONS

Some penalties for breaking regulations are set out in the regulations concerned. They may include the following:

- a. **Restitution.** Where a student has damaged, lost, or stolen EIT property they shall be liable for the cost of replacement or repair. EIT property includes computer software and hardware.
- b. **Fines.** A fine of not more than \$500 can be imposed for breaking regulations.
- c. **Suspension or expulsion.** These can be a punishment in their own right, or they may be a punishment if fines or restitution are not paid by the due date. If a student is suspended or expelled they are not entitled to re-enroll or receive any examination or assessment results.

A penalty cannot be given if there has been no written complaint. A written complaint may come from another student(s), a tutor, or other EIT employee.

ENROLMENTS AT TWO INSTITUTIONS

If a student transfers from one institution to another, they will normally have to pay fees charged by each. Some students may be allowed a refund if they meet EIT refunds policy requirements.

ATTENDANCE

Students should arrive on time for classes. They should stay for the whole class. Students must comply with programme requirements for notifying staff when they will be away.

DISCLAIMER

EIT has the right to cancel or postpone any programme or part of a programme at any time and for any reason. EIT is not liable for any claim, apart from the programme fee for the part that has been cancelled. Programmes depend on Ministry of Education funding.

WHEN STUDENTS LEAVE

There will be paper work to complete at the end of a programme, or if a student leaves part way through. It is very important to complete the paper work if a student leaves part way through a programme. This will affect what is written on their academic record.

TRANSFER OF FEES

New Zealand Citizens/Permanent Residents

- Fees cannot be transferred to another Institute or Tertiary Institution.
- Fees cannot be carried over from one year to another year.
- Sometimes fees can be transferred to another faculty or subject, where this meets the requirements of the faculty(ies) involved.

International Students

- If you transfer to another institute after you arrive in NZ, you must give us an original copy of an Offer of Place from the other institute one (1) week before the programme starts. This will allow us to transfer 75% of tuition fees. This refund will be paid directly to the other institute. No refund will be given after our programme starts.
- Fees can be transferred from one year to another year.
- Sometimes fees can be transferred to another faculty or subject where this meets the requirements of the faculty(ies) involved.

ACADEMIC STATUTE

The following is a condensed version of the EIT Academic Statute. Some sections are shown in full, while in other areas only headings are shown. A full copy is available in the Library. This academic statute is approved by the EIT Council.

1. Purpose of Statute

2. Definitions

3. Academic Board

Preliminary and Introduction

Academic Board

Membership of Academic Board

Academic Appeals Committee

3.14 The function of the Academic Appeals Committee shall be to hear and determine, on behalf of the Academic Board, appeals by students against decisions of a Faculty Academic Committee or Dean and to hear any other appeals by students which the Academic Board may, in its absolute discretion, agree to hear.

3.15 The Chairperson of the Academic Board shall be responsible for convening the Academic Appeals Committee to hear any appeals as soon as reasonably practical.

3.16 The membership of each Academic Appeals Committee will be determined by the Chairperson of the Academic Board and will have the following minimum membership:

3.16.1 Chairperson;

3.16.2 Two (2) EIT staff members, none of whom shall be a member of the Faculty(s) involved in the appeal;

3.16.3 One person who is a nominee of the EIT Students' Association;

3.16.4 Other members may be appointed to ensure a balance of membership appropriate to the nature of the appeal.

3.17 No person having a conflict of interest with respect to the appeal under consideration shall serve on the Academic Appeals Committee.

3.18 The Academic Appeals Committee shall make decisions by majority vote and the Chairperson shall have a deliberative vote

only and not an additional casting vote.

- 3.19 The decision of the Academic Appeals Committee shall be deemed to be the decision of the Academic Board.

Strategic Research Committee

Research Ethics & Approvals Committee

Programme Approval and Review Committee

Faculty Academic Committee

Animal Ethics Committee

4. Advisory Committees

5. Admission and Enrolment

Admission

- 5.1 The admission requirement for a specific programme shall be set out in the programme regulations and shall be such that each student who meets the admission standard can reasonably be expected to achieve the standard required for the qualification.
- 5.2 Students may be admitted to any appropriate point of a programme with Cross Credits, Exemptions or Recognition of Prior Learning and on the payment of any prescribed fee as set by Council.
- 5.3 To be admitted to any course or programme a student must provide acceptable evidence of meeting the criteria for entry to the course or programme.
- 5.4 All documentary evidence required for admission, including academic records, must be either an original, a certified copy, or certified translation.
- 5.5 No enrolments may be accepted for a programme until it has final academic approval.

Enrolment

- 5.6 All students applying for enrolment shall submit the required enrolment form.
- 5.7 On application for admission or enrolment, a student may be required to produce evidence of age, New Zealand citizenship or residency permit, and any other documentary evidence relevant to enrolment restrictions, scholarships or other monetary grants or assistance.
- 5.8 Students must comply with the relevant regulations including enrolment, exemptions and transfer procedures, applying to each programme or course.
- 5.9 Enrolments more than 2 weeks after the

start of the course/programme date will not be permitted other than with the approval of the Dean, and on payment of a fee, as determined from time to time by the Council.

Cancellation of a Course or Programme

- 5.10 Where it appears to the Dean that the number of students enrolled in a particular course is insufficient to justify the holding of that course then the Dean may cancel the course, notwithstanding that enrolments have been accepted.
- 5.11 On the recommendation of the Dean, the CE may cancel a programme after considering factors that will include: the strategic fit, viability, staffing, quality and delivery of the programme, or any other circumstance that may influence the final decision.

