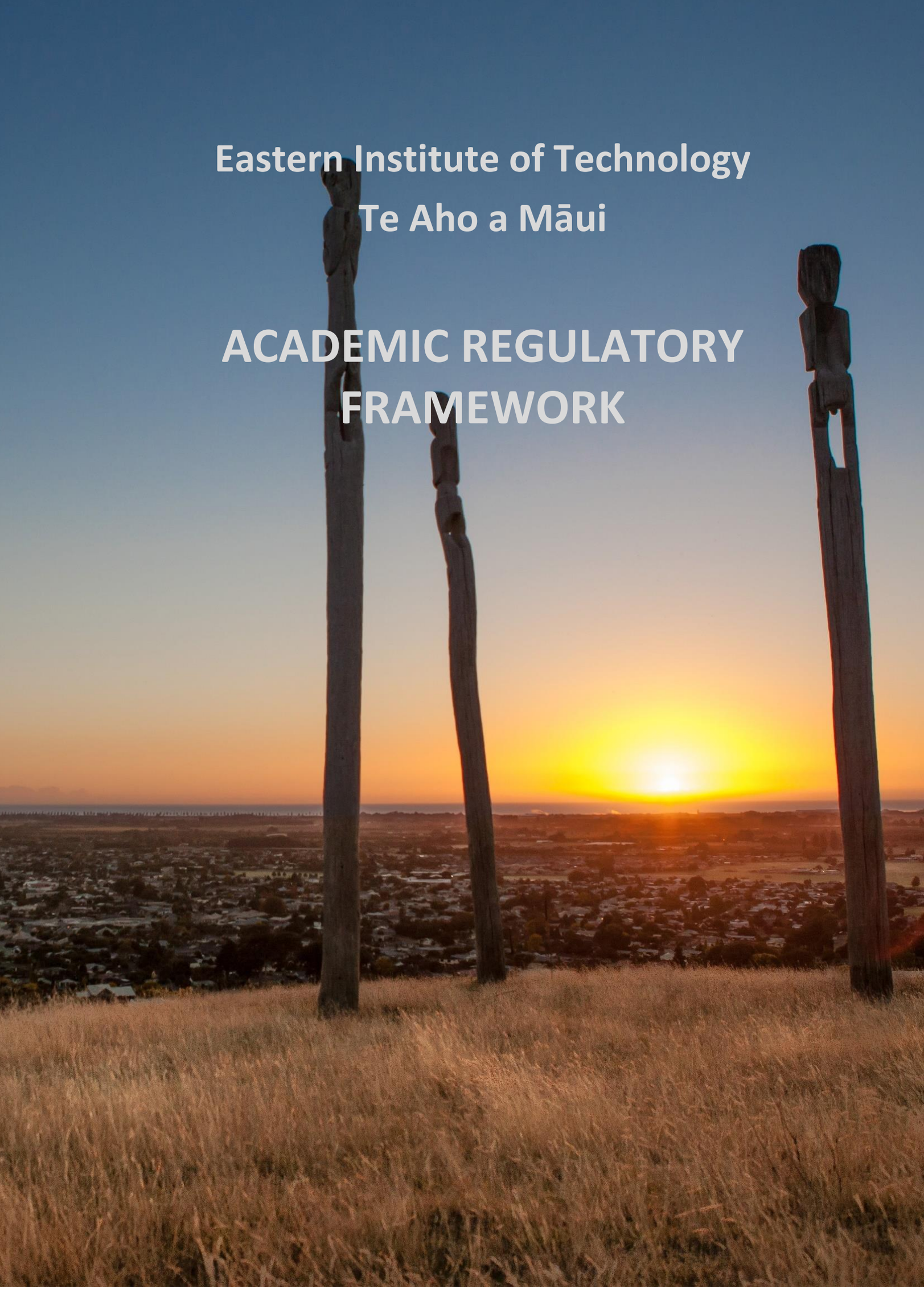

Eastern Institute of Technology

Te Aho a Māui

ACADEMIC REGULATORY FRAMEWORK

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Introduction

This Academic Regulatory Framework sets out the rules, principles, policies, procedures and systems by which EIT ensures compliance with regulations for academic matters and describes expectations for staff and student conduct. Related operational procedures and guidelines are available through the Quality Management System (QMS).

The EIT Academic Statute was first enacted on 1 February 1999. It was incorporated into the EIT Academic Regulatory Framework in 2019 and aligned with Te Kawa Maiorooro (the national Educational Regulatory Framework of Te Pūkenga) in January 2023. The Academic Regulatory Framework was revised to apply to EIT as an independent entity as of 1 January 2026.

Structure

The Academic Regulatory Framework is divided into six parts:

- **Part 1** establishes the **Academic and Administrative Structures** of EIT.
- **Part 2** sets out the specification for the EIT **Quality Management System**.
- **Part 3** contains **Academic Regulations** covering matters from admissions through to graduation.
- **Part 4** sets out **EIT Student Responsibilities** covering expected student behaviours and discipline procedures.
- **Part 5** covers **EIT Responsibilities to Students**.
- **Part 6** sets out the **Terms and Definitions** used within the Institute.

Any reference to any gender includes all genders and a reference to the singular includes the plural and vice versa.

Any reference to specific Institute units and/or roles is superseded by organisational changes that result in changed structures/titles where the functions remain.

Unless the context requires otherwise, references to sections are references to sections within this document.

Except where defined in the Academic Regulatory Framework or where inconsistent with the context, words used will bear the meaning set out in section 10 of the Education and Training Act 2020 and the Te Pūkenga educational regulatory framework.

Purpose and Scope

- Except where noted, the Academic Regulatory Framework applies to all programmes and courses within EIT and prescribes the conditions under which awards are granted.
- The scope of the Academic Regulatory Framework extends to all EIT teaching, research, learning and support activities delivered by, and on behalf of, EIT. The Academic Regulatory Framework applies to all students, staff and contractors of the Institute, and associated operations and processes required to maintain the quality of EIT's business.
- The Academic Regulatory Framework is consistent with relevant legislation and regulations including but not limited to the Education and Training Act 2020; the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 ('the Code'); New Zealand Qualifications Authority (NZQA) Requirements for Approval and Accreditation of Programmes, Micro-credentials, and Qualifications; and EIT internal publications such as the Student Handbook.
- The Academic Regulatory Framework should be read in conjunction with the policies,

procedures and guidelines on EIT's QMS. Should there be a conflict between the Academic Regulatory Framework and any other policy, procedure or guideline, the Academic Regulatory Framework will prevail unless it is stated otherwise.

- Programme Regulations or regulations set by a professional body with oversight of a Programme will have authority over regulations set out in the Academic Regulatory Framework, unless the Academic Committee determines otherwise.
- Programme specific regulations not covered in the Academic Regulatory Framework must be approved by the Academic Committee.
- Any amendments to the Academic Regulatory Framework must be approved by the Academic Committee and the Executive Team.
- Any amendments to the Academic Regulatory Framework must either be incorporated into the relevant published information on programmes and courses or be notified in writing to all students affected by the variation.
- The Academic Regulatory Framework will be reviewed regularly.
- The latest approved electronic version of the Academic Regulatory Framework will be the authoritative version and will be available on the EIT website and intranet.

Part 1 Academic and Administrative Structures

Section 1 Academic Committee

1.1.1 The Academic Committee is responsible for:

- Ensuring appropriate systems are established, implemented and monitored to manage the programme portfolio, the integrity of awards and qualifications, and the academic quality processes at EIT.
- Ensuring institutional academic oversight to connect
    - operational activity (Academic Committee, Schools, Faculties),
    - strategic directives (including those from the Executive team and the Teaching and Learning Steering Group),
    - quality assurance processes, and
    - academic decision-making (Academic Committee, Academic Approvals Committee, Programme Cluster Committees).
- Monitoring performance and consistency.
- Evaluating and guiding the Programme Cluster Committees.
- Providing oversight of programmes of study and qualifications to ensure these remain relevant and up to date and meet internal and external quality assurance requirements.

1.1.2 Unless stated otherwise, the following apply to all meetings of the Academic Committee and committees or subcommittees established by the Academic Committee or under the Academic Regulatory Framework:

- A quorum will consist of a simple majority of the number of voting members.
- If no person is authorised by the Academic Regulatory Framework to chair the meeting, or if the authorised Chair is absent, those present will elect a member to take the chair.
- All resolutions will be proposed by one member and seconded by another, and any such resolution will be passed or rejected according to the voting of the members present.
- The person in the chair at the meeting will have a deliberative vote, and in the case of an equality of votes, will also have a casting vote.
- The proceedings and resolutions of every meeting will be formally recorded and retained.
- It is the sole responsibility of the person in the chair of a meeting to communicate the decisions reached, and other members should not discuss these outside of the meeting unless specifically authorised to do so.
- A member who is unable to attend a meeting of the Academic Committee or one of its subcommittees may nominate an alternate member to participate on their behalf. Nominations must be approved by the Chair of the relevant (sub-)committee prior to the meeting. Such an alternate member will have no voting rights.
- Attendance of an alternate member must be communicated to the Secretary of the relevant (sub-)committee before the meeting.
- Subject to the clauses in this section, the Academic Committee and committees or

subcommittees established by the Academic Committee or under the Academic Regulatory Framework will regulate their own procedures drawing on the principles of natural justice.

- Any individual with a conflict of interest with respect to any matter under consideration will declare this conflict and abstain from decision-making.

1.1.3 The Academic Committee is responsible to the EIT Council for:

- Advising on academic policies, directions and developments at EIT.
- Advising on matters relating to programmes of study, awards and other academic matters.
- Advising with respect to the approval of new courses and programmes and the review and disestablishment of existing programmes.
- Approving specific programme regulations and monitoring their implementation.
- Fostering effective teaching, learning, research and scholarship.
- Developing, approving and reviewing EIT's QMS with respect to academic policies and procedures and their implementation.
- Advising on the development of operating procedures in relation to academic matters so that academic standards may be met.
- Advising on the issue and conferring of EIT awards to which EIT's Foil Seal is affixed.

1.1.4 The powers and functions of the Academic Committee are to:

- Ensure the consistency and quality of practice and decision-making by the Programme Cluster Committees.
- Provide Programme Cluster Committees and Schools with direction, advice and leadership related to academic quality, consistency and alignment with strategic direction.
- Receive and approve programme cluster self-assessment report summaries, evaluate these for consistency, quality and alignment to institutional directives, and monitor changes or actions required.
- Receive and interpret relevant information generated
    - internally, including that from the Executive team, Te Papa Ako – Educational Development Centre, and service sections; and
    - externally, including that from degree monitors, moderation activities, NZQA, TEC and relevant professional/regulatory bodies,
    - and advise on implementing actions for the improvement of educational practice and quality across the Institute.
- Provide operational oversight and management of the academic portfolio.
- Monitor EIT's performance in external moderation of assessment against assessment standards, moderation with other educational organisations, and achievement in events for monitoring the consistency of graduate outcomes for New Zealand qualifications.
- Ensure that quality assurance processes used in all programmes comply with the QMS and academic standards.

