Nelson Marlborough Institute of Technology Ltd

2021 Academic Statute

Te Ture Akoranga

Section 2:

Definitions

Section	Academic Statute		
Approval Date	16.02.2021	**Approved by**	NMIT Board
Next Review	15.06.2021	**Responsibility**	Executive Director: Programmes and Delivery
This Review	10.11.2020	**Key Evaluation Questions**	1-6

The **NMIT Academic Statute** applies to all NMIT courses and programmes, whether delivered at NMIT, fully online, or in conjunction with another provider.

The Academic Statute, including all **NMIT policies** listed in this Statute, is available from the [NMIT website](#).

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2.01 ACADEMIC TERMINOLOGY AND MĀORI TERMS (KUPU)

In this Statute, unless the context otherwise requires, the following definitions shall apply.

Academic Appeal	The process used when a student believes they have grounds for contesting the validity of an academic decision. The review will be carried out by a person/s independent of the original decision.
Academic Audit	A systematic and independent examination and evaluation to determine whether quality activities and results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives. [def. eCampus]
Academic Committee	A committee established by the NMIT Board pursuant to the Education and Training Act 2020 Its purpose is to provide academic direction, to monitor quality, receive reports and provide advice to NMIT Board and the Executive for all vocational, applied and professional programme delivery from Levels 1-9
Academic Standards and Quality Committee	A standing committee of the *Academic Committee* responsible for ensuring academic and quality standards are consistently met for NMIT programmes and courses.
Academic Credit	Credit granted through successful completion of assessment and/or recognition of prior learning. [def. eCampus] Refer also to *Credit*.
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. [def. eCampus]
Academic Record	A formal record of the course titles, credits, levels and results that were granted, and the qualifications that were awarded, during the period of a student's enrolment at an institute. Refer also to *Academic Transcript* and *Results Notification.*
Academic Transcript	The official, authorised document detailing a student's academic record, showing course results and qualification/s awarded.
Academic Year	The period of study that a student is enrolled on. The usual programmes of study span the months Feb – Dec, or July – June.

Accreditation	The status awarded under section 441 of the Education and Training Act 2020 when an institution has shown that it is capable of delivering an approved programme leading to a qualification on the New Zealand Qualifications Framework
	Refer to 'NZQF Programme Approval and Accreditation Rules 2018 (Amended 2020)' and 'Training Scheme Rules 2012 (Amended 2020)'
	Accreditation is a process where a TEO seeks permission to use or deliver an NZQA-approved programme that has already been developed, including one developed by another TEO. [def. NZQA]
Achievement Standards	A 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. [def. NZQA]
Achievement-based Assessment	Assessment that measures student performance against levels of achievement. Results are expressed as grades or marks.
Administration Office	The office of NMIT, or office of a contracted provider to NMIT, directly associated with administration of the course or programme.
Admission	The process of determining a person's eligibility to enrol and study at NMIT.
ADP	Academic Development Proposal. An internal approval document summarising a planned new or significantly changed programme of study. It requires approval by the Academic Board to enable development to proceed.
Aegrotat	A result which may be granted where student performance in a 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). Refer also to Special Assessment Circumstances, Section 3 of this Statute.
	Refer also to ***Impaired Performance***
Ako	Learning
Ākona	To learn, study, instruct, teach, advise
Ākonga	Student (tauira)

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Application Document	Describes a proposal to NZQA seeking approval for a new programme of study (Levels 1-6) and accreditation to deliver it. The document contains the curriculum, regulations, and funding requirements. This document requires Academic Committee approval before being submitted to NZQA. [At some member subsidiaries of eCampus, this is known as a **Programme Document**.]
Approval	The status awarded under section 439 of the Education and Training Act 2020 when an institution has developed a new quality assured programme leading to a qualification on the New Zealand Qualifications Framework. Refer to 'NZQF Programme Approval and Accreditation Rules 2018' and 'Training Scheme Rules 2012' Where a TEO seeks permission to develop or implement a new quality assured product [def NZQA]
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. [def. eCampus]
Assessment	The collection and evaluation of evidence to establish the level of an individual's performance. [def. eCampus]
Assessment Criteria	Statements against which the standard of performance of an element/outcome is assessed. [def. eCampus] Also referred to as Assessment Schedule
Assessment Standards	The collective term for unit standards and achievement standards listed on the NZQA Directory of Assessment Standards (DAS). [def. NZQA]
Award	A certificate, diploma or other qualification that is listed on the New Zealand Qualifications Framework; A certificate or other document granted in recognition of a student's achievement and completion of a training scheme [def. eCampus]
Blended Learning	Blended learning is a formal education programme in which a student learns: • at least in part through online learning, with some element of student control over time, place, path, and/or pace; • at least in part in a supervised brick-and-mortar location away from home; and the modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience.
Business Support Coordinator	First point of contact in Curriculum Areas for stakeholders, reporting to the Curriculum Manager or Programme Lead Specialist
Candidate	Person entered for an examination.