- 5.12 Where programmes are cancelled by the Dean or CE, should any enrolments have been accepted, the relevant enrolment fees will be refunded in full and no other claims for damages, costs or expenses shall be made.

Limitations on Admission and Enrolment

- 5.13 Where the Dean is satisfied that it is necessary to do so, s/he may determine the maximum number of students who may be enrolled in a particular course or programme in a particular year or semester.
- 5.14 Selection criteria for programmes or courses may relate to the particular student's academic ability, general suitability for the course, and such other approved criteria, including the giving of preference to eligible persons who are included in a class of persons that is under-represented among the students studying for the course.
- 5.15 Where the number of places available in a course or programme is insufficient to accommodate all eligible applicants, the Programme Coordinator has the power to select applicants according to selection criteria contained in the programme regulations, or in the order in which applications were received.

6. Fees

- 6.1 The Council of EIT Hawke's Bay shall set fees as it sees fit on an annual basis for programmes funded through Ministry of Education EFTS funding, and for international students. Fees for ITO funded or other contracted programmes will be determined in accordance with the relevant contract.

- 6.2 In signing the enrolment form students undertake to pay all fees as they become due.
- 6.3 All fees must be paid in full by the published due date unless alternative arrangements have been agreed in writing with the Registry Manager. Students who have not paid all fees by the due date may be denied admission to classes and shall not be eligible for the awarding of credits until all approved fees are paid.
- 6.4 Fees shall include any deposits specified by a faculty as payable in advance in respect of a particular course to cover materials supplied or other course expenses.
- 6.5 Any student who submits an enrolment form or completes enrolment formalities after the stipulated closing date may be liable for a late payment penalty fee as is determined by the Council.

Refund of Fees - Domestic Students

- 6.6 Application for a refund must be made in writing on the appropriate form.
 - 6.6.1 Where students have been required to enrol in the programme rather than individual courses, no refund will be given after 2 weeks from the start of the programme.
- 6.7 In all cases any refund will be reduced by the amount of any non-refundable deposit, and the cost of any textbooks or other course materials that have been provided to the student.
- 6.8 Under exceptional circumstances the Dean of the faculty may authorise variations from the rules set out above.

Refund of Fees - International Students

- 6.9 Regulations for the withdrawal from courses and refund of fees to International students will be as approved by the Chief Executive.

7. Academic Requirements and Unsatisfactory Progress

- 7.1 The following requirements apply to all programmes and courses, unless specifically stated otherwise in programme regulations.
- 7.2 Any student who does not pass at least half of the credits in which the student was enrolled within one academic year will be considered to have made unsatisfactory academic progress.
- 7.3 A student who enrolled in the same course on three occasions and has not passed the

course, shall not be enrolled again for that course except with the permission of the Dean. Any specific programme regulations related to exclusions from courses shall take precedence over this clause.

- 7.4 Any student who fails to meet the prerequisite requirements in preparation for off-site excursions, practical, or work experience will not proceed to the off-site excursion, practical, or work experience and will not be awarded credits for that course.
- 7.5 Any student who has made unsatisfactory academic progress will be deemed to be excluded from that programme and shall not be permitted to re-enrol without the prior permission of the Dean.
- 7.6 If a student's performance or participation in any off-site excursion, practical, or work experience is, at the absolute discretion of the Programme Coordinator, unsatisfactory for whatever reason, the Programme Coordinator may temporarily suspend that student's attendance at the off-site excursion, practical, or work experience, until the Dean examines the situation and has recommended an appropriate course of action to resolve the unsatisfactory performance.
- 7.7 Any excluded student who wishes to apply for permission to re-enrol shall lodge a written application with the Dean at least one month before official enrolment date in the semester for which s/he seeks admission, together with the fee specified.
- 7.8 The Dean shall make the decision on whether any particular student who has been excluded may be permitted to re-enrol and may impose conditions on the re-enrolment to help ensure the student has a reasonable chance of success in the programme.
- 7.9 When applying for re-enrolment, the student will need to satisfy the Dean that as a result of study or other activity in the intervening period, there is a reasonable chance of success in subsequent study.

8. Withdrawal from Courses/Change of Course

Withdrawal from Courses

- 8.1 A student may withdraw from a course by giving notice to the Faculty Administration.
- 8.2 Where a student has not initiated a withdrawal process but is no longer participating in course or programme

activities and has failed to respond to two written requests for clarification of their enrolment status as an active student, the student will be withdrawn by the Dean.

8.3 If a student withdraws (or is withdrawn by the Dean)

8.3.1 **more than two weeks** after the start of the course, but **before** the date specified in the programme handbook, a letter grade “W”, representing withdrawal from course, will appear on the student’s academic record.

8.3.2 **after the date specified in the programme handbook**, the student’s academic record will show an appropriate failing grade.

8.3.3 **within two (2) weeks of the start of the course**, the student will have no academic record for that course and any results achieved will not be retained.

In both situations 8.3.1 and 8.3.2 no fee refund will be given.

In situation 8.3.3, where courses are greater than 12 weeks, NZ resident students will be entitled to a refund of fees paid for that course, less any relevant charges. Where courses are less than 12 weeks, no refund will be given.

