

STUDENT APPLICATION FOR ACADEMIC & ASSESSMENT MATTERS

STUDENTS MUST PLEASE COMPLETE SECTIONS A to D. Incomplete forms will delay the process. Please <u>print</u> clearly. Hand completed forms to the Programme Secretary.		
Section A: PERSONAL INFORMATION:		
Name:	Student ID:	Phone Number:
Postal Address:		Email:
Programme Enrolled In:	Course Number and Title:	
Lecturer / Tutor Name:		
Section B: APPLICATION CATEGORY: Please note different programmes have different regulations. The categories listed below apply to a range of programmes. Please refer to your <u>own</u> Programme Handbook or Regulations Handbook for the categories you are able to apply for. Your Programme Secretary or Programme Coordinator will be able to help.		
What do you wish to apply for? (Tick one): Note Evidence is required for categories marked with *		
<input type="checkbox"/> *	Special Assessment Circumstance: Except in exceptional circumstances application must be made prior to assessment but no later than 7 day after the assessment. either <input type="checkbox"/> Impaired Performance or <input type="checkbox"/> Assessment Not Sat/Missed <i>(in extenuating circumstances)</i>	
<input type="checkbox"/> *	Late assignment: (within end date of course): Application must be made prior to assignment due date except in exceptional circumstances	
<input type="checkbox"/> *	Assessment Extension: (beyond end date of course): Application must be made prior to end of course except in exceptional circumstances	
<input type="checkbox"/>	Remark of assessment: Application must be made within 14 days of the return of the assessment. In the case of exams If you uplift the original exam script, you forgo the right to apply for a recount remark of the script or an appeal against the grade	
<input type="checkbox"/>	Recount of assessment: Application must be made within 5 days of the return of the assessment. In the case of exams If you uplift the original exam script, you forgo the right to apply for a recount or remark of the script or an appeal against the grade.	
<input type="checkbox"/> *	Reassessment/Resit: A reassessment is an additional opportunity granted under specified conditions to demonstrate competence in of a unit standard or course. Reassessment is only possible if the majority of your work for this course has been of the required standard and your first attempt at this assessment demonstrated a reasonable effort	
<input type="checkbox"/> *	Carryover of course work: This applies to a restricted number of programmes, please check your regulations. Please attach an aPlus+ printout of assessment marks or grades (available from the secretary)	
<input type="checkbox"/> *	Leave of Absence: <i>(BNursing only)</i>	(First date Absent): (Last date Absent):
<input type="checkbox"/>	Exemption for Attendance at Residential School: <i>(School of Viticulture and Wine Science only)</i>	
<input type="checkbox"/> *	Credit Recognition: (Cross credit, Credit Transfer or Level Placement) Complete section over page	
<input type="checkbox"/> *	Waiver of Pre-requisite course:	

Assessment or Assignment Title:					Assessment or Assignment Due Date:			
Section C: DETAIL the reason for Application (please be precise): <u>Evidence must be supplied for all applications in Section B marked with an * Attach evidence to form.</u> Types of evidence could include an ACC Form; a Medical Certificate (dated within 24 hrs of assessment); a Death Notice; a NZQA Record of Learning; a verified copy of an Academic Result from another Institute. Please refer to your Programme Handbook for details.								
CROSS CREDIT: Attach copies of certified academic results and learning outcomes if required.								
Name of Institute you wish to transfer credit from:								
I wish to transfer credit from:					I wish to transfer credit to:			
Course Code	Level	Course Title	Credit Value	Year Passed	Course Code	Level	Course Title	Credit Value
Section D: DECLARATION: <i>I declare that the information I have provided is true and accurate.</i>								
<i>Signed by Student:</i>					<i>Date:</i>			
If the application progresses to the PCC do you wish to speak at the PCC meeting Yes/No					Will you bring support people? If so how many? <input type="checkbox"/>			
Hand this completed form to the Programme Secretary.								
SECTION E: HEAD of SCHOOL, GROUP MANAGER, PROGRAMME OR COURSE CO-ORDINATOR TO COMPLETE.								
Staff Name:			Staff Signature:			Date:		
<input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Elevated to HoS <input type="checkbox"/> Elevated to Dean <input type="checkbox"/> Elevated to PCC student to be advised of date of next meeting								
Outcome Comment:								

For office use only: The student will be notified of the decision in writing within five (5) working days after submitting the form unless the application is elevated to the Programme Cluster Committee for consideration. Recounts/Remarks/Reassessments may take longer to process but the Programme Co-ordinator or Course Co-ordinator will advise the student.

If the application is elevated to the Programme Cluster Committee the student will be notified immediately by the Programme Co-ordinator or Course Co-ordinator of the date of the next PCC meeting.

Letter Notifying Student of Decision mailed: Date:

Copy of letter and Application documents placed on Student file