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Capability Document	Document outlining NMIT's capacity to deliver a new or substantially changed programme of study in terms of physical and academic resources.
	The Capability Document requires Academic Committee approval and supports the application to NZQA for approval and accreditation to deliver the programme.
Capability Letter	Brief description of NMIT's capacity to deliver a new or substantially changed programme of study in terms of physical and academic resources where NMIT has a successful track record of delivery of a similar level and approved programme.
	The Capability Letter requires Academic Committee approval and supports the application to NZQA for approval and accreditation to deliver the programme.
CE	See: *Chief Executive*
Certificate of Personal Interest	Relates to an enrolment in one or more courses from an approved qualification where the student is not subject to the assessment regulations for that course and no academic credit is granted. [def. eCampus]
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. [def. eCampus]
Chief Executive	The person appointed by the NMIT Board to manage the academic and administrative affairs of the Te Pūkenga –subsidiary pursuant to section 294 of the Education and Training Act 2020.
Collaborative Academic Regulations	The academic rules for the partner institutes of eCampus New Zealand to align academic systems, regulations, courses and programmes of study for the benefit of students and institutions. [def. eCampus]
Collaborative Academic Requirement (CAR)	A requirement specified in the Programme Regulations which must be met by students independent of the summative assessments of any course. [def. eCampus]
Collaborative Arrangement	This term is generally applied to programme development and/or delivery arrangements between NMIT and another Tertiary Education Organisation (TEO) e.g. where NMIT is delivering a programme of study from another TEO or *vice versa*, or where NMIT is engaging in a shared delivery arrangement.
Competency-based Assessment	Assessment in which the criteria are worded in terms of a competence – what a student should be able to do. The results available are: 'criteria met' (Achieved or Passed); and 'criteria not yet met' (Not Achieved or Not Passed). *Note: Also known as 'ungraded competency'.*
Compulsory Academic Requirement	A requirement specified in the Programme Regulations which must be met by students in addition to the summative assessments of any course. [def. eCampus]

Compulsory Courses	Courses that must be taken within the programme of study in order to meet the qualification requirements. [def. eCampus]
Compulsory Fee	The NMIT **Compulsory Fee** includes: • **_Enrolment Fee_** • **_Student Services Levy_** Refer also to **_Enrolment Fee, Student Services Levy, and Course-related Costs._**
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. [def. eCampus]
Conditional Acceptance	Where a new programme has not yet received final approval from NZQA and TEC, students may be conditionally accepted for enrolment. Their enrolment is confirmed subject to the programme receiving final approval (a TEC requirement).
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. [def. eCampus] *Result not available for all NMIT programmes. Refer to the relevant Programme Regulations.
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. [def. eCampus]
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: • The nature of the process for granting consent to assess • Involvement of the Standard-setting Body (SSB) and others in the process • Requirements for the 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 which organisation with consent to assess will need to engage in [def. eCampus]
Consent to Assess against Standards	Certifies education organisations to asses unit or achievement standards and award credit for them [def. eCampus] Refer to 'Consent to assess against standards on the Directory of Assessment Standards Rules 2011'