8.3.4 Notwithstanding clause 8.3.1, a student withdrawing from a course after the date specified in the programme handbook may apply to the Dean, who may authorise a “W” grade if the Dean is satisfied that the student has withdrawn for reasons beyond the student’s control.

Change of Course or Programme

8.4 Students who request a change of programme or course after course enrolment shall complete the appropriate change of course form. Such students shall incur a fee as is determined by the Council.

9. Assessment Matters

General

9.1 The nature of assessments and their due dates will be made available to students at the beginning of the course.

9.2 No changes to assessment requirements shall

be made during the course unless approved by the Faculty Academic Committee and notified in writing to all students.

9.3 Assessment for the successful completion of a course, may take the form of examinations, tests, assignments, or other forms, and may be conducted on a group or individual basis.

9.4 Students shall make themselves available to undertake all summative assessment items at the time and place stipulated by the teaching staff responsible for the course.

9.5 Every programme in which summative assessment takes place will have their assessments moderated both internally and externally according to moderation procedures included in programme approval documents and in the QMS.

9.6 Final results will be approved by the Faculty Academic Committee on the basis of assessments set by the teaching staff responsible for the course.

9.7 Each FAC will have documented procedures to ensure the security of assessment documents prior to the holding of the assessment and for the accuracy and security of the assessment results.

9.8 Summative assessments may be conducted in Te Reo Maori. Conditions and requirements may apply and these are documented in the QMS or programme regulations. If a student wished to answer assessments in Te Reo Maori this must be communicated to the Programme Coordinator within 4 weeks of the start of the course.

Challenging Assessment Decisions

Recounts

9.9 A student who has reason to believe that the grade or mark for a particular assessment is incorrect, should firstly discuss this with the staff member responsible within five (5) days of the return of the assessment.

9.10 The staff member will provide feedback to the student to clarify why the grade or mark has been awarded and may, if justified, amend the result.

9.11 If the student still believes that the mark or grade is incorrect, they should discuss the matter with the appropriate Programme Coordinator or Head of School.

Reconsideration of Assessments

9.12 A student who has reason to believe that the grade or mark for a particular assessment is incorrect, and who has been unable to reach

a resolution of the matter under clause 9.11 may apply to the Dean for a reconsideration within (14) days of the return of the assessment.

- 9.13 Reconsideration will cover only an investigation into the marking of an assessment and can include a remark if programme regulations allow. In exceptional circumstances, a reassessment may be offered.
- 9.14 Reconsideration may lead to no change or to either a raising or lowering of the grade.
- 9.15 The Dean will advise the student of the decision with reasons within ten (10) working days of receipt of the request or receipt of any independent opinion or reassessment result, whichever is later.
- 9.16 Notwithstanding the above, special provisions may apply in the case of the assessment of practical work.
- 9.17 Each programme shall specify the availability of reassessment opportunities for each assessment item and notify this to students in advance. This may vary from programme to programme, and from one assessment item to another. For undergraduate degrees there may be one reassessment opportunity per semester and two per programme at level 5 only. There will be no reassessment at level 6 or level 7. The reassessment will be available only on assignments, practicums and competency based field work but not on tests and exams. The maximum mark available for the reassessed item is the minimum pass mark.
- 9.18 Each reassessment and reconsideration may require the payment of a fee as determined from time to time by Council, plus any costs involved in the provision of materials for the reassessment. In cases of reconsiderations, the fee is refundable if there is a change to the final grade or mark.
- 9.18.1 The fee is refundable if there is a change to the final grade or mark.
- 9.19 The use of a reassessment opportunity will be recorded for internal purposes, but will not show on any results notification provided to the learner.
- 9.20 In general terms a reassessment opportunity will require the completion of a similar but not identical assessment item. It should cover the entire scope of the original, not just those parts that were not completed successfully the first time.

Appeals Against a Grade

- 9.21 Notwithstanding clause 9.12, a student may appeal against the final grade awarded in any course by applying in writing to the Deputy Chief Executive, setting out the grounds for appeal and paying any prescribed fee as set by Council.
- 9.22 The only allowable grounds for appeals against a final grade or pass category are that:
- 9.22.1 additional information has become available which was not available and could not reasonably have been made available to the Faculty Academic Committee at the time the original decision was made; and/or;
- 9.22.2 there was a material irregularity in the conduct of summative assessment on the course or in the procedures of the Faculty Academic Committee.
- 9.23 Applications for appeal must be received by the Deputy Chief Executive within 14 days after receiving advice of the matter being appealed against. In exceptional circumstances the Deputy Chief Executive may extend the time for receipt of the application for appeal.
- 9.24 If, in the opinion of the Deputy Chief Executive, the grounds for appeal have not been satisfied, the Deputy Chief Executive shall notify the student within two (2) working days that the appeal will not be heard.
- ## 10. Examinations
- 10.1 Examinations shall comprise such written, oral and/or practical tests and examinations as the examiners may determine.
- 10.2 Timetables for examinations shall be notified to students at the start of the semester and not less than 4 weeks before the start of the examinations.
- 10.3 Examination papers may be released to students in advance of sitting of the examination where programme regulations permit.
- 10.4 Written examinations will be supervised by a person approved by the Dean.
- 10.5 No student shall communicate with an examiner about an examination other than through specified channels of communication.