1.1.5 The Academic Committee will act in accordance with its delegated authority.

1.1.6 The Academic Committee will furnish the minutes, resolutions and recommendations of all

its meetings to the Council.

1.1.7 The Academic Committee will establish sub-committees to carry out functions on its behalf. These sub-committees will be as follows:

- the Academic Appeals Committee (APC)
- the Strategic Research Committee (SRC)
- the Research Ethics Approvals Committee (REAC)
- the Academic Approvals Committee (AAC)
- the Programme Cluster Committees (PCC)
- the Animal Ethics Committee (AEC) (currently in partnership with Wintec; see below)
- Advisory Committees as needed

1.1.8 The Academic Committee will maintain oversight of the above sub-committees through annual self-assessment reporting per committee.

1.1.9 The composition of the Academic Committee will be as follows:

- Chief Executive (Chair)
- Executive Director, Student and Academic Services
- two staff members with academic quality and curriculum design expertise
- the Executive Deans of each Faculty
- one Head of School from each Faculty
- two current academic staff members from each Faculty, with representation from all campuses
- one current student representative nominated by Younited (EIT Student Association)
- Executive Director Māori or their nominee
- Executive Director Tairāwhiti campus or their nominee
- Executive Director International or their nominee
- Executive nominee with research expertise

1.1.10 When a staff vacancy occurs, the Chair will ask for nominations from one or more Executive Deans and/or the Executive Director, Student and Academic Services. The nominations submitted should include a brief CV and supporting statement from the nominator and their manager.

1.1.11 The final decision on staff membership of the Academic Committee will be made by the Chair after receiving the recommendation of the Executive Team and bearing in mind the following:

- Membership will normally be for a maximum two-year term.
- Membership should reflect the range of disciplines delivered at EIT.
- Members will be expected to attend at least 80% of meetings in a calendar year.
- Members will be expected to attend at least two meetings per year in person, such in-person attendance being supported by the Academic Committee Chair as needed.

1.1.12 The final decision on student membership of the Academic Committee will be made by the Chair, after receiving a recommendation from Younited.

1.1.13 The Academic Committee may convene specialist working groups as required to undertake

reviews or projects to inform the Academic Committee or benefit the Institute. The formation of such a working group and the undertaking of a review or project will require the consent of the Academic Committee Chair.

Section 2 Academic Appeals Committee

1.2.1 The function of the Academic Appeals Committee (APC) will be to hear, on behalf of the Academic Committee, appeals by students against decisions of a PCC or Executive Dean, as well as any other appeals by students that the Academic Committee may, in its absolute discretion, agree to hear, and to determine resolutions to such appeals.

1.2.2 The Chief Executive or their Executive nominee will be responsible for convening an APC to hear any appeals as soon as reasonably practical.

1.2.3 The membership of each APC will be determined by the Chief Executive or their Executive nominee, and will comprise the following at a minimum:

- A Chair.
- Two EIT staff members, neither of whom shall be from the School/Section involved in the appeal.
- Optionally, other members appointed to ensure a balance of membership appropriate to the nature of the appeal.

1.2.4 No person having a conflict of interest with respect to the appeal under consideration will serve on an APC.

1.2.5 The APC will make decisions by majority vote. The Chair will have a deliberative vote only and not an additional casting vote.

1.2.6 The decision of the APC will be deemed to be the decision of the Academic Committee.

Section 3 Strategic Research Committee

1.3.1 The Strategic Research Committee (SRC) will lead the strategic development of research at EIT.

1.3.2 The role of the SRC is to:

- Develop and monitor EIT's strategic framework for research.
- Develop and monitor EIT's annual objectives and success measures related to research.
- Plan for EIT's ongoing successful participation in the Performance-Based Research Fund.
- Design and oversee EIT's organisational architecture to sustain an effective research culture (including internal and external communications related to research, applying for external research funding, providing research training for staff, organising research seminar series, and promoting and incentivising research).
- Engage with and lobby, as appropriate, government funding agencies and external organisations in support of the critical role of original and applied research within Institutes of Technology and Polytechnics.

1.3.3 Standing membership of the SRC will be as follows:

- Research Director or delegate (Chair)
- Executive Deans of Faculties

- A minimum of two EIT Research and Associate Professors
- one Student and Academic Services member
- one member from each School Research Committee, normally the Chair or their delegate
- one external representative experienced in research (optional), not a voting member

1.3.4 The Chair of the Academic Committee will determine membership for revolving committee positions. The duration of committee membership will be two years for the external representative (if any) and the School Research Committee members.

1.3.5 The SRC will have the right to co-opt staff to provide specialist knowledge.

1.3.6 The Chair of the Academic Committee will appoint the Chair of the SRC.

1.3.7 SRC meetings will be held as necessary, but at least three times a year. Secretarial support will be provided by an Administrator. The SRC, as a subcommittee of the Academic Committee, will report to the Academic Committee and the Executive Team, as required, after a meeting has been held.

1.3.8 The SRC will complete a self-assessment report annually for submission to the Academic Committee.

Section 4 Research Ethics Approvals Committee

1.4.1 The Research Ethics Approvals Committee (REAC) will function to ensure that EIT research is conducted within appropriate ethical guidelines and, that records are maintained of all research conducted at EIT.

1.4.2 The role of the REAC is to:

- Develop and oversee EIT's research and human ethics policy framework.
- Organise ethical review training for committee members as necessary.
- Review and approve (or otherwise) all EIT research projects including those sent to any externally-registered ethics committee.
- Provide guidance and support, as necessary, to ensure that staff and students understand and conform to the Institute's research ethics approval requirements.
- Maintain records of all ethics applications for research conducted at EIT.

1.4.3 Membership of the REAC will be as follows:

- A minimum of two EIT Research and Associate Professors.
- A maximum of six staff members drawn from across the Institute, representative of the research breadth of the Institute, and who meet the criteria of 1.5.4.
- One member external to EIT, who will normally be the Chair.

1.4.4 Members will be highly skilled and active researchers, normally doctorate qualified, who have significant experience in human ethics as it relates to research. Members' skillsets will include an understanding of Te Ao Māori, law, and academic quality assurance.

1.4.5 The Chair of the Academic Committee will determine the membership for staff members and the Chair.

1.4.6 The position of the Chair may rotate every three years, as determined by the Chair of the Academic Committee.

1.4.7 The duration of committee membership is a minimum of two years for staff members, and as determined by the Chair of the Academic Committee.

1.4.8 The Committee will forward nominations for the external member to the Chair of the Academic Committee.

1.4.9 Executive Deans and the Executive Director, Student and Academic Services will nominate their staff members.

1.4.10 The REAC will have the power to co-opt up to two members from time to time as required and will forward such nominations to the Chair of the Academic Committee for approval.

1.4.11 REAC meetings will normally be held monthly or as determined by the Chair. Secretarial support will be provided by an Administrator.

1.4.12 The minutes of REAC meetings will be forwarded to the Academic Committee for information after each meeting.

1.4.13 As a subcommittee of the Academic Committee, the REAC will report to the Academic Committee in February of each year. The report will list research approvals in the preceding year and make recommendations about research ethics policy, training or other relevant matters.

Section 5 Academic Approvals Committee

1.5.1 The Academic Approvals Committee (AAC) is responsible to the Academic Committee.

1.5.2 The purpose of the AAC is to:

- Ensure that quality assurance standards are maintained in programmes and EIT qualifications and credentials.
- Provide feedback on new qualification/credential/programme proposals following Executive approval to proceed with development.
- Provide scrutiny and peer review of documentation for course/programme approval and accreditation applications for both new qualifications/credentials and programmes and changes to qualifications/credentials and programmes.
- Provide final internal approval for all new courses and programmes and reviewed programmes.
- Make recommendations regarding new qualification proposals to the Academic Committee for final internal approval.

1.5.3 The Chair of the Academic Committee will appoint an Administrator to convene regular and cyclical meetings of the AAC. Additional meetings may be convened as required to fulfil the functions listed above.

1.5.4 The powers and functions of the AAC will be to:

- Evaluate new qualification/credential and programme proposals, approve academic details, programme regulations, curricula and institutional capability, and make recommendations regarding such proposals to the Academic Committee, including criteria and processes for the approval of the proposed qualification.
- Approve proposals for new courses and programmes.
- Approve proposals for changes to approved programmes and qualifications/credentials.
- Approve applications for Consent to Assess and make recommendations in this regard to the Academic Committee.
- Provide feedback to programme developers and coordinators on the above proposals.
- Monitor procedures and criteria for the recruitment, selection and admission of students to programmes.

- Ensure that the quality assurance processes applied in all programmes comply with the QMS and EIT's academic quality standards.
- Ensure that programme curricula are continually maintained and developed.
- Evaluate proposals for new programmes and qualifications/credentials, and for changes to programmes and qualifications/credentials, in terms of alignment with the strategic directives of the Institute, as defined by the Academic Committee and the Executive.
- Report to the Academic Committee through meeting minutes and to the Executive as required and make recommendations to the Academic Committee and the Executive as deemed necessary

1.5.5 Membership of the AAC will be as follows:

- The Chair (appointed by the Chair of the Academic Committee).
- Two representatives from Academic Administration Services, with only one voting member.
- Four nominated representatives from Te Papa Ako – Education Development Centre, appointed by the Executive Director, Student and Academic Services.
- Up to five Academic Staff Members appointed by the AAC Chair in consultation with the Executive Director, Student and Academic Services, ideally drawn from across Faculties and campuses, but not to be deemed representatives of their Faculty or campus.
- Up to two other Faculty Staff Members with specific speciality knowledge appointed by the AAC Chair in consultation with the relevant Executive team member.

1.5.6 In addition to the above, the AAC may call on specialist knowledge experts as appropriate. Such specialist knowledge experts will be restricted to one per specialist area and will participate when matters specific to and requiring their specialist knowledge are to be considered. These may be specialist knowledge experts in, for example, foundation education, postgraduate study or Māori.

1.5.7 The AAC will complete a self-assessment report annually for submission to the Academic Committee.

1.5.8 The AAC will report to the Academic Committee the minutes of the AAC for information and submission of recommendations for Academic Committee approval after each meeting.

Section 6 Programme Cluster Committees

1.6.1 A Programme Cluster Committee (PCC) will be established for each School or programme cluster. To optimise efficiency of meeting processes and sharing of good educational practice, Schools will minimise the number of PCCs according to broad academic clusters.

1.6.2 The Executive Dean accountable for the relevant academic area will recommend the establishment of a PCC to the Chair of the Academic Committee for approval.