Consistency Review	A process facilitated by NZQA to ascertain that the graduate outcomes from all NZ qualifications meet an equivalent, nationally accepted standard of the qualification.
Consortium Arrangement	An association of one or more education institutions that provides a way of participating in common objectives such as delivering and/or programmes. [def. eCampus]
Constructive Alignment	A principle of programme design and delivery adopted by NMIT, whereby programme structure, course learning outcomes, assessment tasks, content and methods are linked to the graduate outcomes.
Co-deliver	A situation where more than one Tertiary Education Organisation 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. [def. eCampus]
Course	The smallest component of a programme that contributes credit toward the completion of the qualification. Other terms used to describe a course include 'unit', 'paper' or 'module'.
Course Descriptor	Describes a course, including size (credits and EFTS), level, hours, aim, content, learning outcomes, assessment, course completion requirements, results available, teaching and learning approaches and resources, learner managed activities.
Course-related Costs	The cost of items necessary for a course and supplied by students such as textbooks; a camera or art materials; charges for photocopying or paper for computer printers beyond a reasonable amount allowed within course materials.
	Students are responsible for obtaining or purchasing these items and have discretion as to the extent and cost; for example, using textbooks from the library or purchasing new or second-hand books; supplying their own camera.
	Students studying full time may apply for course-related costs in addition to the compulsory fees as part of a Student Loan (up to a set limit and with evidence of purchase). www.studylink.govt.nz
	Note: Programme Areas may need to verify course-related costs to support Student Loan applications. Course-related costs are not invoiced by NMIT.
Course Result Key	A list of results available for a course, and the description of what each result represents. Generally the same Result Key applies to all the courses in a programme, but in some cases the Result Key may differ between courses in the same programme.
	The Course Result Key is specified in the Programme Regulations.
	Refer to: *Section 7 – Schedule of Course Result Keys*
Credit	A numerical value assigned to assessment standards, courses and programmes of study that reflects the estimated student time/effort required to meet the assessment requirements. In most cases, one credit represents approximately

	10 hours of student learning time (inclusive of scheduled class contact, assessment time, work experience or internships, other directed time and independent/self-directed study).
Credit Transfer	Credit awarded towards a qualification on the basis of credit for the **same** course(s) already achieved in another qualification from a Tertiary Education Organisation (TEO). *Internal Credit Transfer* - credit from a course completed and achieved at NMIT. *External Credit Transfer* - credit from a course completed at another TEO either within New Zealand or overseas.
Cross Credit	The granting of academic credit for a course/courses towards a qualification delivered by NMIT, from outcomes achieved through formal study with at least 80% of comparable learning outcomes, and 100% for competency-based courses.
Curriculum Manager	Person responsible for the academic delivery of a group of programmes. A Curriculum Manager reports to one of two Curriculum Directors.
DAS	The Directory of Assessment Standards is a list of all quality assured unit and achievement standards, known collectively as 'assessment standards'. [def. eCampus]
Degree Monitor	The external Monitor appointed either by NZQA or by NMIT to monitor a degree programme delivered by NMIT. An NZQA or other accrediting-body-appointed person who monitors graduate and postgraduate degrees, related qualifications and Level 7 Diplomas and Training Schemes, to reassure NZQA and all stakeholders that the qualification is being implemented and managed as approved and planned. See ***Degree Monitoring Policy*** and ***Degree Monitoring Procedure***
Distinction	Recognition of a student's high achievement/exemplary performance in a course, or programme. Details are outlined in Programme Regulations. [def. eCampus] Refer also to: ***Endorsement***
Domestic Student	A student, as defined by the TEC, for whom NMIT is eligible to receive the Student Achievement Component of TEC funding.
eCampus	**eCampus NZ Aotearoa** A flexible online learning service that works with students' lifestyles to help them achieve their study goals. Programmes are currently offered on the eCampus platform by: • Ara Institute of Canterbury (Ara) • Otago Polytechnic (OP) • Universal College of Learning (UCOL) • Nelson Marlborough Institute of Technology (NMIT) • Eastern Institute of Technology (EIT) • Toi Ohomai Institute of Technology • NorthTec