- 10.6 No student may be examined in any course or part of a course at any time other than that set down for him or her in the timetable, unless approval has been obtained and proper arrangements made through the Dean.
- 10.7 No student shall be allowed to enter the examination room after more than 30 minutes of the time set down for the examination or test has elapsed, excluding reading time.
- 10.8 No student shall be permitted to leave the examination room (and then only with the permission of the supervisor and upon handing in his or her script), until 45 minutes has elapsed from the time that the writing of the examination began.
- 10.9 No student shall be permitted to leave the examination room in the final 15 minutes of the examination.
- 10.10 Students shall be allowed to read their examination papers for not more than 10 minutes before the examination commences but may not begin any writing (answers or notes) until the supervisor announces that they may do so.

Electronic Devices and Mobile Phones

- 10.11 No student shall bring into the examination room an electronic calculator or dictionary except by explicit direction of the examiner. Where an examination has been designated “calculator or dictionary permitted”:
- 10.11.1 The device used in the examination must be electronic, truly portable and self-powered, noiseless and no audible alarms may be used;
- 10.11.2 No supplementary material related to the use and operation of the device will be permitted in the examination room other than spare batteries;
- 10.11.3 In all cases it is the responsibility of the student to maintain the operation and operating power of the device;
- 10.11.4 Mobile phones will not be permitted unless specifically approved by the examiner. Where examiners allow mobile phones as electronic calculators or dictionaries these must follow the rules for these devices and operate in a silent mode.

10.11.5 Where dictionaries are permitted they must not be marked in any way.

- 10.12 Mobile phones must be switched off at all times during examinations, unless permitted under clause 10.11

Unauthorised Material

- 10.13 No student shall bring to an examination any written or printed matter except by direction of the examiner. All paper used during the examination must be handed to the supervisor before the student leaves the examination room.
- 10.14 Where an examination is “Open Book”, students may take into the examination room any written or printed material including books, Acts etc. and there will be no check on items taken into the examination room.
- 10.15 Where an examination is “Restricted Book”, students shall take into the examination room only material specified by the examiner, and that material shall not be annotated, written or typed upon, or otherwise marked.
- 10.16 Where an examination is “Restricted Book may be written”, the students shall take into the examination room only material specified by the examiner, and that material may be annotated, written or typed upon or otherwise marked in a relevant or contextual manner.
- 10.17 All books and papers not approved for use in the examination, along with any spare personal belongings brought to the examination shall be left in such part of the room as the supervisor shall direct.

Communication

- 10.18 During an examination a student shall not communicate by word or otherwise with any other person except the examination supervisor or examiner.
- 10.19 No student shall continue writing after the supervisor has announced the expiration of time. In no circumstances is any time over and above the time allotted to any paper to be allowed a student for reading over his/her scripts or making an amendment or addition to his/her scripts.
- 10.20 Students must keep their Student Identification Card displayed throughout the examination.
- 10.21 A student shall comply with all directions given by the examination supervisor and all instructions to students set out on the

examination materials or displayed in the examination room.

- 10.22 A student's behaviour during examinations must not disturb, distract or adversely affect any other student.

Conduct of Examinations: Special Assistance

- 10.23 Students wishing to receive special assistance in order to undertake an examination shall, unless otherwise exempted by the Programme Coordinator, apply in writing to their Programme Coordinator no later than two (2) weeks prior to the date of the examination. Such applications must state the nature of the disability and the type of assistance required in terms of section 10.25 below.
- 10.24 Applications must be endorsed by the course lecturer and the Learning Advisor.
- 10.25 Special assistance may be provided in a range of forms, including the following:
- 10.25.1 Additional examination time normally not exceeding 15 minutes for each hour of examination;
 - 10.25.2 Assistance by a reader or writer;
 - 10.25.3 Use of special technology (for students with physical disabilities).

11. Dishonest Practice in Assessment

- 11.1 A summative assessment offence represents misconduct and includes any breach of any rules relating to the conduct of tests or examinations and any dishonest practice occurring in the preparation or submission of any work (whether in the course of an examination or not) which counts towards the attainment of a grade in any course or otherwise occurring in connection with any summative assessment.
- 11.2 Dishonest practice includes but is not limited to: copying the work of others; misrepresentation of identity; plagiarism; cheating; submitting work for summative assessment which has been jointly prepared, or which has been previously submitted elsewhere, and in circumstances where this has not been approved by the Head of School.

Misconduct

- 11.3 Where, in respect of any student, a complaint of misconduct or breach of the regulations in respect of the completion of summative assessment procedures is received or identified, the Head of School

shall investigate the complaint.

- 11.4 If a prima facie case is established, the **Head of School** will discuss the circumstances with the student or students involved, and seek to reach an agreed course of action which may involve whatever penalties are acceptable to both the Head of School and the student or students. If agreement cannot be reached the Head of School will refer the matter to the Dean for consideration and decision.
- 11.5 Before reaching a decision, the Dean must:
- 11.5.1 Advise the student of the complaint and give him/her a reasonable time to respond;
 - 11.5.2 Undertake an appropriate investigation, which may include a FAC meeting;
 - 11.5.3 Consider the student's response.