1.6.3 A PCC is responsible for:

- Ensuring that the quality assurance processes applied in all programmes for which it is responsible comply with the QMS and EIT's academic quality standards.
- Ensuring the maintenance of required standards of assessment, grading and moderation procedures.
- Formally approving students' course or programme assessment results.
- Monitoring the academic progress of students and confirming students as eligible to

be awarded qualifications/credentials.

- Monitoring the implementation of review recommendations.
- Receiving annual programme self-assessment reports, following up and monitoring any actions arising, and summarising these reports as appropriate for consideration by the Academic Committee, the Faculty Management Team and the Executive.
- Recognising prior learning for credit.
- Reporting to and making recommendations to the Academic Committee as required.
- Managing decisions and recording sanctions for academic integrity breach.

1.6.4 A PCC may not, without the approval of the Academic Committee, delegate its decision-making responsibilities.

1.6.5 Membership of a PCC will be on recommendation of the Executive member accountable for the relevant academic area and will include at least the following:

- AC members (ex officio)
- A Manager or their delegate as the Chair
- Academic Staff
- A nominated representative from Te Papa Ako – Education Development Centre

1.6.6 A PCC should have at least eight members. A minimum of five members should be experienced academic staff (likely programme coordinators/leaders) and these must reflect the programme portfolio of the cluster and a multi campus scope.

1.6.7 For a programme cluster with insufficient resources to have eight members, the Executive member accountable for the relevant academic area may recommend to the Academic Committee an alternative constitution of PCC membership, such as the secondment of members from other programme areas or a reduction in the minimum number members.

1.6.8 Secretarial support for a PCC will be provided by the associated Faculty/School/Section.

1.6.9 PCCs will implement delegated responsibility for specific academic decision-making. The PCC will not further delegate any responsibility to any individual. Matters requiring further delegation of authority for academic decision-making will be reported upon through meeting minutes and subsequently addressed by the Academic Committee.

1.6.10 The minutes of the PCC will be available to the Academic Committee for information after each meeting.

1.6.11 Each PCC will complete a self-assessment report annually for submission to the Academic Committee.

Section 7 Animal Ethics Committee

1.7.1 As of November 2024, with approval from the Ministry of Primary Industries, EIT falls under Wintec's code of ethical conduct and animal ethics committee.

1.7.2 Pursuant to section 99 of the Animal Welfare Act 1999 (the Act), the Wintec AEC shall be established and maintained in accordance with the Act, and in consideration of the NAEAC *Good Practice Guide for the Use of Animals in Research, Testing and Teaching*.

1.7.3 The purpose of the AEC is to consider ethical matters pertaining to the manipulation of animals for teaching and research at Wintec, as well as the manipulation of animals by parented organisations.

1.7.4 The responsibilities of the AEC are as follows:

- To ensure that the highest ethical standards are observed by all persons associated

with it, in relation to the manipulation and use of animals.

- To ensure compliance with the Act, and amendments, and all other relevant legislation, by all persons named on approved AEC AUPs, procedures, and associated documents.
- To act in accordance with the NAEAC Good Practice Guide for the Use of Animals in Research, Testing and Teaching.
- To respond to, and respect, ethical dimensions of tikanga Māori involving animal use; identifying and responding to key ethical concerns for Māori; and implementing effective and responsive decision-making around Māori ethical issues relating to animal use.
- To advise the Code Holder of all matters pertaining to the welfare of animals involved in manipulation within Wintec and parented organisations.
- To promote a culture of care which fosters integrity and accountability of the actions and decisions of all staff, learners, contractors, committee members, and parented organisations.

1.7.5 The functions of the AEC are as follows:

- To consider and determine on behalf of the code holder applications for the approval of projects.
- To consider and determine, under Section 84(1)(a), applications for the approval of projects.
- To set, vary, and revoke conditions of project approvals.
- To monitor compliance with conditions of project approvals.
- To monitor animal management practices and facilities to ensure compliance with the terms of the code of ethical conduct.
- To consider and determine applications for the renewal of project approvals.
- To suspend or revoke, where necessary, project approvals.
- To recommend to the code holder amendments to the code of ethical conduct.
- Membership of the AEC will comprise a maximum of nine members, including
- four statutory members:

    a. The code Holder or, if the code holder is an organisation, a senior representative of the company/organisation appointed by the chief executive who is qualified to evaluate applications.

    b. A veterinarian nominated by the New Zealand Veterinary Association (NZVA) who is not employed by or associated with the code holder.

    c. A person nominated by an approved animal welfare organisation (the Royal New Zealand Society for the Prevention of Cruelty to Animals (RNZSPCA)), who is not employed by or associated with the code holder or involved in RTT.

    d. A person nominated by a territorial authority or regional council, not employed by or associated with Wintec, or associated with the scientific community or an animal welfare agency.

and the following organisational members:

a. A senior member of staff capable of evaluating each proposal for a project,

the qualifications and skills of the proposer of a project, and the scientific value or the teaching value, as the case may require, of a project.

b. A person with experience in laboratory animal management.

c. An animal facility representative who is directly responsible for hands-on animal care. (This may be the Animal Welfare Officer (AWO)).

d. A veterinarian who conducts surgery and maintains animal welfare standards.

e. A person with experience in sheep and cattle husbandry.

Section 8 Advisory Committees

1.8.1 An Advisory Committee will be established for each group of like programmes.

1.8.2 If Advisory Committees are defined by regulations of external bodies, these will take precedence. Otherwise, the clauses below will apply.

1.8.3 Membership of an Advisory Committee will be determined by the Executive Dean. Members will be appointed on the basis of their potential contribution to the Committee's functions and powers by way of knowledge, expertise and experience. The membership should be broad and representative of stakeholder groups, and will include:

- The Executive Dean and/or Head of School and Programme Coordinator(s).
- A student representative (either past or present).
- Non-Institute members.

1.8.4 At any meeting, non-Institute members should be greater in number than Institute staff members.

1.9.4 Other Institute staff members may attend meetings but will not be members of the Committee.

1.8.5 The Chair of the Advisory Committee will be appointed by the Committee and will be a person from the industry or profession or iwi group.

1.8.6 The powers and functions of an Advisory Committee will be to:

- Advise Programme Coordinators on content, publicity and other matters relating to the acceptability of programmes to the industry and to its students.
- Assist academic staff and students to maintain contact with their industry or profession and, where appropriate, assist with practicum, practical work experience and work placements.
- Provide feedback on reports from teaching staff on student evaluations, outcomes of academic audits and reviews, and completion and retention statistics.
- Identify new developments and trends in industry or commerce and recommend new programmes and courses to the Executive Dean.
- Assist with the development of applied work-related research for staff and students.

1.8.7 Advisory committees will meet as and when required, but not less than once each semester.

Section 9 Delegations of the Chief Executive

1.9.1 All delegations by the Chief Executive in the Academic Regulatory Framework do not affect or prevent the performance of any function so delegated, or the exercise of any power by the Chief Executive, as the case may be.

1.9.2 All delegations in the Academic Regulatory Framework are revocable at will in the manner

required at law and until revoked continue in force according to their tenor.

1.9.3 The Chief Executive delegations are

- To manage the Institute.
- With the Chair of the Council to award Diplomas and confer Graduate Certificates, Graduate Diplomas, Undergraduate Degrees, Bachelor (Honours) Degrees, Postgraduate Certificates, Postgraduate Diplomas, Master's Degrees, and Honorary Degrees.
- To withdraw or refuse to grant an award in certain circumstances.
- With the Executive Deans, to refuse to admit students to EIT or to cancel the enrolment of students.
- To specify enrolment requirements.
- To cancel a programme or course.

1.9.4 The Academic Committee delegations are:

- To advise the Council with respect to the approval of new courses, programmes and qualifications/credentials, major changes to existing programmes, and the review and disestablishment of existing programmes.
- To review membership of all committees pursuant to Section 1.1 above.

1.9.5 The subcommittee delegations are:

- To the AAC for the approval of new courses, programmes and qualifications/credentials and major changes to existing courses, programmes and qualifications/credentials.
- To the PCC for approval of assessment results and confirmation of eligibility to graduate.
- To the SRC, REAC and AEC to foster quality research and ensure research is conducted within ethical guidelines.
- To the APC on academic matters.
- To the Executive Dean to award Certificates.

1.9.6 The Chief Executive hereby delegates:

- To specified staff to take disciplinary actions for matters specified in the Academic Regulatory Framework or the QMS.

Part 2 Quality Management System

The EIT Quality Management System (QMS) sets out the policies and procedures that govern the academic and operational matters of EIT to ensure student and Institute outcomes are met.

EIT policies and procedures set out in the QMS will:

- Facilitate the design and development of curricula and teaching and assessment resources that support applied learning and achievement of intended outcomes.
- Enable smooth progression through the learner journey.
- Ensure quality, relevance and viability of programmes delivered.
- Ensure validity, reliability and fairness of assessment.
- Ensure legislative requirements and compliance are met.
- Ensure transparency and accuracy of internal and external reporting.
- Align with institutional commitments to cultural responsiveness.
- Address the diverse needs of student.
- Commit to Te Tiriti o Waitangi principles of participation, protection and partnership.

Section 1 Academic Quality Outcomes

2.1.1 The QMS contains policies, procedures, guidelines and other documents that support implementation of measures of student success.

2.1.2 QMS policies and procedures will ensure learning and teaching activities, including those associated with research, are designed in accordance with relevant policies and processes to ensure students:

- Are engaged in relevant programmes.
- Are successfully supported in their learner journey.
- Are well prepared and work ready.
- Achieve educational and career success.
- Are sought after by employers.

2.1.3 QMS policies and procedures will ensure the availability of accessible, effective and culturally appropriate information relevant to students' study, academic material and required study, and pastoral assistance to support academic achievement.

2.1.4 QMS policies and procedures will ensure mechanisms are in place to enable students to advocate for their rights and have access to advocacy support when required.

2.1.5 QMS policies and procedures will ensure compliance with NZQA requirements

2.1.6 EIT has the following Graduate Outcomes that guide all programmes of study:

- Take responsibility for their own learning as lifelong learners
- Be effective communicators, networkers and team workers
- Be active participants in and contributors to Aotearoa/New Zealand society
- Be confident studying, working and living in an international context

Section 2 EIT Operational Outcomes

2.2.1 The QMS will contain policies, procedures, guidelines and other documents that support

implementation of EIT success measures, including:

- Achievement of the highest level of recognition of academic quality in external review.
- Strong community engagement by staff and students.
- Employer satisfaction with graduates and programmes offered.
- Iwi and stakeholder satisfaction with Business Division relationships.
- Research programmes aligned to industry, professional and regional needs.

2.2.2 The QMS will contain policies, procedures, guidelines and other documents that enable EIT to be:

- Financially sustainable.
- A good employer.
- Fiscally responsible.
- Compliant with relevant legislation (covering health and safety, public finance, privacy, copyright and intellectual property).