EFTS	**Equivalent Full-Time Student** The Tertiary Education Commission decides if a course is either full-time or part-time by applying what is called an EFTS value to each course. The EFTS value is a measure of the amount of study or the workload involved in undertaking a particular course. A year of full-time study is usually between 0.8 EFTS and 1.2 EFTS. EFTS is also a unit of measure used in statistical reporting, funding and StudyLink (loans and allowances) criteria.
Elective Course	A course selected from a range stated in the programme regulations to meet qualification requirements. (Note: not all programmes have elective courses.) [def. eCampus]
Elective Credit	Credits for the elective component of a qualification.
Embedded Qualification	A separately enrollable qualification that is completed after a student has successfully completed a prescribed set of courses which are part of a larger programme of study.
Endorsement	1. The formal decision by a committee (e.g. Academic Standards and Quality Committee) expressing support for a submission. 2. An added provision to a qualification, indicating where a graduate has met qualification outcomes in a specific context. e.g. New Zealand Certificate in Tourism (Level 4) (Operations) 3. Recognition for students who perform exceptionally well in individual courses and/or qualifications. Refer also to *Distinction* or *Merit.*
Enrolment	The completion of formal processes, including the payment of fees and charges, whereby a person is formally registered for one or more courses and entitled to attend classes.
Enrolment Cancellation	The cancellation of a learner's enrolment (student) from a programme or course(s) **without academic penalty** (i.e. without the cancellation showing on the student's Academic Transcript). An enrolment cancellation may be initiated by NMIT or by the student. Different from a withdrawal *Refer to Withdrawal.*
Enrolment Fee	A fee charged to students for a course or programme of study. The enrolment fee covers *tuition and course materials.* *Note: The enrolment fee does **not** include:* • *the **Student Services Levy*** • the 'charges' or 'other administration charges' listed in ***Fees, Charges and Refunds (Domestic Students)*** and ***Fees, Charges and Refunds (International Students)*** • *course-related costs*

- *the cost of additional (optional) credits*

The **enrolment fee** represents part of the **compulsory fees** component of a Student Loan.

Tuition is a component of the NMIT **enrolment fee** which represents staffing costs and overheads for the course or programme.

Course materials is a component of the NMIT **enrolment fee** which represents cost of materials necessary and compulsory for the course, e.g. handouts, field trips, NZQA charges.

*Refer also to **Compulsory Fee** and **Student Services Levy.***

Enrolment Status	Description of the stage an applicant has reached in the enrolment process. Identified in the Student Management System by an enrolment status code.
Entry Criteria	The criteria for admission to a specific programme of study as set out in the related Programme Regulations. [def. eCampus]
Entry Requirements	The minimum requirements that an applicant must meet in order to be considered for enrolment on a course or programme, including any process for exceptions where applicants do not meet the normal entry requirements.
ESOL	English for Speakers of Other Languages.
Excluded Student	A student who has been removed from a course or programme and is not permitted to re-enrol without prior permission from the institute. [def. eCampus]
Executive Team	NMIT's executive management consisting of: • Chief Executive (CE) • Four Executive Directors
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. [def. eCampus]
External Moderator	A person external to an institute who provides verification that the institute's assessment activities are fair, valid, reliable and consistently applied. [def. eCampus]
External Monitor	A person or body external to the institute, who may be appointed by NZQA or the institute to assist in the continuous improvement of academic standards through regular review of an identified programme of study. [def. eCampus] Refer also to **Degree Monitor**
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 (eg medical certificate) may be required. [def. eCampus]

External Moderator	A person or body external to the institute who provides verification that the institute's assessment activities are fair, valid, reliable and consistently applied. [def. eCampus]
External Monitor	A person or body external to the institute, who may be appointed by NZQA or the institute to assist in the continuous improvement of academic standards through regular review of an identified programme of study. [def. eCampus]
Fee Maxima	Annual Maximum Fee Movement (AMFM) as set by the Tertiary Education Commission.
Flexible Education/Learning	Flexible Education is a learner-centred approach to education and training that encompasses a range of pedagogies, delivery modes and teaching strategies. Flexible education is, above all else, about increased choice for the learner – choice about time, place, access, learning style, mode, tools, pace, sequence of experiences, institution and content.
Formative Assessment	Assessment which facilitates learning and allows students to obtain feedback on progress, levels of skill and /or knowledge acquired without contributing to a final grade. [def. eCampus]
Full-time Study	For most purposes, a study load of 120 credits is equivalent to one standard full-time year of study or 1 EFTS.

For some purposes, e.g. Student Loans and Allowances, a study load of between 0.8 EFTS and 1.0 EFTS is treated as full time.

Where a student is enrolled on a programme that runs for part of a year, to be full time the number of credits must be sufficient to give the equivalent of full-time study for the period e.g. 60 credits studied over half a year.

Programmes of study are assigned a study status as full time or not for the purposes of determining StudyLink eligibility for loans and allowances. |
| **Graded competency-based assessment** | Competency-based assessment where Merit and Excellence are also recognised.

Results available are:
Criteria met (Achieved or Passed/Pass),
Criteria not yet met (Not Achieved or Not Passed/No Pass),
Passed with Merit (M),
Passed with Excellence (E). |
| **Hapū** | Sub-tribe |
| **IELTS** | **International English Language Testing System**.