Penalties for Misconduct

- 11.6 If the allegation is proved all or any of the following penalties may be applied by the Dean, after consultation with the Deputy Chief Executive:
- 11.6.1 The award of a fail grade or a nil mark for the affected summative assessment event;
 - 11.6.2 Disqualification of the student from sitting for any summative assessments for such period as it thinks fit;
 - 11.6.3 Cancellation of credit if the student has been credited with a pass in the course in respect of which the charge arose;
 - 11.6.4 Suspension from any course for such period that it thinks fit;
 - 11.6.5 Exclusion from the programme for such period that it thinks fit;
 - 11.6.6 A reprimand;
 - 11.6.7 Record the penalty imposed on the student's personal file for a specified time;
 - 11.6.8 Recommend to the Academic Board, exclusion from any programme within EIT Hawke's Bay.
- 11.7 Students are responsible for acquainting themselves with the requirements relating to the conduct of tests and examinations as set out in this Statute and any specific requirements relating to a particular programme or course.

12. Grading Systems

- 12.1 The programme regulations for each programme shall specify the grading system to be applied to each course, and the course descriptor shall specify the criteria for each grade.
- 12.2 The grading system used for each course shall be one of the following four models.
- 12.3 In courses for which a pure competency based system is operated, results shall be specified as one of:
- a. C Competent;
 - b. N Not Passed;
 - c. W Withdrawn from course or programme;
 - d. X Cross Credit from another qualification;
 - e. U Unfinished at the time of reporting.
- 12.4 In courses in which a modified competency based system is operated, results shall be specified as one of the following:
- a. M Passed with Merit;
 - b. C Competent;
 - c. N Not Passed;
 - d. W Withdrawn from course or programme;
 - e. X Cross Credit from another qualification;
 - f. U Unfinished at the time of reporting.
- 12.5 In courses in which grades are allocated according to the level of achievement, results shall be specified as one of the following:
- a. A Passed with distinction;
 - b. B Passed with merit;
 - c. P Passed;
 - d. N Not Passed;
 - e. W Withdrawn from course;
 - f. X Cross Credit from another qualification;
 - g. R Restricted Pass;
 - h. U Unfinished at the time of reporting.
- 12.6 Degree programmes shall, and post graduate programmes may, use an 11 point grading system, i.e. A+, A, A-, B+, B, B-, C+, C, C-, D, E or, where appropriate, W, X, **U**, or R (on the basis of criteria approved by the Academic Board for that programme). A grade of C- or

better shall be a passing grade, a grade of D or E shall not be a passing grade. Any course or programme that uses an 11 point grading system must use the standard system. If percentage marks are used, they will be linked to grades by the following table:

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

D 40 - 49

E under 40

N not passed due to non achievement of some set requirement

- 12.7 If any portion of summative assessment has been estimated the final grade will be an estimated grade, and annotated “est” on the student’s Academic Record.

- 12.8 If a student has completed all summative assessment, the final grade will be recorded with no annotation.

Restricted Pass

- 12.9 The Faculty Academic Committee may award a “restricted pass” in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance.

- 12.10 The conditions which apply to a restricted pass shall be included in the programme regulations.

- 12.11 A student may decline the award of a restricted pass by notifying the Dean in writing not later than 28 days from mailing of the results.

13. Special Assessment Circumstances

- 13.1 This section relates to student performance in summative assessment being affected by any circumstance or situation which the student could not have reasonably prevented and includes sickness or injury to the student or bereavement. This covers situations in which the student has been unable to complete the assessment item (for example

has been too ill to attend an examination) or has completed the assessment item but believes that the level of performance has been impaired.

- 13.2 In all cases the initial notification must be prior to the assessment event. For tests and examinations this means the start time of the assessment. For assignments this means the deadline for submission. Under exceptional circumstances the FAC may waive this requirement, provided that notification was at the earliest possible opportunity. The detailed application procedure is documented in the programme regulations.

13.2.1 The result shall be notified to the student in writing, who shall have the right of appeal to the Faculty Academic Committee.

14. Notification of Results

- 14.1 The grades of courses will be mailed to students following approval by the Faculty Academic Committee.
- 14.2 Any results displayed on notice boards will use student ID numbers, not student names.

Availability of Marked Assessments

- 14.3 Students shall be entitled to the return of all written work (or a copy thereof) submitted for assessment, and to be given access to a copy of the marking schedule used to mark the assessment.
- 14.4 If a student takes away the original examination script s/he forgoes the right to apply for a recount or remark of the script or an appeal against the grade.
- 14.5 Time limitations for collection of work submitted by students for summative assessment may be set. Such limitations will be notified in the Programme Handbook. Where such limitations are set, assessments not collected by the due time may be destroyed.
- 14.6 If no time limitation is set for the collection of assessment work, any uncollected work may be destroyed one year following the completion of the course.

15. Programme Regulations and Course Information

Programme Regulations

- 15.1 Every programme leading to a EIT Hawke's Bay or a national qualification shall be supported by written regulations approved

by the Academic Board, detailing the formal requirements for the completion of the programme and its constituent courses.

- 15.2 EIT's Quality Management System will document the requirements for the programme regulations that will meet academic quality standards.
- 15.3 Regulations shall be made available to students at the start of the programme.

Course Information

- 15.4 The written course information, to be available to each student at the commencement of each course, will include:
- 15.4.1 Learning outcomes of the course, with an indication of the duration and scheduling of topics to be covered;
- 15.4.2 The level and credits of the course;
- 15.4.3 Attendance hours;
- 15.4.4 Notice of dates for any required summative assessment;
- 15.4.5 Method/methods of assessment to be employed;
- 15.4.6 Required textbooks and a list of any required learning resources;
- 15.4.7 Any prerequisite or corequisite courses;
- 15.4.8 Time limits for students to collect work submitted for assessment.