2.2.3 The QMS will contain policies, procedures, guidelines and other documents requiring all organisational and teaching teams to obtain stakeholder engagement, including feedback and/or advice to inform decisions relating to academic developments and experiences as appropriate.

2.2.4 The QMS will contain policies, procedures, guidelines and other documents reflecting EIT's commitment to ensuring all research conforms to ethical requirements while promoting collaborative, innovative research.

2.2.5 Self-Assessment

- EIT is committed to continuously improving everything it does to achieve valuable outcomes for students and other stakeholders.
- The QMS will ensure policy and processes are in place to support self-assessment using evidence-based evaluation. These systems will extend to the validation and moderation of assessment and assessment outcomes.
- Self-assessment and evaluation will be evidence-based and will use agreed performance measures. Processes used will include stakeholder feedback and evaluative input from those involved in the development and delivery of any given initiative.
- Reports of self-assessment and evaluative activity will be received annually and considered by the Academic Committee and/or its subcommittees who will be responsible for ensuring recommendations for improvements in resourcing or practice are implemented.

2.2.6 The QMS encompasses a number of strategic and academically focused areas as outlined below, for which relevant policies and procedures have been developed and approved by EIT's Academic Committee:

- Development and review of qualifications and educational programmes
- Student information and admission to programmes
- Student guidance and support
- Programme delivery

- Off-site practical/workplace components
- Assessment and Moderation
- Reporting and Certification
- Research
- Self-Assessment

2.2.7 Senior management will be responsible for approving all management and operational policies and procedures contained in the QMS to enable effective management of all aspects of management operations including, but not limited to the following:

- Financial
- Administrative
- Human Resources
- Physical Resources
- Health and Safety

2.2.8 The Academic Committee will approve EIT operational academic policies and put in place structures and systems to ensure academic policies, procedures and systems are implemented effectively, including having processes for evaluating their effectiveness in enhancing and increasing educational performance and outcomes.

Part 3 Academic Regulations

Note on NZIST unified programmes

Programmes unified under NZIST are subject to the regulations in Te Kawa Maiorooro, which should be read in conjunction with this Academic Regulatory Framework. Any issue arising from inconsistencies between the two will be decided by the Executive Director, Student and Academic Services, in consultation with the Chief Executive, taking into account the best interests of students and the principles of natural justice. Any provisions that are mandated by an external regulatory body, New Zealand legislation, or the New Zealand Qualifications Authority cannot be waived.

Section 1 Programme Regulations and Course Information

3.1.1 Every programme leading to a qualification or award must be supported by a written programme document approved by the Academic Board and, where required, NZQA; detailing the formal requirements for the completion of the programme and its constituent courses and any other relevant quality assurance information.

3.1.2 Programme Regulations and course information must be made available and accessible to students at the start of their study or earlier.

3.1.3 Programme Regulations set out the legally binding contractual obligations of staff and enrolled students. They are used by academic staff to guide delivery of the programme and its courses, as well as to provide guidance on the relevant approaches to learning and teaching, and assessment against specified learning outcomes. A programme delivered in partnership with an external party may be subject to regulations specific to that delivery.

3.1.4 Students must ensure they are aware of all the regulations relating to their programme of study. Ignorance of any regulation is not a valid excuse for non-compliance.

3.1.5 Course information will include but not be limited to the following:

- learning outcomes of the course
- duration and scheduling of content to be covered
- course timetabling
- attendance/participation requirements
- level and credits of the course
- method(s) of assessment
- dates of assessments
- required textbooks and a list of any required learning resources
- pre- and/or co-requisite courses

3.1.6. EIT's QMS will document the requirements for Programme Regulations to meet academic quality standards.

Section 2 Qualifications and Awards

3.2.1 All qualifications/credentials awarded by EIT will be approved by NZQA and listed on the New Zealand Qualifications Framework (NZQF).

3.2.2 The characteristics of qualifications/credentials will align with those prescribed by the NZQA and described on the NZQF.

3.2.3 The full definition of each qualification type is provided in the NZQF.

3.2.4 The EIT Foil Seal may be affixed to the award document for all formal qualifications awarded by EIT.

3.2.5 A student enrolled in a programme that leads to a qualification/credential will be awarded that qualification/credential upon fulfilment of all compulsory requirements, including completion of the required number of credits at the required level(s).

3.2.6 Credits will be awarded for the successful completion of a course or a NZQF Assessment Standard.

3.2.7 Credits will be allocated to a course on the basis of one credit for each 10 notional hours of student learning or 1/120 of a notional full-time year's work.

3.2.8 Each course will be classified at level 1, 2, 3, 4, 5, 6, 7, 8 or 9 according to the level or extent of intellectual demand and the complexity of skills. Level allocation will be congruent with NZQA definitions and the New Zealand Standard Classification of Education.

3.2.9 Where completion of a Programme leads to an award by another authority, such as IATA/UFTAA travel qualifications and qualifications from Microsoft, Novell and CISCO, the regulations of that authority will apply.

3.2.10 Qualifications/credentials and programmes of study will be approved by the Academic Board under delegated authority from the Council.

3.2.11 EIT awards the following qualification types:

- Master's Degree
- Postgraduate Diploma
- Postgraduate Certificate
- Graduate Diploma
- Graduate Certificate
- Bachelor Honours Degree (First Class, Second Class or with no endorsement)
- Conjoint or Double Bachelor's Degree
- Bachelor's Degree
- Diploma
- Certificate
- Micro-credential

3.2.12 The responsibility for determining whether a student is eligible for the award of a qualification/credential or non-formal award lies with the relevant PCC.

3.2.13 To be awarded an EIT qualification (Degree or Postgraduate), a minimum number of credits must be studied at EIT. The minimum number of credits for each qualification will be set out in Programme Regulations.

3.2.14 Non-formal awards may include:

- Record of Attendance
- Record of Achievement
- Certificate of Proficiency/Personal Interest

3.2.15 A programme of study leading to a non-formal award will be approved by the Academic Board under delegated authority from the Council.

3.2.16 A Record of Attendance or Achievement may be awarded upon successful completion of a

Short Course.

3.2.18 Certificate of Proficiency/Personal Interest

a. A Certificate of Proficiency/Personal Interest is a programme of study selected by an individual learner, consisting of one or more assessed courses or Assessment Standards from an approved programme.

b. A course offered as a Certificate of Proficiency/Personal Interest may be subject to the entry criteria of the source programme.

c. Enrolment for an Assessment Standard(s) offered as a Certificate of Proficiency/ Personal Interest may be subject to approval by the relevant Executive Dean.

d. Students will comply with the regulations of the source programme.

3.2.19 An academic record may be provided for a Short Course or Certificate of Proficiency/Personal Interest, which will specify any Assessment Standards or courses completed, including the level and number of credits awarded for each.

3.2.20 An award for a Short Course will comply with relevant NZQA Guidelines.

3.2.21 A student who has completed a Certificate of Proficiency/Personal Interest and is subsequently admitted to a programme may apply for credit transfer for relevant course(s).

3.2.22 A Record of Attendance may be awarded for a Short Course that is not summatively assessed.

3.2.23 The Council has the power to confer all qualifications for which EIT has NZQA approval and/or accreditation to deliver.

3.2.24 The Council may award an honorary degree as a mark of esteem for outstanding and distinguished persons.

3.2.25 The Council may award an EIT Medal, subject to the conditions in the appropriate EIT policy, normally to a person external to EIT, in recognition of outstanding contribution to:

- A field of knowledge or discipline with particular relevance to EIT.
- The wider community of which EIT is a part.
- The activities of EIT.

3.2.26 The Council may confer a Distinguished Alumni Award to a person who has achieved significant professional success and/or provided outstanding service to the community. Such an award is subject to the conditions in the appropriate EIT policy.

3.2.27 Academic Dress

a. Staff of EIT participating in public ceremonies for which academic dress is required will wear the academic dress relevant to their highest qualification.

b. The academic dress worn by EIT graduates will conform in respect of shape, material and colour to the standard and specifications determined by the Council.

Section 3 Admission, Entry and Enrolment

3.3.1 Programme Regulations will set out the admission and entry criteria for the programme, including English language requirements as set by the NZQA. Entry criteria will be such that any student who meets these may be reasonably expected to achieve the qualification.

3.3.2 A student must provide acceptable evidence of meeting programme entry criteria. All documentary evidence required for enrolment, including academic records, must be original or certified copies, or a certified translation.

3.3.3 An applicant who does not meet all the entry criteria may be granted special admission if the Institute is satisfied of their ability to succeed on the programme, and if their literacy and numeracy skills are sufficient to interpret and apply health and safety requirements.

3.3.4 No domestic student under the age of 16 years may be admitted for any programme unless permission has been granted by the Principal of the school at which the student is enrolled, or the student has been exempted from attending school by a designated officer of the Ministry of Education. Any such student must also demonstrate the ability to achieve at the level of tertiary study in which they plan to enrol.

3.3.5 Credit Recognition and Recognition of Prior Learning

a. Unless stated otherwise in Programme Regulations, credit recognition (including cross credit and credit transfer) and recognition of prior learning are available in every programme.

b. Credit recognition and recognition of prior learning procedures are detailed in the Institute's QMS.

3.3.6 Admission and Enrolment

a. Enrolments may be accepted for a programme only after it has obtained full academic approval.

b. Students meeting entry criteria and admitted into a programme will be enrolled in scheduled courses. One EFTS (equivalent full-time student) study load is the workload that a full-time student would normally undertake in one year, estimated at 120 credits. A student may complete up to 1.2 EFTS study load in a 12-month period. A student wishing to study more than 1.2 EFTS study load in a 12-month period will require approval from the relevant Executive Dean.

c. All information and documentation required to confirm enrolment, including that required for enrolment, exemptions and transfer procedures applying to each course or programme, must be provided for an enrolment to be completed.

d. Enrolments more than 10% or two weeks after the start date of the course, whichever is the lesser, will not be accepted other than with Executive Dean approval for the delayed start.

3.3.7 International Students

In addition to meeting programme entry criteria, international students must:

a. Have evidence of receipt of an appropriate visa.

b. Normally be over 18 years of age (the Institute's QMS sets out requirements for applicants between the ages of 14 and 18 years).

3.3.8 Selection

a. Where a limitation is set on student numbers in any course or programme, selection criteria approved in Programme Regulations will be applied to determine who will be offered a place.

b. If no selection criteria are approved, preference will be given to students in the order in which complete applications are received.

c. Selection criteria must be notified to students prior to or at the time of application for admission.