A series of standardised tests of English language proficiency used widely in higher education, immigration and employment. [def. eCampus] |
| **IESOL** | International English for Speakers of Other Languages. |
| **ILP** | Individual Learning Plan (ILP) identifies a student's learning goals, personal goals, timescales, resources and any support required to meet those goals. |

	Refer also to *Learner Journey.*
Impaired Performance	Applied 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 personal circumstances. [def. eCampus] Refer also to *Aegrotat.*
Institute	See *Subsidiary* An educational institute constituted under the Education Act. [def. TANZ]
International English Language Testing System (IELTS)	A series of standardised tests of English language proficiency used widely in higher education, immigration and employment. [def. eCampus]
International Student	An individual who is not a domestic student.
Investment Plan	An Investment Plan describes: • how a tertiary education organisation (TEO) will achieve Government priorities set out in the Tertiary Education Strategy • a TEO's mission and role in the tertiary sector • all the tertiary education programmes and activities run or undertaken by a TEO • the outcomes proposed by a TEO, including performance indicators. To receive Government funding, NMIT is required to have an Investment Plan. Refer to *tec.govt.nz*
ISO	International Organisation for Standardisation (ISO) develops International Standards. ISO Certification is the provision, by an independent body, of written assurance (a certificate) that the product, service or system in question meets specific requirements.
ITO	See **Transitional ITO**
ITP	See Te Pūkenga – NZIST Subsidiary
Iwi	Tribe
Kaihautu	A person with the delegated responsibility for the cultural leadership, review and development of the programme.
Kāwai	New beginning
Kaiako	Tutor
Kaiako Matua	Lead tutor
Kaiāwhina Māori	Support staff for Māori students

Kaitiakitanga	Guardianship
Kaiwhakahaere	Supervisor
Kaupapa	Philosophy
Kōnae ako	Course
Kura	School – classroom or campus-based delivery
LDF – Learning Design Framework	Outlines the education principles and design methodologies, consistent with NMIT's Learning and Teaching policy, to enable developers create programmes and courses.
Learner Journey	The Learner Journey is a holistic approach to learning which recognises diversity and puts learners at the centre of their own unique learning experience. The NMIT Learner Journey begins when a person starts to consider studying with NMIT, and continues beyond graduation.
Learning Conversations	Regular dialogue between the student and their allocated tutor and / or Learning Advisor. These conversations are personalised to the individual student and used for the student to review and agree their progress, SMART targets and actions, resulting in maximising the best possible success outcomes for the student.
Level	See *NZQF Level.*
Literacy and Numeracy for Adults Assessment Tool	An online adaptive tool primarily designed to provide robust and reliable information on the reading, writing, numeracy and vocabulary skills of adults [def. LNAAT website]
Living Costs	A category of costs in a Student Loan application. Administered by StudyLink Refer to *studylink.govt.nz*
LNAAT	Literacy and Numeracy for Adults Assessment Tool
Major	A 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. [def. eCampus]
Mana	Integrity
Manaakitanga	The value of caring for others and behaving in ways that enhance the mana of others and therefore our own
Mātauranga	Knowledge, education
Mauri Ora	Wellbeing

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	An award that certifies achievement of a coherent set of skills and knowledge; and has a statement of purpose, learning outcomes, and strong evidence of need from industry, employers, iwi and/or the community. They are 5 – 40 credits in size and require Academic Committee approval. [def NZQA]
	Refer to 'Training Scheme Rules 2012 (Amended 2020) and Guidelines for applying for a training scheme or micro-credential'
Mihi	Acknowledgement
Mode of delivery	The way in which learning experiences, including content and context, resources, staff, learning and teaching strategies and assessment activities, are delivered. [def. NZQA]
Moderation	The process of confirming that assessment activities are valid, fair, reliable and consistent.
Module	See *Course*
Monitor	See *Degree Monitor* and *External Monitor*
NCEA	New Zealand's National Certificates of Educational Achievement (NCEA) are national qualifications for senior Secondary School students. [def. NZQA]
NELP	National Education and Learning Priorities
Ngā mahi toi	Māori arts
Ngā putanga	Learning Outcomes
NMIT Board	A delegation of the Te Pūkenga – NZIST Council under Section 283 and Section 319 of the Education and Training Act 2020 responsible for the operation of a subsidiary
NMIT Seal	The NMIT Seal (gold, embossed) is present on award documents for qualifications having a minimum total credit value of 120 with at least 40 at level 3 or above.
Noho	Residential class – delivered as a block course
NZQA	New Zealand Qualifications Authority. 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. [def. eCampus]
	https://www.nzqa.govt.nz/about-us/