16. Eastern Institute of Technology Awards

Recognition of Study

Certificate of Proficiency or Certificate of Personal Interest

A Certificate of Personal Interest (CPI) or Certificate in Proficiency (COP) is a programme of study that has been chosen by an individual learner, consisting of one or more assessed courses from an already approved qualification, and approved by an academic board, but is not credited to any qualification.

- 16.1. Students who meet the entry criteria may enrol on any course(s) upon the approval of the Director Academic & Student Services for the purpose of obtaining a Certificate of Proficiency or Certificate in Personal Interest.
- 16.2 Students will comply with the programme regulations of each approved qualification.
- 16.3 The student's academic record or transcript shall show the grade achieved and a note

that the student completed the course or parts of a programme as special interest and that he/she was not formally enrolled in the programme(s) listed.

- 16.4 Successful students who are subsequently admitted to an approved qualification may apply to have the course/s credited to the approved qualification.

Awarding of Qualifications

- 16.5 A qualification will be awarded to students when they have accumulated the number and level of credits required for completion of the qualification for which they are enrolled, and have fulfilled all other requirements of the qualification, as stated in the programme regulations.
- 16.6 The responsibility for determining whether students have accumulated the required number and level of credits and whether they have fulfilled any other requirements lies with the Faculty Academic Committee responsible for each programme.
- 16.7 To be awarded an EIT Hawke's Bay qualification, a minimum number of credits shall be studied at EIT Hawke's Bay. The minimum number of credits for each qualification shall be shown in approved programme regulations.
- 16.8 Students are able to graduate from a programme under the regulations which were in force at the time of their enrolment.

Qualifications

- 16.9 EIT Hawke's Bay and national qualifications shall be awarded on the basis of the completion of an approved programme and the accumulation of credits earned by passing courses.
- 16.10 Credits shall be awarded for the successful completion of a course.
- 16.11 Credits shall be allocated to courses on the basis of one credit for each notional 10 hours of student learning or 1/120 of a notional full time year's work.
- 16.12 All courses shall be classified at levels 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10 according to the level or extent of intellectual demand and the complexity of skills, with levels being congruent with NZQA definitions.
- 16.13 Specific qualifications shall be awarded on completion of an approved programme in which a minimum of credits have been accumulated as follows:

Certificate

Diploma

Bachelor Degrees

Bachelors Degree with Honours

Conjoint or Double Bachelor Degree

Graduate Certificate

Graduate Diploma

Postgraduate Certificate

Postgraduate Diploma

Masters Degree

Short Course Award

- 16.25 An EIT Short Course Award consists of up to 40 credits and will be named Short Course Award in xxxxx. The award will be at the level where a minimum of half the award credits are approved.
- 16.26 Short Course Awards may be awarded on the successful completion of a defined course.
- 16.27 An academic record may also be provided that shall specify any units or modules completed, including the level and number of credits awarded for each Attendance Award
- 16.28 Any short course, where participants are required to attend or complete courses fewer than 40 credits and the short course does not qualify for a Short Course Award under 16.25, will receive an Attendance Award.
- 16.29 An award under this category shall not use the word "Certificate" in the title.

Conferral of Degrees and Award of Qualifications

- 16.30 The Council of EIT Hawke's Bay shall have the power to confer all EIT Hawke's Bay degrees approved and accredited by NZQA, and award all diploma and certificate programmes approved by the Academic Board of EIT Hawke's Bay.

The Conferral of Honorary Degrees

- 16.31 The Council of EIT Hawke's Bay may admit persons honoris causa to such degrees as are specified in the rules made by Council for the purpose of this clause.

EIT Hawke's Bay Seal

- 16.32 The EIT Hawke's Bay Seal may be affixed to the award document for all programmes of level 5 or higher which have been formally accredited either externally or locally and which require a minimum of 120 credits for completion of the qualification.

Academic Dress

- 16.33 Members of staff of EIT Hawke's Bay attending or taking part in public ceremonies for which academic dress is prescribed shall wear the academic dress of the qualifications for which they have formally graduated.
- 16.34 The academic dress worn by persons who have had their degrees conferred by EIT Hawke's Bay shall conform in respect of shape, material and colour to the standard and specifications determined by Council in the Academic Dress Regulations and listed in Schedule 1.

17. Graduation

18. Delegations

EMERGENCY PROCEDURES

The campus is divided into self-managed areas or zones during emergency conditions. Coloured maps of these zones are displayed in every building and classroom with their associated evacuation assembly areas. It is your responsibility while you are on campus to familiarise yourself with these areas and know what to do and where to go if an evacuation is necessary.

The zones are managed by staff specially appointed as Building and Floor Wardens who are authorised to take control during emergencies. The Wardens are identified by bright fluoro vests for easy recognition by staff, students, visitors, Fire Service personnel and hearing impaired students on campus.

Evacuation drills are conducted for all zones twice a year as a legal requirement. During these, or in actual emergencies, you must evacuate the buildings and follow any instructions given by the wardens.