3.3.9 Cancellation of a Programme or Course

a. On the recommendation of the Executive Dean, the Chief Executive may cancel a programme based on consideration of factors such as strategic fit, viability, staffing, quality and delivery, or any other relevant circumstance.

b. Should any enrolments have been accepted for a programme that is cancelled, the relevant enrolment fees will be refunded in full and the Institute will not be liable for any claims for damages, costs or expenses.

c. Where it appears to the Executive Dean that the number of students enrolled in a particular course is insufficient to justify its delivery, the course may be cancelled, notwithstanding that enrolments have been accepted and providing the decision to cancel the offering is more than two weeks prior to the start of the course. Students will not be disadvantaged, and will be accommodated in another course, another offering of the course or in a Certificate of Proficiency/Personal Interest to facilitate completion of their programme of study.

d. Irrespective of programme or course status in terms of cancellation, EIT has the right to cancel, postpone, or reschedule classes without notice for reasons beyond its control, including but not limited to prevention from or hindrance in obtaining materials or supplies, labour disputes of whatever nature, act of God, fire, act of Government or state, social or political unrest or war.

Section 4 Fees

3.4.1 The Council will set fees as it sees fit on an annual basis for programmes funded through the TEC.

3.4.2 Fees for Industry Skills Board (ISB) funded or other contracted programmes will be determined in accordance with the relevant contract.

3.4.3 Information on all fees payable will be published on the Institute's website.

3.4.4 In signing the enrolment form, students agree to pay all fees and other course related costs as they become due.

3.4.5 All fees must be paid in full by the published due date unless alternative arrangements have been agreed and recorded in writing by the Registry Manager.

3.4.6 Fees will 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.

3.4.7 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 determined by the Council.

3.4.8 Students who have not paid all fees by the due date may be referred to debt collectors, denied admission to classes, have reduced access to facilities, and will not be eligible for the awarding of credits and/or to graduate until all required fees are paid.

3.4.9 Refund of Fees for Domestic Students

a. Application for a refund must be made in writing on the appropriate form.

b. Where students have been required to enrol in the programme rather than individual courses, no refund will be given after 10% or one month from the start of the programme for which the student is enrolled, whichever is the lesser.

c. 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.

d. Under exceptional circumstances, the Executive Dean may authorise variations to the rules set out above.

3.4.10 Regulations regarding the refund of fees for international students are set out in Section 3.6.4.

Section 5 Academic Requirements and Unsatisfactory Progress

3.5.1 Programme Regulations may specify a compulsory academic requirement that must be achieved by students independently of the summative assessments of a course, such as completion of a set number of clinical hours, or attendance at laboratory sessions, tutorials, etc.

3.5.2 A compulsory academic requirement is to be set only where its use is justified on sound educational grounds and where meeting this requirement is essential to the student's learning.

3.5.3 Where a course has a component requiring a student to meet requirements set by a professional body prior to their participation, assessment of the student's "fitness to practice" will be undertaken in compliance with those requirements. Students not meeting such requirements will not be allowed to proceed until those and any institutional requirements are met.

3.5.4 The attendance/participation requirements for all courses will be set out in the course or programme information provided to students. All students are expected to attend/participate at the commencement of their course unless they have been given permission to start later.

3.5.5 Where attendance/participation is specified as a requirement for a student visa or enrolment contract, students must provide notification of any absence from or nonparticipation in a course.

3.5.6 Any student who does not meet the attendance/participation requirements of their course (including attending practicum or workplace experience) will be considered to be in breach of their enrolment contract and may be suspended or withdrawn from their course/programme.

3.5.7 Any student who fails to meet the compulsory requirements in preparation for any offsite excursion, professional, practical or work experience that is part of a course/programme will not be allowed to engage in the professional, practical or work experience component and will not be awarded credits for that component. Such requirements may include completing an alcohol or drug test.

3.5.8 Unsatisfactory academic progress includes the following situations:

a. When a student has not passed at least half of the credits in which they were enrolled within one academic year.

b. When a student has enrolled in the same course on two occasions and has not passed that course.

3.5.9 Any student who has been deemed by the Institute to have made unsatisfactory academic progress will be excluded from that programme and not permitted to re-enrol without the prior permission of the Executive Dean.

3.5.10 If a student's performance or participation in any off-site excursion, professional, 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. The suspension will be in place until the Executive Dean examines the situation and recommends an appropriate

course of action to resolve the unsatisfactory performance or participation.

3.5.11 Any excluded student who wishes to apply for permission to re-enrol must lodge a written application with the Executive Dean at least one month before the start of the course or programme for which they seek admission, together with the fee specified.

3.5.12 The Executive Dean will make the decision on whether any excluded student may be permitted to re-enrol and may impose conditions to be met by the student.

3.5.13 When applying for re-enrolment, the excluded student will need to satisfy the Executive Dean and/or Head of School that, as a result of study or other activity in the intervening period, there is a reasonable chance of success in subsequent study.

Section 6 Changes to Enrolment in Programmes

3.6.1 A student may make changes to the programme of study in which they are enrolled prior to starting a course or programme or within the first 10% or one month of the course/programme dates (whichever is the lesser) with no academic penalty. Such changes should be discussed and agreed with Programme Coordinator and may include, but are not limited to, transfer from one course/programme to another course/programme and transfer from one enrolment period to another. Any difference in fees will either be refunded or become a student liability, as appropriate.

3.6.2 No enrolment transfer will be available for a programme leading to non-formal awards.

3.6.3 Withdrawal from Course/Programme by a Domestic Student

a. A student may withdraw from a course(s) within a programme at any time during the first 10% or one month (whichever is the lesser) of the course delivery period with no academic penalty by notifying the Institute of their intention to withdraw. In such cases, the student will have no academic record for the course(s).

b. A student who is enrolled but does not participate in any of the scheduled learning activities of a course during the first 10% or one month (whichever is the lesser) of the course delivery period may be withdrawn from the course by the Institute. In such cases, the student will have no academic record for the course.

c. A student who has enrolled in a course and begun to participate in scheduled learning activities and then ceases participation, but does not initiate a formal withdrawal process or respond to communications from the Institute, including one formal letter to confirm their enrolment status, may be withdrawn from the course by the Institute.

d. Unless Programme Regulations specify otherwise, the last date for withdrawing from a course/programme without academic penalty is when 80% of the delivery period has passed.

e. The academic record of a student who withdraws from a course (or is withdrawn by the Institute) after 10% or one month (whichever is the lesser) of the course delivery period will be amended to reflect the withdrawal.

f. The academic record of a student who withdraws after the last date for withdrawing from a course/programme without academic penalty will show an appropriate failing grade.

g. Any refund of fees resulting from withdrawal will be in line with the refund process.

3.6.4. Withdrawal from a Course/Programme by an International Student

a. An international student who has accepted a place on a programme and has approval in principle for a visa which is subsequently declined by Immigration New Zealand will be entitled to a full refund of fees paid, less the international administration fee.

b. An international student who has accepted a place, paid fees, been issued with a visa, but then withdraws at least one week prior to the course start date may be entitled to a refund of fees, as set out in the International Student Refund Policy.

c. An international student who withdraws after the course has commenced will not be entitled to a refund of fees paid except in exceptional circumstances.

d. An international student in a semester or term-based programme who gains Permanent Residency will not receive a refund of fees for the semester or term in which residency is granted. However, they will be treated as a New Zealand Permanent Resident for the following semester or term and refunded any international fees paid beyond the semester or term in which residency was granted.

e. For courses that are not term- or semester-based, international fees are payable for the full course. No part of the international fee for such a course will be refundable following the granting of permanent residency.

Section 7 Assessment Matters

3.7.1 The nature of assessments and their due dates will be made available in the course information given to students at the beginning of the course.

3.7.2 Students are expected to comply with all assessment requirements and conditions.

3.7.3 No changes to assessment requirements may be made during the delivery of a course unless approved by the Academic Approvals Committee and notified in writing to all students.

3.7.4 Failure to submit an assessment on time without an extension having been granted prior to the due date may result in a fail.

3.7.5 All summative assessments in all programmes will be moderated both internally and externally according to the moderation procedures set out in the Institute's QMS.

3.7.6 Regulations regarding the retention of assessment documents will be as per the Institute's Records Management Policy.

3.7.7 Extensions

a. A student who anticipates difficulty in completing or submitting an assessment at or by the due time and date may request an extension in writing prior to the assessment due time and date.

b. The staff member with responsibility for the relevant course has the authority to approve an extension for a valid reason within the course dates.

c. An extension beyond the course end date must be approved by the Programme Cluster Committee. Normally, such an extension will be limited to no more than three months after the course end date.

3.7.8 Assessment in Te Reo Māori

a. A student who wishes to undertake all or some summative assessments in te reo Māori must inform the Programme Coordinator within four weeks of the course start date. Every endeavour will be made to meet such requests.

b. Summative assessment in te reo Māori will not be available if the task assesses the student's English language skills. Conditions and requirements may apply, as set out in Programme Regulations.

c. A student's capability to undertake assessment in te reo Māori may be evaluated prior to the assessment task being provided, and where required, additional support may be made available.

3.7.9 Special Assistance in Summative Assessment

a. Students wishing to receive special assistance in order to undertake a summative assessment will, unless otherwise exempted, apply in writing to Disability and Wellbeing Support no later than two weeks prior to the date of the summative assessment.

b. Special assistance may be provided in a range of forms, including:

- Additional time, normally not exceeding 15 minutes for each hour of the assessment.
- Assistance by a reader and/or writer.
- Use of special technology.

3.7.10 Availability of Marked Assessments

a. Unless otherwise specified in Programme Regulations, students are entitled to have each marked assessment returned within 10 working days of the assessment date. Students will also be given access to information on the criteria used to allocate marks.

b. Time limitations for collection of marked summative assessments may be set and will be notified to students in advance. Where such a limitation is set, assessments not collected by the due time may be destroyed. If no such limitation is set, any uncollected assessments may be destroyed.

3.7.11 Notification of course/programme results

a. Final results for a course or programme will be approved by the PCC.

b. The Institute will endeavour to provide final course results to students within one week of PCC approval, which will normally be within 10 working days of the end date of the course.

c. Where external examination or external approval of course results is required, the Institute will endeavour to provide final course results to students within five working days of return of results to EIT and advise students in advance of the date upon which results will be available.

d. Student ID numbers, not student names, will be used in any public display of results.

3.7.12 Special Assessment Circumstances

A student who is unable to complete a summative assessment or whose performance in a summative assessment has been impaired for reasons which the student could not reasonably have prevented will be eligible to apply for Special Assessment Circumstances in accordance with the relevant policy set in the Institute's QMS.