Notional Learning Hours	Include all learning activities. 10 notional learning hours equals 1 credit (NZQA). [def. eCampus]
NZQF	New Zealand Qualifications Framework. The list of all quality assured qualifications in New Zealand. The framework is the definitive source for accurate and current information on each qualification. [def. eCampus]
NZQF Level	This refers to the 10 levels of the New Zealand Qualifications Framework (NZQF). Levels are based on complexity, with Level 1 being the least complex and level 10 the most complex. All qualifications on the NZQF are assigned one of the 10 levels. [def. NZQA].
NZSCED	**New Zealand Standard Classification of Education.**
	A subject-based classification system for courses and qualifications at universities, polytechnics, colleges of education, wananga and private training establishments in receipt of Government funding
OCP	**Organisational Counselling Programmes**.
	A professional counselling service available to all NMIT students (at no charge to the student).
Paper	See *Course*.
Part-time Study	A study load which does not reach the relevant threshold for full-time study.
	Refer also to *Full-time Study.*
Plagiarism	A form of academic misconduct whereby someone else's work, designs or ideas are presented as if they were one's own original work, without clear acknowledgement of the original source. [def. eCampus]
Policy	A written statement that provides direction, sets parameters and defines the expected practices/outcomes for significant activities of an institution. [def. eCampus]
PLATO	Programme Learning and Teaching Observation- a quality assurance process to ensure maximum effectiveness of our curriculum delivery by encouraging good practice within NMIT to be shared. The PLATO (Programme) should encourage discussion within Programme Teams and across NMIT on improving learning and teaching.
Pono	Truth
Pre-requisite	A specified course that shall be successfully completed before a student is permitted to proceed to another course. [def. eCampus]
Programme	See *Programme of Study.*
Programme Approval	A process, defined by an institute, whereby a proposed or changed programme is approved either internally or by NZQA. [def. eCampus]

PAC	**Programme Approval Committee**. A standing committee of the Academic Committee, responsible for scrutinising applications for approval and accreditation of new and substantially changed programmes of study, and applications for NZQF 'Consent to Assess'. The PAC provides a recommendation (or not) for approval by the Academic Committee.
Programme Area Administrator	The Administrator providing administrative support across the Programme Area. Reports to the Curriculum Manager.
Programme Document	*See* **Application Document**
Programme Lead Specialist	Supports the Executive Team to deliver on NMIT's primary objectives. Reports to the Curriculum Manager.
Programme of Study / Programme	A coherent arrangement of learning or training that is based on clear and consistent aims, content, outcomes and assessment practices, which usually leads to a qualification listed on the NZQF. Refer to Note: a programme of study may also be simply referred to as a '**Programme**'. [def. eCampus]
Programme Regulations	Document describing the formal rules for the completion of the programme and its constituent courses. Programme Regulations are 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.
Provider	The tertiary education organisation supplying education and/or training and/or assessment services (NZQA). [def. eCampus]
Provisional acceptance	See *Conditional Acceptance*
QMS	See **Quality Management System**.
Qualification	A degree, diploma or certificate awarded by the Academic Committee or by another agency with the approval of the Academic Committee.
Quality Management System	The Quality Management System (QMS) includes NMIT's policies, procedures and related quality management information. The QMS includes all the activities at NMIT that contribute to agreed, quality outcomes for students and other stakeholders.
Rangatiratanga	The value of treating people with fairness and equity, acknowledging all communities and heritage. To commit to honesty, transparency, fairness and clear boundaries in all interactions
Raranga	Weaving