All staff are issued with a manual of emergency procedures. However, it is important that if you are the first person confronted by an emergency, that you initiate the first actions. These are summarised as follows:

FIRE

Activate the building fire alarm

Ring the Fire Service 111

Ring the Switchboard 777

Evacuate the building

SERIOUS ACCIDENT

Isolate the victim from further harm

Ring the ambulance 111

Ring the Switchboard 777

GAS LEAK

Ring the Fire Service 111

Ring the Switchboard 777

Notify wardens - do not switch on alarms

Evacuate the area

BOMB THREAT

Ring the Police 111

Ring the Switchboard 777

Search evacuation routes

Evacuate the building

EVACUATION PROCEDURE

- Proceed in an orderly manner to the nearest exit - walk, don't run
- Follow Building and Floor Wardens' instructions
- Do not use lifts
- Go to your designated assembly areas
- Do not re-enter the buildings until the all clear is given

SMOKE-STOP DOORS

All self-closing doors to stairs and corridors are "Smoke-stop doors" and they must be left to close freely at all times. These doors are strategically located so that smoke and fumes in one area will be largely contained there, thus providing a relatively smoke free means of exit via the stairs on the opposite side.

DISABLED STUDENTS

During an emergency or fire drill, disabled students in multi storey buildings will be placed with a 'buddy' or care giver in a safe location usually near a stairway landing. The Fire Service will be notified immediately and will carry out a safe evacuation. Evac chairs are also available in extreme emergency.

EMERGENCY LIGHTING

The stairs, corridors and toilets are equipped with battery operated emergency lights that switch on at the time of an electrical power failure. This emergency lighting is effective for approximately 30 minutes and provides only minimum illumination to stairs and toilets. Wherever the electrical power supply is cut, staff members will direct you to vacate the building. Do not enter the building and proceed to the upper levels when emergency lighting conditions prevail.

THE LIFTS

Lifts are installed in various buildings on the Taradale campus, for student and staff convenience. It is recommended however that walking the stairs provides healthy exercise and lift use should be minimised.

During emergencies if you become trapped within the compartment, it is equipped with an emergency phone. Instructions on how to operate this phone are posted in the compartment and the correct operation will depend upon whether the fault is an “electricity supply failure” or a “mechanical breakdown”. An electricity supply failure will be evident when the mains lights extinguish and the emergency lights come on. Under these conditions the switchboard operator may call to ascertain whether anyone is trapped. Note that during a power failure, this phone may ring as inward calls to the Institute are made.

If you are trapped in the compartment and the normal lights are still on, the switchboard operator will be unaware of the breakdown and you may need to use the phone to summon aid.

The lift is also equipped with a seismic sensor switch that will stop the lift immediately an earthquake reaches a predetermined magnitude.

Do not attempt to use the lift during an emergency evacuation. When the fire alarms are triggered it automatically travels to the ground floor and will not respond to a call.

CONTACT DIRECTORY

MAIN CAMPUS

Gloucester Street, Taradale, Napier

Tel: (06) 974 8000

Infoline: (06) 974 8918 or
0800 22 55 348

Fax: (06) 974 8910

Postal: Private Bag 1201,
Hawke's Bay Mail Centre
Napier 4142

Email: info@eit.ac.nz

Website: www.eit.ac.nz

Hours: 8.00am - 5.00pm Mon - Thurs
8.00am - 4.30pm Fri

Please refer to the campus map on the back of this book.

EIT LEARNING CENTRES

The Learning Centres maintain up-to-date information on all EIT Hawke's Bay programmes in addition to offering their own courses.

Central Hawke's Bay

53 Russell Street, Waipukurau

Phone: (06) 858 7009

Fax: (06) 858 7018

Postal: P O Box 230, Waipukurau 4200

Email: sfleming@eit.ac.nz

Hours: 9.00am - 4.00pm Mon - Fri

Flaxmere

Flaxmere Village, Swansea Road, Flaxmere

Phone: (06) 974 8943

Postal: P O Box 1477, Hastings 4122

Email: tkupa@eit.ac.nz

Hours: 8.30am - 4.00pm Mon - Fri

Hastings

First Floor, Tower Building, Cnr Railway & Lyndon Roads

Phone: (06) 974 8936

Fax: (06) 878 2965

Postal: P O Box 1477, Hastings 4122

Email: TrishC@eit.ac.nz

Hours: 9.00am - 4.00pm Mon - Fri

Maraenui

18-20 Bledisloe Road, Maraenui

Phone: (06) 842 0591

Postal: 18-20 Bledisloe Road Maraenui, Napier 4110

Email: angelah@eit.ac.nz

Hours: 9.00am - 4.00pm Mon - Fri

Wairoa

Cnr Paul & Queen Street, Wairoa 4108

Phone: (06) 838 7349

Email: wairoa@eit.ac.nz

TWIST LIBRARY

Phone: (06) 974 8000 Exts: 6040 or 6045

Fax: (06) 974 8910

Email: twist@eit.ac.nz

LEARNING ADVISOR HOURS

Normally Monday, Tuesday, Wednesday, Friday 9.00am -4.00pm Thursday 9am-6.00pm later sessions maybe run at peak study times.

EMERGENCY PHONE - Message service
(06) 974 8888

In emergencies or circumstances where there is a need for an after hours message for staff and students.