3.7.13 Reassessment

a. Reassessment entails the completion of an assessment that is similar but not identical to the original summative assessment, which targets the same learning outcomes as the original.

b. The availability of reassessment opportunities will be specified in Programme Regulations and notified to students in advance.

c. Unless specified otherwise in Programme Regulations, reassessment opportunities at Level 5 will be limited to two per programme, and there will be no reassessment at Level 6 and above.

d. The maximum mark available for the reassessed item is the minimum pass mark.

e. Special provisions may apply in the case of the reassessment of practical work.

f. A reassessment may require the payment of a fee plus any costs involved in the provision of materials for the reassessment.

g. The use of a reassessment opportunity will be recorded in the student's file but will not show on any results notification provided to the student.

3.7.14 Challenging Assessment Decisions

a. 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 working days of the results being communicated.

b. 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.

c. If the student still believes that the mark or grade is incorrect, they should apply to the Programme Coordinator/Leader or Head of School for a reconsideration within 10 working days of the return of the assessment, as set out in the Institute's QMS. Reconsideration will solely investigate the marking of an assessment and may include a recount or remark.

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

3.7.15 Appeals against a Final Result

a. A student may appeal against the final result awarded for any course.

b. Grounds for an appeal against a final result are that:

- Additional information has become available which was not available and could not reasonably have been made available at the time the original result was allocated.
- There was a material irregularity in the conduct of summative assessment or in the results reporting and approval process.

c. An application for appeal must be received by the Chief Executive's office within 10 working days of the student receiving the final result. In exceptional circumstances, the Chief Executive (or their Executive nominee) may extend the time for receipt of an application for appeal.

d. Grounds for the appeal will be investigated and, if required, an Academic Appeals Committee will be established to review the matter.

e. If the grounds for the appeal have not been satisfied, the student will be notified within five working days that the appeal will not be heard.

f. If the grounds for the appeal are found to have been satisfied, the Academic Appeals Committee may (i) request a reconsideration of one or more assessment grades or marks, or (ii) amend the final course result.

Section 8 Breaches of Academic Integrity

3.8.1 Academic integrity is breached when a person seeks to gain for themself, or assists another person to gain, an academic advantage by deception or other unfair means.

3.8.2 Students are responsible for acquainting themselves with EIT's expectations and standards with regard to academic integrity, as well as EIT's definition of dishonest practice in assessment and the relevant penalties, as set out in the Institute's QMS.

3.8.3 Dishonest practice in assessment is defined and expanded upon in the Institute's QMS, and may include:

- Misrepresentation of identity
- Plagiarism
- Cheating
- Fabrication
- Multiple submissions
- Misrepresentation of academic records
- Facilitating academic dishonesty
- Collusion
- Unfair advantage
- Dishonest use of technology to obtain unfair advantage

3.8.4 The Course or Programme Coordinator will investigate any complaint relating to a student's breach of academic integrity in the completion of summative assessment.

3.8.5 The Course or Programme Coordinator will advise the student of the complaint, give them a reasonable time to respond, and discuss with them the circumstances surrounding the incident.

3.8.6 The Course or Programme Coordinator will undertake appropriate investigation, which may include consultation with the Head of School and/or Executive Dean, and consideration at a Programme Cluster Committee meeting. The decision-making regarding the penalty to be imposed (listed in the Institute's QMS) will take the students' response to the investigation into consideration.

3.8.7 Appeals against academic integrity breach decisions are processed as set out in the Student Concerns, Formal Complaints and Appeals Procedure (PI108).

Section 9 Course and Assessment Results

3.9.1 Programme Regulations will specify the grading system to be applied to assessments and courses in a Programme.

3.9.2 Course Descriptors will specify the grading system to be applied to each assessment, the weighting of each assessment and any additional grading criteria.

3.9.3 Each course will use one of the results and grading systems presented in Tables 9.1 to 9.4.

3.9.4 Courses in a programme at any level may use the 11-point grading system (Table 9.3). Courses in a degree programme will use the 11-point grading system.

Table 9.1 Pure Competency Based Grading System

Grade key	Description
C	Competent (Passed)
N	Not Passed

Table 9.2 Modified Competency Based Grading System

Grade key	Description
M	Passed with Merit
C	Competent (Passed)
N	Not passed

Table 9.3 11 Point Achievement Based Grading System

Percentage	Grade key	Description
90-100	A+	Passed. Met all course requirements.
85-89	A	Passed. Met all course requirements.
80-84	A-	Passed. Met all course requirements.
75-79	B+	Passed. Met all course requirements.
70-74	B	Passed. Met all course requirements.
65-69	B-	Passed. Met all course requirements.
60-64	C+	Passed. Met all course requirements.
55-59	C	Passed. Met all course requirements.
50-54	C-	Passed. Met all course requirements.
40-49	D	Not Passed. Did not meet course requirements.
0-39	E	Not Passed. Did not meet course requirements.
50-100	N	Not passed due to failure to meet one or more requirements for successful course completion, used only if the final course grade would otherwise be a passing grade

Table 9.4 Achievement Standard Grading System

Grade key	Description
E	Excellence

M	Merit
A	Achieved
NA	Not Achieved

3.9.5. The grade keys in Table 9.5 apply to courses in all Programmes, noting that:

a. credit transfer, cross credit and RPL may apply to a unit standard or a course;

b. a U grade will only be approved by a Programme Cluster Committee if it is accompanied by an extension date; and

c. if the grade for one or more summative assessments in a course has been estimated, the final grade will be annotated with EST. Procedures for the estimation of a grade are set out in the Institute's QMS.

Table 9.5 Additional Grade Keys

Grade key	Description
W	Formal withdrawal within the period of no academic penalty
X	Credit Recognition (not to be used as of 1 January 2019; replaced by three keys below)
CT	Credit Transfer
CC	Cross Credit
RPL	Recognition of Prior Learning
U	Unfinished at the time of reporting
EST	The grade for one or more summative assessments has been estimated

3.9.6. Any exception to the grading systems specified here, such as those required by external awarding bodies, must be specified in Programme Regulations.

3.9.7. No change may normally be made to a grading system during the delivery period of a programme. Any change to a grading system will be set out in a transition plan that does not disadvantage any student.

3.9.8. An EIT Bachelor Honours degree will be awarded with one of the following appellations:

a. First Class Honours for an average of A-, A or A+

b. Second Class Honours for an average of B-, B or B+

c. no endorsement of Honours for an average of C-, C or C+

3.9.9. Outstanding Achievement

a. Only grades achieved in Level 9 courses completed at EIT, as required according to Programme Regulations, will be considered in the awarding of outstanding achievement (Distinction or Merit). [Credit granted for study at institutions with which EIT has an agreed affiliation will be considered in accordance with the terms of each agreement.]

b. Outstanding achievement will not be awarded if the student has failed any Level 9 course.

c. A decision to award Distinction or Merit will be made at the same time as that of eligibility to graduate, for approval by the Postgraduate Programme Cluster Committee.

d. The qualification will be awarded with Distinction where achievement in each EIT graded course within Level 9 of the Programme is within the A grade range (A-, A, A+).

e. The qualification will be awarded with Merit where achievement in each EIT graded course within Level 9 of the Programme is above a B grade (B+, A-, A, A+,) but achievement does not meet the criteria to award the qualification with Distinction.

Part 4 EIT Student Responsibilities

4.1.1 Students of EIT must act respectfully and considerately towards all students, staff, employers and co-workers with whom they engage. At no time may a student act in a manner that jeopardises their safety or the safety of others.

4.1.2 Students must comply with EIT's policies and related procedures on behaviour and conduct, with the Health and Safety requirements for the Programme they are enrolled in, and with all New Zealand laws while on campus or engaged in any learning activity that is part of their programme of study. Students who do not comply may be asked to leave a class or learning environment, or the premises, and may be subject to disciplinary procedures (see 4.1.16 Breach of EIT Regulations below).

4.1.3 Behaviour in Class or other Learning Environment

A student will not be allowed into a class or learning environment, or to remain in a class or learning environment, if the person in charge of the class or learning environment at the time considers the student to be any of the following:

- Acting, or likely to act, in a manner that is unsafe to either themselves or to others.
- Acting, or likely to act, in a way that stops or disrupts the class or other activities.
- Exhibiting threatening behaviour (i.e. any intentional behaviour that causes another person to fear injury or harm or to feel alarmed, distressed or harassed).
- In possession of, under the influence of, or distributing for supply any controlled drug or substance not lawfully prescribed (a controlled drug or substance being one named and listed in the Misuse of Drugs Act 1975 and its amendments).
- Under the influence of alcohol.
- Breaking any regulations of EIT or the relevant programme.

4.1.4 If a student is not allowed into or has been removed from a class or learning environment, the person in charge of that class or learning environment will present a written report to the Head of School as a matter of urgency and normally within 24 hours.

4.1.5 Possession and/or Consumption of Drugs and Alcohol

a. Students must comply with the EIT Drug and Alcohol Policy (QS101).

b. Students must not be in possession of or consume illicit drugs on any campus, workplace or other facility used for their Programme's learning activities unless specifically allowed for within EIT's Consumption of Alcohol Procedure (PC185).

4.1.6 Under EIT's Health, Safety and Wellbeing Policy (QS180) all members of the EIT community, including students, have a responsibility to:

- Take reasonable care of their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- Report, and where practicable, act on incidents and hazards as soon as possible.
- Cooperate with notified health or safety policies and procedures at EIT.
- Comply with any reasonable instruction given by EIT or the Person Conducting a

Business of Undertaking (PCBU) they are visiting.

- Inform others of any known risks or hazards.

4.1.7 Students must not:

- Wear, be in possession of, or display gang colours, patches, insignia or any other items considered to be gang affiliated while at any campus, learning environment, workplace used for learning activities, or during work experience.
- Bring to class any other person, including a child, who is not enrolled in the programme, without permission.
- Bring to any campus or workplace used for learning activities, or during work experience, any animals other than registered disability service animals, except where animals are used in formal class activities. (Any use of animals in teaching being subject to supervision and regulation by the Animal Ethics Committee.)

4.1.8 In accordance with EIT's Smoke-Free Campus Policy and the Smokefree Environments and Regulated Products Act (1990), students must not smoke or vape while on any EIT campus.

4.1.9 A student who loses, defaces or damages any EIT property, either deliberately or as a result of carelessness or misuse, will be responsible for the cost of replacement or repair.