Rauangi	Multi-media. mixed media
Raupapa	Journey of progression and development
Reassessment	Also known as re-sit. An opportunity for a student to undertake an assessment or part of an assessment task or activity a second time (or more) within the timing of the programme or course. [def. eCampus]
Recognition of Academic Credit (RAC)	The process for formally recognising and awarding academic credit for students' successful completion of relevant, current, formal and informal learning acquired prior to enrolling in, or completion of, an approved qualification offered by NMIT. Refer also to **Credit Transfer, Cross Credit** and **Recognition of Prior Learning**
Recognition of Prior Learning (RPL)	Formal assessment and recognition of a student's relevant and current knowledge and skills (achieved through prior learning) to determine achievement of learning outcomes of courses leading to a qualification with the purpose of awarding the learner credit towards that qualification, with at least 80% of comparable learning outcomes per course, and 100% for competency-based courses. RPL leads to credit being awarded for existing skills, knowledge, and attributes acquired without regard for the length, place or method of learningAlso referred to as **Assessment of Prior Learning (APL)**
Record of Participation	Gained when a student has actively participated in a course of programme where there is usually no form of assessment
Record of Learning	Gained when a student has attained a defined level of achievement in a course or programme where no qualification is awarded
Reconsideration of Assessment	The investigating into marking of an assessment task when a student has reason to believe the grade or mark does not reflect the standard of performance demonstrated in the item of work submitted. [def. eCampus]
Re-count	A check of the calculation of marks recorded by assessors. [def. eCampus]
Re-mark	The marking of an item of assessment by a subject specialist other than the academic staff member who initially marked the item, independent of the original marking, followed by a recalculation of the final grade where appropriate. [def. eCampus]
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). [def. eCampus]
Re-sit	See **Reassessment**

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Restricted Pass*	Awarded where the student has narrowly failed to meet the required standard for the course and one which, when awarded, does not qualify a student to enrol in a subsequent course/programme for which a pass in the original course is a pre-requisite. [def. eCampus] *Result not available for all NMIT programmes. Refer to the relevant Programme Regulations.
Resubmission	The opportunity for a student to re-submit an assessment following a rework of part/s of the original assessment; usually within a short time frame and within the duration of the course or programme. [def: eCampus] *Note: resubmissions are not automatically available.*
Result Key	See **Course Result Key.**
Results Notification	An unofficial record of assessment standard and/or course results available for a student on request. Used to monitor academic progress.
RPL	See **Recognition of Prior Learning**
SANITI	**Student Association Nelson-Marlborough Institute of Technology Incorporated** Student Association of NMIT. (Incorporated Society operating independently of the institute.)
SAR	See **Self-Assessment Report**
Selection Criteria	The criteria for determining eligibility to enrol and study at NMIT (***admission***) and any criteria for accepting applications to enrol in a particular course or programme, including criteria to be used if the number of applicants who meet the entry requirements exceeds the number of places available.
Selection Process	The process by which selection criteria are applied in order to make admission and enrolment decisions.
Self-Assessment	The ongoing process NMIT uses to gain evidence of its own effectiveness in providing quality education. It is a systematic process of data-driven self-reflection. It is directed towards coherent and clearly articulated goals to inform decision-making and operational practices.
Self-Assessment Report (SAR)	An annual report written by the Curriculum or Business Support team, based on discussion and reflection within that team.
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. [def. eCampus]
Standard-Setting Body (SSB)	A collective term that covers Transitional Industry Training Organisations, Workforce Development Councils and advisory groups. These organisations are recognised as the national body that represents a particular field and its experts. For that area, they list qualifications on the New Zealand Qualifications Framework and the following on the Directory of Assessment Standards:

	• Assessment standards
	• Consent and Moderation Requirements
	[def. NZQA]
STAR (Secondary Tertiary Alignment Resource)	STAR courses are run by NMIT in a wide range of subject areas for Secondary School students while they are still at school. Students can get a 'taste' of a subject or job area that interests them, and learn new skills that can help them move into study or work.
Strand	A specialisation within a qualification that represents a major component of the qualification, and is at the level of the qualification. Strands are documented through strand-specific outcomes in the graduate profile. Strands may be elective or optional and include Strand Compulsory or Strand Elective Sets. Qualification titles may include strands that recognise specific skill sets. [def. eCampus]
Student	A person enrolled in one or more courses at an institute. [def. eCampus] Also known as Learner.
Student Learning Advisor	Person acting as a conduit between students and academic staff. Responsible for supporting students with their individual learning plans, assisting students with study selections, and overall student progression.
Student Services Levy	A compulsory fee charged to all students to cover student services such as advocacy and legal advice, careers information advice and guidance, employment opportunities, financial support and advice, pastoral care and counselling. The **Student Services Levy** is part of the **compulsory fees** component of a Student Loan. *Refer also to **Enrolment Fee.***
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. [def. eCampus]
Taonga Tuku Iho	Treasure handed down
Tauira	Student or students
Te Ara Wai	NMIT's Māori Strategy
Te Pūkenga	The national tertiary education and skills training partner for firms and industries.
Te Pūkenga –NZIST Subsidiary	A regional division of Te Pūkenga – NZIST established under section 319 of the Education and Training Act 2020.