EIT LIBRARY HOURS

TWIST LIBRARY AND LEARNING HUB HOURS (Academic Terms)

Monday - Thursday 8.00am - 9.00pm

Friday 8.00am - 5.00pm

Saturday & Sunday 10.00am - 4.00pm

HOURS DURING TERM BREAKS

Monday - Friday 8.00am - 5.00pm

Saturday & Sunday 10.00am - 4.00pm

SUMMER HOURS (December - January)

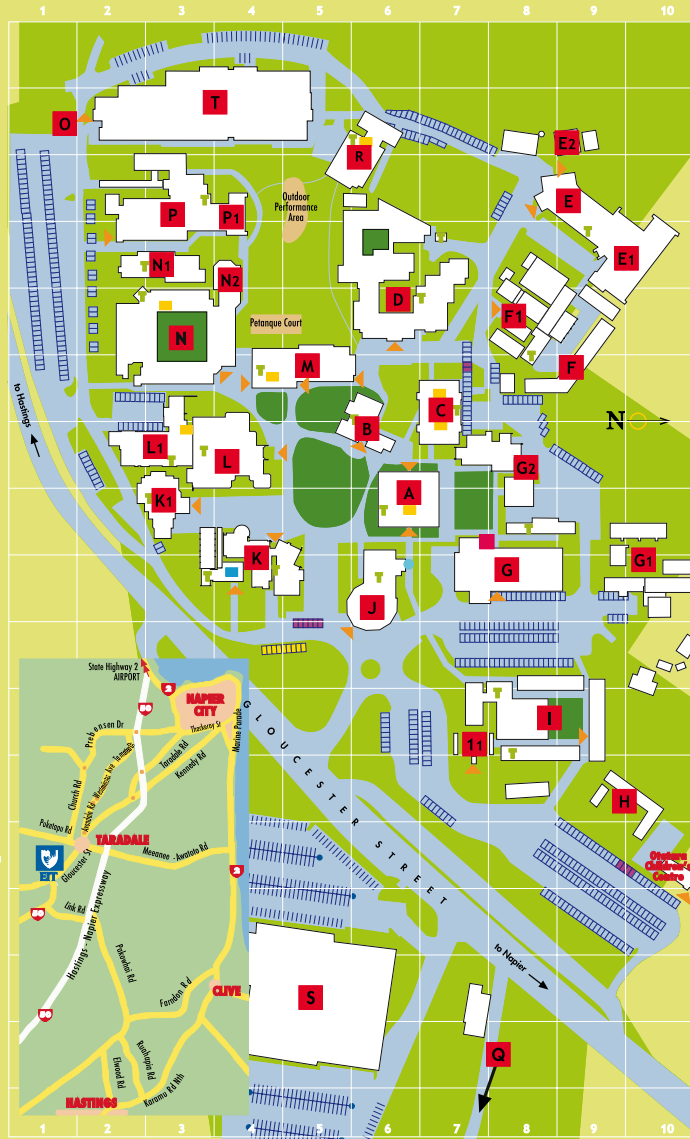
Monday - Friday 8.30am - 4.30pm



Te Whare Tākura o Kahungarua

Campus Map

- Main entry point
- Lifts
- Visitor parking
- Mobility parking
- Accessible toilets
- Telephone
- Health Centre
- Guide dog compound



- GRID** BUILDINGS SERVICES
REF CODE
H6 A **Hetley Building**
 • International Office
 • English Language Centre
 • Massey at EIT
 • Lecture Room 3 (A101)
- G6 B** **Corporate Administration**
F7 C **Information Technology Computing**
- e6 D** **Visual Art & Design**
e9 E **Winery**
d10 E1 **Science Laboratories**
b9 E2 **Animal Care Facilities**
f9 F **Engineering Technology**
 • Classrooms/Laboratories
 • Classrooms
e9 F1 **Classrooms**
i8 G **Engineering Workshops**
i10 G1 **Fashion**
 Classroom/Workroom
 • Studios
 • Facilities Management
 • Maintenance Facilities & Fleet Park
- g8 G2** **John Harré Building**
 • Video Production Studios
 • Classrooms
- m10 I** **Otagara Children's Centre**
k8 I **Te Mānga Māori Centres & Administration**
 • Whare Matoro
k7 H **Te Marae o Te Whare Takiura**
- i6 J** **Information Centre**
 • Reception & Enrolments
 • Student Loans & Allowances
 • Career & Course Advisor
 • Student Job Search
 • Massey Regional Advisor
 • Chaplains
- i4 K** **Student Amenities**
 • EIT Cafeteria
 • Otagara Bookshop
 • Student Assn Office
i4 **Health Centre**
 • Reprographic
 (Copy Centre)
- k3 K1** **Lecture Theatres 1 & 2**
g4 L **Twist Library**
g3 L1 **Bruce Martin Building**
 • Bean There Café
 • Learning Hub
 • Education & Social Sciences
 • Business Studies Classes & Administration
- e3 N** **Health & Sport Science Administration**
 • Practice Suites & Classrooms
- d3 N1** **Beauty & Body Clinic Refresh**
 • Hairdressing Suites
 Salon Elite
- d4 N2** **Stewart Centre**
d1 O **Otagara Art & Craft Centre**
b2 **Stockyards & Woolshed**
- c3 P** **Arts & Social Sciences**
 • Faculty Administration
 • Tourism & Hospitality
 • Scholars Training Restaurant
- c4 P1** **Student Residential Village**
c6 R **Food & Wine Building**
 • Science & Technology Administration
 • Rural, Wine & Science
 • Food HB
 • Lecture Theatre 5
- o5 S** **Pettigrew Green Arena**
 • Gymnasium
 • Indoor Sports Stadium
 • Theatre
 • Exercise Science Lab
 • Massage Training
- b3 T** **New Trades Complex**

Main Campus 501 Gloucester Street, Taradale, Napier, New Zealand. P 06 974 8000, F 06 974 8910 E info@eit.ac.nz www.eit.ac.nz
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August 2008