4.1.10 Academic Integrity

a. Students will learn about and practice skills related to academic integrity in their Programme of Study. Further information and guidance can be accessed from the Library and Learning Services staff and website.

b. Any concerns or complaints about a potential breach of academic integrity will be addressed in accordance with the Academic Integrity Policy (QA180).

c. Academic Integrity Breaches

- An academic integrity breach may include dishonest behaviour in assessment, such as copying, misrepresentation of identity, cheating and plagiarism.
- EIT will take any instance of academic integrity breach seriously. Penalties will range from a warning to suspension from the programme. Any instance of academic integrity breach will be recorded on a student's file.

d. Copyright

- Breaching copyright is a form of academic integrity breach.
- Copyright is the exclusive right given to an owner of an original work under the Copyright Act 1994. Copyright protects the manner in which an idea is expressed or information is conveyed by allowing the owner to control certain activities related to the use and dissemination of the work.
- It is the student's responsibility to ensure that they acknowledge the source of any copyrighted content.
- It is the student's responsibility to ensure that they only copy material in accordance with the regulations in the Copyright Act 1994. Information about copyright rules is located on the Library and Learning Services website.

e. Plagiarism

- Plagiarism is a form of academic integrity breach.
- Plagiarism is the presentation of another's writing, data, language, ideas,

images, graphics, artwork, designs, figures or intellectual property as one's own without appropriate citation or acknowledgement. It may include:

- Presenting another person's work as one's original creation in an assessment.
- Presenting as original one's work from a previous assessment.
- Using another person's ideas without appropriate citation or acknowledgement.
- Failing to use quotation marks to indicate another person's words.
- Using images without consent or proper acknowledgement.

4.1.11 Attendance

a. Active participation in classes, coursework and online activities is directly linked to learning success. Therefore, students should arrive on time for classes and other learning activities, stay for the whole time, and complete any recommended learning on the online learning platform. The most value may be gained from a learning experience if students take responsibility for their learning.

b. Regulations regarding attendance and reporting of absences are communicated at the beginning of a course/programme.

4.1.12 Conduct in Examinations and Tests

a. During examinations and formal tests used for summative assessment, students must 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.

b. During examinations and formal tests used for summative assessment, students must:

- Keep their Student Identification Card or approved photographic identification displayed throughout the examination.
- Not enter the room more than 30 minutes after the time set for the commencement of the examination or test, excluding reading time.
- Not leave the room until at least 45 minutes of the time set for the examination or test have elapsed, and do so only with the permission of the examination supervisor and upon handing in their script.
- Not leave the room during the final 15 minutes of the examination or test.
- Not begin any writing (answers or notes) during specified reading time or before the examination supervisor announces that writing may commence.
- Not continue writing after the examination supervisor has announced that writing time has expired.
- Not communicate with any person other than the examination supervisor.
- Not disturb, distract or adversely affect any other student.

4.1.13 Use of Electronic Devices and Mobile Phones in Examinations and Tests

a. No electronic communication device may be used during an examination or test (including but not limited to a laptop, tablet, mp3/mp4 player, programmable watch). Such electronic communication devices are not permitted on a student's person or in adjoining areas (e.g. toilets).

b. A device that is brought into the room must be switched off and left with the student's personal belongings, as directed by the examination supervisor.

c. Where an examination or test is designated "calculator permitted" or "dictionary permitted", the device used must be electronic, genuinely portable and self-powered, noiseless and with no audible alarms activated. Students may be required by an Examiner to bring only a dedicated calculator. Mobile phones with calculator applications or functions will not be permitted. Where digital devices are permitted, they must be operated in silent and flight mode.

d. No supplementary material related to the use and operation of the device will be permitted in the 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 device.

e. Mobile phones must be switched off at all times during examinations unless permitted under clause c. above.

f. Where a dictionary is permitted, it must not be annotated in any way.

4.1.14 Authorised Material in Tests and Examinations

a. During the period of a test or examination, a student must not be in possession of any written or printed material except by direction of the examination supervisor.

b. All paper used during a test or examination must be handed to the examination supervisor before the student leaves the examination room.

c. Where a test or examination is designated "Open Book", students may take into the room any written or printed material, such as books, Acts, etc., and this material will not be checked.

d. Where a test or examination is designated "Restricted Book", students may take into the room only material specified by the Examiner, and that material may not be annotated, written or typed upon, or otherwise marked.

e. Where a test or examination is designated "Restricted Book may be written", students may take into the room only material specified by the Examiner, and that material may be annotated, written or typed upon, or otherwise marked as appropriate to the context.

f. All books and paper not approved for use in a test or examination, along with any additional personal belongings brought to the room, must be left in the part of the room specified by the examination supervisor.

4.1.15 Use of Computer Facilities

a. EIT has an information technology system that supports a range of systems and services. IT Services operate and maintain the system. Students enrolled at EIT are able to use these systems. Before accessing computer systems, students need to understand and agree to the terms and conditions of the Student Computer Usage Policy (QC171).

b. Students must comply with the Student Computer Usage Policy (QC171).

4.1.16 Breach of EIT Regulations

a. Any concern or complaint about a potential breach of EIT regulations by a student(s) will be addressed in accordance with the Student Concerns and Formal Complaints Procedure and/or the Student Disciplinary Procedure.

b. Any concern or complaint relating to staff behaviour/performance will be addressed

in accordance with EIT's Unacceptable Behaviour Policy (QH142) and related staff disciplinary processes.

c. Penalties for breaching EIT regulations may include the following:

- Restitution for damaged, lost or stolen EIT property to cover the cost of replacement or repair, noting that EIT property includes computer and system software and hardware.
- A fine of no more than $500.
- Suspension from all or part of the programme until the complaint has been investigated and a decision has been made regarding a penalty.
- Suspension from all or part of the programme for a period of time.
- Expulsion from all or part of the programme.

d. Suspension or expulsion may also be applied as a penalty for not paying restitution or a fine by the due date.

e. A student who has been suspended will not be entitled to re-enrol or receive any assessment results during the period of suspension.

f. A student who has been expelled will not be entitled to re-enrol or receive any assessment results.

Part 5 EIT Responsibilities to Students

5.1.1 Students of EIT can reasonably expect to:

- Receive accurate information about all key aspects of a course/programme, including all relevant costs, before enrolment.
- Receive accurate information on all key aspects of each course/programme to be provided within the first week of the start date, including course information, course/programme dates, dates and weighting of summative assessments, and information on textbooks, equipment, uniforms, examination fees, etc.
- Be taught effectively by educated, competent and skilled staff qualified in the relevant learning area.
- Have access to information about their academic progress, including results of assessments and copies of examination scripts (in accordance with the Official Information Act 1982 and 1987 Amendments).
- Have complete access to their student file within a reasonable time from the date of request.
- Receive a copy of their academic record on request.
- Be granted class time to make an official representation on behalf of the student body.
- Contribute to the evaluation of tutoring and course planning where appropriate.

5.1.2 In compliance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, students of EIT can expect to:

- Receive accurate information about student support services and staff members that can help in specific areas.
- Have access to staff to discuss problems.
- Have access to learner support and wellbeing services.
- Have access to adequate resources to support their study.
- Be free from sexual harassment or coercion by staff or other students.
- Have access to information about the appeals process.

5.1.3 In compliance with the Privacy Act 2020 and Health Information Privacy Code 1994, students can expect EIT staff:

- To treat all personal information as confidential unless the student concerned gives written permission to do otherwise.
- Not to access a student's medical records unless the student concerned gives permission to do so for purposes of supporting the student in terms of their learning and safety.
- To be aware of processes to be followed in the event of requests for reassessment, special consideration or appeal.

5.1.4 EIT meets the requirements of the Health and Safety at Work Act 2015, and is committed to ensuring, so far as reasonably practicable, the health and safety of all staff, students and others who visit EIT.

In compliance with the Health and Safety at Work Act 2015, students can expect EIT to:

- Provide a safe and healthy environment, plant and systems.

- Provide relevant information, training, instructions or supervision.
- Provide access to facilities that support staff and student welfare.
- Enable staff and student participation in health, safety and wellbeing activities.
- Actively manage hazards and incidents within the EIT community.
- Notify students about any serious illness, injury or near miss.

5.1.5 In terms of assessment, students can expect:

- Assessments to be marked and returned within a reasonable time.
- Feedback regarding academic performance on a regular basis.
- Reconsideration of a marked summative assessment, where regulations allow.
- Staff to retain copies of student work for moderation purposes, where required.

5.1.6 Concerns and complaints

A student who has a concern or wishes to make a complaint about any aspect of their experience at EIT should follow the Student Concerns and Formal Complaints Procedure.

Part 6 Terms and Definitions

This section informs the Regulatory Framework and associated QMS documents through the definition of terms used. Generally, definitions will align directly with government agency terminology.

Term	Definition
Academic Integrity	A belief in in academic honesty and an intolerance of acts of falsification, misrepresentation and/or deception.
Academic Misconduct	Any act or omission by a student which breaches academic guidelines, rules or regulations or the specific requirements of a programme or course.
Accreditation	The status awarded under Section 250 of the Education Act 1989 when an education provider has shown that it is capable of delivering an approved programme leading to a qualification on the New Zealand Qualifications Framework (Refer to Section 250 of the Education Act 1989) (NZQA).
Achievement Standards	A nationally-registered, coherent set of learning outcomes and associated assessment criteria together with technical and management information that supports delivery and assessment; achievement standards specify three different standards of performance and the method of assessment, which may include national external assessment. Achievement standards are derived from the New Zealand Curriculum (Compare with unit standards) (NZQA).
Advanced Standing	A form of entry that assigns credit into a programme at an advanced level, following an assessment of prior learning or qualification equivalence where the applicable rules for Advanced Standing will be provided in detail in the approved Programme Regulations.
Aegrotat Pass	Where student performance in summative assessment is affected by any circumstance or situation which the student could not have reasonably prevented (including sickness or injury to the student, or bereavement) an Aegrotat Pass may be considered.
Articulation	A formal agreement between two or more institutions that allows specific programmes, courses or components of programmes at one institution to be delivered by one or more of the parties.
Assessment	The collection and evaluation of evidence to establish the level of a student's performance.
Assessment Criteria	Statements against which the standard of performance of an element/outcome is assessed (NZQA).
Assessment of Prior Learning (APL)	Similar to Recognition of Prior Learning (RPL) with an assessment of learning carried out by challenging test, professional conversation or

Term	Definition
	panel presentation, along with a portfolio of evidence.
Award (n)	• A certificate, diploma, or other qualification that is listed on the Qualifications Framework; • or a certificate or other document granted in recognition of a student's achievement and completion of a training scheme; • or a certificate granted in recognition of a student's achievement in scholarship examinations at secondary education (NZQA).
Certificate of Proficiency	Relates to an enrolment in one or more courses from an approved qualification which is assessed and the student's academic record shall show the result achieved. Credit is not assigned to a specific qualification at the time of application; however, credit may be awarded at a later date.
Chief Executive	The person appointed by Council to manage the academic and administrative affairs of the institution as required under Section 196 of the Education Act 1989.
Collaborative Academic Regulations	State the academic rules for the partner institutes of the Tertiary Accord of New Zealand (TANZ) to align academic systems, regulations, courses and programmes of study for the benefit of students and institutions.
Compulsory Courses	The courses that must be taken within a programme of study in order to meet the qualification requirements.
Conceded Pass	Awarded where a student who has otherwise reached an acceptable standard in the programme has narrowly failed one course thus affecting his or her ability to complete the qualification.
Conditional Pass	Awarded subject to the satisfactory completion of an agreed portion of work or assessment where a student has narrowly failed to meet the required academic standard. Where a conditional pass has been granted for a particular course, the course will not be credited until the pass has been confirmed following the satisfactory completion of the agreed portion of work or assessment.
Conjoint Programme	An institutional or an inter-institutional arrangement which provides for two programmes to be completed simultaneously, in a shorter timeframe than would be required to complete the individual programmes consecutively.
Consent and Moderation Requirements (CMR)	An approved document listed on the Directory of Assessment Standards (DAS) that sets out, for the standards listed in its scope,