NMIT is a Te Pūkenga – NZIST Subsidiary

Te Reo	Māori Language
TEC	**Tertiary Education Commission** provides funding and monitors the sector pursuant to the Education and Training Act 2020
TEO	Tertiary Education Organisation includes qualification developers, transitional industry training organisations (transitional ITOs), and providers (Te Pūkenga and its subsidiaries, wānanga, private training establishments and government training establishments) [def NZQA]
Tertiary Education Strategy (TES)	The Tertiary Education Strategy 2020 sets out the Government's expectations and priorities for New Zealand's tertiary education system. Refer to https://www.education.govt.nz/assets/Documents/NELP-TES-documents/NELP-TES-summary-page.pdf
Tertiary Pathways	Secondary-tertiary options that provide Secondary School students with pathways for a smooth transition to tertiary study, including: • Gateway • STAR • Student for a Day • Trades Academy • Youth Guarantee
TES	Tertiary Education Strategy: a statutory document enabled by the Education and Training Act 2020 that sets out the Government's priorities for education. The TES sets the direction for tertiary education.
Testamur	*See* **Award**.
Tikanga	Custom
TOEFL	Test of English as a Foreign Language. A standardised test of English language proficiency.
Tohu mātauranga	Qualification
Toi	Art
Toi Iho	Artistic mark of quality and authenticity
TOTSTA	Top of the South Trades Academy (see *Trades Academy*)
Trades Academy	Regular practical and hands-on training courses run by NMIT for year 11 - 13 high school students. Students attend classes one day a week and gain credits which count towards a NCEA qualification at levels 1, 2 or 3.
Training Scheme	Defined in section 10 of the Education and Training Act 2020, as study or training that: • leads to an award; but

	• does not, of itself, lead to an award of a qualification listed on the NZQF.
	A Training Scheme cannot exceed 39 credits. Refer to 'Training Scheme Rules 2012 (Amended 2020) and Guidelines for applying for a training scheme or micro-credential
Transitional ITO (TITO)	**Transitional Industry Training Organisation** As defined in clause 52(1) of Part 10 of Schedule 1 of the Education and Training Act 2020 recognised as having transitional responsibility for setting standards and arranging delivery of training for the specific industry sector they represent. They are not education providers but can assess against unit standards within specified fields of the Directory of Assessment Standards [def NZQA]
Type 1 Change	A change that has minimal impact on the overall intention, structure and/or delivery of programme and therefore requires internal re-evaluation, approval by Academic Committee and notifications to NZQA. [def. eCampus]
Type 2 Change	A change that has a considerable impact on the overall intention, title, level, structure and/or delivery of a programme or any data and therefore requires internal re-evaluation, approval by Academic Committee and approval by NZQA.
Unfinished at time of Reporting pass	Awarded, subject to approval, for an extension beyond the programme completion date to allow time for the satisfactory completion of an agreed portion of work. [def. eCampus]
(Unit) Standard	A nationally registered, coherent set of learning outcomes and associated performance criteria, 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 continue to the award of a qualification (NZQA). [def. eCampus]
Unspecified credit	Credits at a particular level that are not assigned to a specific course, that may, where Programme Regulations allow, be used to contribute towards the general elective component of a qualification.
Wānanga	A wananga is characterised by teaching and research that maintains, advances, and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding ahuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom). [def NZQA]
Whakaaro	Thought, idea, concept
Whakairo	Wood carving
Whakatauākī	Proverb
Whānau	Family
Withdrawal	A withdrawal is the formal removal of a student's enrolment from a programme or course(s) after the last cancellation date and before the last withdrawal date.

	The student enrolment will be reported in the Single Data Return (SDR) and **their Academic Record will show "Withdrawn"** for the course(s).
	Different from an enrolment cancellation. *Refer to Enrolment Cancellation.*
Workforce Development Council (WDC)	Established under section 363 of the Education and Training Act 2020 The functions in relation to the specified industries covered by it are: (a) to provide skills and workforce leadership (b) to develop and set standards, capstone assessments and qualifications for specified (c) to provide an advisory and representative role They must work collaboratively with providers, other workforce development councils, NZQA and any relevant regulatory bodies