Term	Definition
	• the nature of the process for granting consent to assess • involvement of the Standard Setting Body (SSB) and others in the process • requirements for Consent (industry or sector-specific requirements for granting organisations consent to assess against standards in the scope of CMR) moderation requirements (the national external moderation process on which organisations with consent to assess will need to engage (NZQA)).
Consent to Assess	An association of one or more education institutions that provides a way of participating in common objectives such as delivering and/or developing courses and/or programmes.
Consortium Arrangement	An association of one or more education institutions that provides a way of participating in common objectives such as delivering and/or developing courses and/or programmes.
Co-deliver	A situation where more than one institute delivers shared courses and/or programmes.
Co-requisite	A specified course that must be undertaken in conjunction with another course to gain credit within a programme of study.
Council	The governing body of a tertiary education institution as defined by the Education Act 1989 (s165).
Course	The smallest component of a qualification that contributes credit toward the completion of the qualification. Other terms used to describe a course include 'unit', 'paper' and 'module' (TEC).
Credit	'Credit value' means the number of credits, with each credit representing ten notional learning hours (NZQA).
Credit Transfer	Credit awarded for having successfully completed an identical programme or standard at the same tertiary education organisation or another accredited tertiary education organisation (NZQA).
Cross Credit	Credit awarded for having successfully completed an equivalent course or standard at the same tertiary education organisation or another accredited tertiary education organisation (NZQA).
Directory of Assessment Standards (DAS)	Lists all quality assured unit and achievement standards, known collectively as 'assessment standards' (NZQA)
Elective Course/s	Course/s selected from a range stated in the programme regulations to meet qualification requirements. (Note: not all programmes have elective courses).

Term	Definition
Entry Criteria	The criteria for admission to a specific programme of study as set out in the related Programme regulations.
Excluded Student	A student who has been removed from a course or programme and is not permitted to re-enrol without the prior permission of the institute.
(Executive) Dean	The person appointed by the Chief Executive as the head of the Faculty responsible for the delivery of specified programmes and courses.
Exemption	Recognition (but not a cross credit) for a substantially equivalent prescribed course for which the student may then choose an alternative course of study. Recognition of a course that is substantially equivalent to a prescribed course. No academic credit is awarded. The student must then choose an alternative course.
Extension	A written agreement between a student(s) and tutor/lecturer/ facilitator for a piece of assessment to be submitted late - at an agreed, specified date - usually on medical or compassionate grounds. Supporting information/evidence (e.g. medical certificate) may be required.
External Moderator	A person external to an institute who provides verification that the institute's assessment activities are fair, valid, reliable and consistently applied.
External Monitor	A person or body external to the institute, appointed by NZQA (for new degree programmes) or the institute to assist in the continuous improvement of academic standards through regular review of an identified programme of study.
Formative Assessment	Assessment that facilitates learning and allows students to obtain feedback on progress and levels of skills and/or knowledge acquired without contributing to a final grade.
Impaired Performance	Applies when a student believes that their performance in, or preparation for, an assessment task or activity that occurred at a fixed time and place has been seriously impaired due to exceptional circumstances beyond the student's control. Circumstances considered 'exceptional' may include illness, injury, bereavement, family crisis, or other serious circumstances.
Institute	An educational institute constituted under the Education Act.
International English Language Testing System (IELTS)	A series of standardised tests of English language proficiency used widely in higher education, immigration and employment.
Level	The ten levels of the New Zealand Qualifications Framework (NZQF).

Term	Definition
	Levels are based on complexity, with Level 1 the least complex and Level 10 the most complex. All qualifications on the NZQF are assigned on the ten levels (NZQA).
Major	Identifies a substantial component of an approved qualification (usually a degree) and is part of the approved title of the qualification. The outcome statements for different majors within a degree will be different. The Programme Regulations must specify the specific courses and credits required for the award of the major. Normally 120 credits across levels 6 and 7 are specified.
Manager	Manager, Head of School, Assistant Head of School or Non-Executive Director
Merit	Recognition of above average performance in a course or programme where a student exceeds the requirements for a pass. Details are written in the programme regulations.
Micro-credential	Study or training that leads to an award, but does not, of itself, lead to an award of a qualification listed on the NZQCF.
Moderation	The process of confirming that assessment activities are fair, valid, reliable and consistently applied both internally and externally across a number of assessors or assessing institutions.
Mode of Delivery	The way in which learning experiences, including content and context, resources, staff, teaching and learning strategies and assessment activities, are delivered (NZQA definition).
Module	Refer to "Course".
New Zealand Qualifications Authority (NZQA)	A Crown Entity whose role in the education sector is to ensure New Zealand qualifications are regarded as credible and robust, nationally and internationally, in order to help learners succeed in their chosen endeavours and to contribute to New Zealand society.
Programme of Study	A coherent arrangement of learning or training that is based on clear and consistent aims, content, outcomes and assessment practices, which leads to a qualification listed on the NZQF. Note: a programme of study may also be simply referred to as a 'Programme'.
Programme Approval	A process, defined by an institute, whereby a proposed or changed programme is approved either internally or by NZQA.
Programme Documentation	The documentation that contains the curriculum, programme regulations, capability document and funding requirements that make up a programme of study leading to a qualification.
Programme Regulations	The set of regulations for a programme of study that meets the

Term	Definition
	requirements specified by NZQA. Refer to 'Guidelines for approval of programmes of study leading to qualifications listed on the New Zealand Qualifications Framework and accreditation of tertiary education providers' at http://www.nzqa.govt.nz.
Provider	The tertiary education institution registered to deliver programmes of study leading to qualifications
Research	An intellectually controlled investigation that leads to advances in knowledge through the discovery and codification of new information or the development of further understanding about existing information and practice (shortened version of the NZQA definition. For a full definition refer to http://www.nzqa.govt.nz and documentation relating to the approval and accreditation of degrees).
Resit (Assessment)	An opportunity for a student to undertake an assessment task or activity for a second time (or more) within the timing of the programme or course.
Resubmission	The opportunity for a student to resubmit an assessment following a rework of part/s of the original assessment; usually within a short time frame and within the timing of the course or programme.
Self-assessment	The ongoing processes a tertiary education organisation uses to gain evidence of its own effectiveness in providing quality education (NZQA definition).
Senior Manager	Executive Director, Executive Dean, Campus Director or Deputy Chief Executive
Special Passes	A set of passes for a course: Restricted Pass, Conceded Pass, Aegrotat Pass, Unfinished Pass which may be granted to students in exceptional circumstances at the discretion of the Academic Board delegated committee.
Specialisation	Identifies a focus within an approved qualification that is less than that of a major, is not included in the title and does not have a unique outcome statement.
Summative Assessment	Assessment activities that contribute to a student's final results for a course. Summative assessment provides students with a specific measure of their achievement in relation to course learning outcomes. Successful completion of a summative assessment demonstrates that students have met the requirements for specific learning outcomes which may lead to progression and/or completion within the programme.

Term	Definition
TEC	Tertiary Education Commission constituted by the Education Act 1989.
Testamur	Refer “Award (n)”.
Training Scheme	Study or training that leads to an award but does not, of itself, lead to a qualification listed on the NZQF (approvals are given under Section 251 of the Education Act 1989) (NZQA).
Type 1 Change	A change that has minimal impact on the overall intention, structure and/or delivery of a programme and therefore requires only internal re-evaluation and approval by Academic Board and notification to NZQA. (NZQA definition).
Type 2 Change	A change that has a considerable impact on the overall intention, title, level, structure and/or delivery of a programme and therefore requires internal re-evaluation, approval by Academic Board and external approval by NZQA. (NZQA definition).
(Unit) Standard	A nationally-registered, coherent set of learning outcomes and associated evidence requirements, together with technical and management information that supports delivery and assessment. All (unit) standards are registered in the NZQA Directory of Assessment Standards, assigned a level and a credit value, and may contribute to the award of a qualification (NZQA).

Document information – Office use only	
Document Name	Academic Regulatory Framework
Document Number	SA100
Executive	Executive Director, Student and Academic Services
Owner	Executive Director, Student and Academic Services
Developer	Executive Director, Student & Academic Services
Review Frequency	6
Last Review	31/05/2026
Next Review	30/11/2026
Related Items	Click here for Related Documents (available only in TeMahau)
Version history	**June 2026 changes** Revised reference to appeals based on revised Student Concerns, Complaints and Appeals Policy and Procedure. **December 2025 changes** Replaced references to NZIST roles, policies, committees, etc. with those relevant to EIT. Removed reference to Te Kawa Maiorooro (except for unified programmes), effecting a return to 2022 EIT academic regulations. **September 2024 changes** Edits to • foreground expectations around ākonga behaviour • expand information on breach of EIT regulations, possible penalties, and related QMS documentation • separate Student Responsibilities in Part 4 and Student Rights in Part 5 • rearrange Student Rights in terms of explicit reference to relevant Acts and Codes **May 2024 changes** Aligned with Te Kawa Maiorooro changes Deleted IAC and moved functions to Academic Committee Amended Membership of AC, AAC and Strategic Research Committee deletion of Appeals Committee Formulation corrected in Part 4 – 'Wear or be in possession' was repeated **2023 changes** Aligned with Te Pūkenga educational regulatory framework

Replaced EIT Board with Te Pūkenga Academic Board Poari Akoranga or Council

2021 changes

Revisions for changes in organisation structure and changed roles

From	To	Rationale
Academic Board	Academic Committee	Te Pūkenga Academic Board
Council	EIT Board	
Academic misconduct	Breach(es) of academic integrity	Preferred EIT terminology
Eastern Institute of Technology	Eastern Institute of Technology Ltd	Company change 1 April 2020
References to Education Act 1989 or 1990	Either Education and Training Act 2020; or 'legislation'; or deleted	Superseded legislation Will need further work for specific legislation impacts
1.1.8, 1.3.5 and 1.3.7 and 1.4.3	Removed DCE	Non-replaced position
1.3.3	Removed annual objective setting by DCE	Non-replaced position
1.3.7 (Secretarial support will be provided by central Academic Administration)	removed	Confuses 1.3.4
3.2.3 NZQF	NZ qualification framework	Spelt out acronym; took out link
3.7.15 dep CE	ED SAS	Non replaced position ED SAS delegated responsibility for complaints