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Academic Statute

1 TITLE

- 1.1 This statute is the Academic Statute of Northland Polytechnic, and is made by the Council pursuant to the Education Act 1989 (“The Act”).
- 1.2 This statute applies to all programmes of study or training provided by Northland Polytechnic and all students enrolled at Northland Polytechnic.
- 1.3 Where a programme of study leads to an award by an external body, in addition to meeting the requirements established by that body, a programme of study shall satisfy the requirements of the Northland Polytechnic Academic Statute.
- 1.4 Where a programme of study leads to an award from another authority, and there is conflict between the regulations of that authority and the regulations of Northland Polytechnic, then the regulations of that other authority shall apply in respect of that programme of study.

2 BOARDS AND COMMITTEES

- 2.1 The Council shall establish an Academic Board.
- 2.2 The Academic Board shall establish and monitor committees to assist in carrying out the business of the Academic Board. These include:
 - Academic Quality Assurance Committee
 - Research and Ethics Committee
 - Teaching and Learning Committee
- 2.3 Director Product and Delivery (or delegate) shall establish an Advisory Committee or Process for each programme area or group of programmes of study they manage.

Membership of Committees

- 2.4 Terms of Reference and membership for Academic Board, are set by the Board and approved by Council.
- 2.5 Terms of Reference for Academic Board sub-committees are set by each committee and approved by Academic Board.
- 2.6 The requirements for advisory processes are included in the policy *Advisory Processes (02.004)*.
- 2.7 Membership of committees referred to in this statute, if not by virtue of staff office or position, shall be for a term of three (3) years unless determined earlier by resolution of the council or board to which the board or committee is responsible.

Conduct of Meetings

- 2.8 At all meetings of committees referred to in this statute:
 - A quorum shall consist of a majority of members, unless otherwise stated in the terms of reference for that committee.
 - If no person is authorised by this statute to chair the meeting, then those present shall elect one of their number to take the chair for that meeting.

- If the elected chair person is absent, they shall nominate a member to chair that meeting.
- All resolutions shall be proposed by one member and seconded by another, and any such resolution shall be passed or rejected by a simple majority of members voting.
- The person in the chair at the meeting shall have a deliberative vote, and, in the case of an equality of votes, shall also have a casting vote; and
- The proceedings and resolutions of every meeting shall be recorded and kept for a minimum of seven years.

- 2.9 Subject to this section and any other statute of the Council in this regard, or directive of the Council or board which established it, each board or committee shall regulate its own procedure.
- 2.10 Academic Board members and the sub-committees of Academic Board shall have a nominee to attend meetings in their absence.

3 PROGRAMMES OF STUDY

Programme of Study Offering

- 3.1 A list of programmes of study to be offered will be approved annually by the Senior Leadership Team and shall be published annually.
- 3.2 The Academic Board may approve additional programmes of study to be offered in the current year.
- 3.3 The content and configuration of programmes of study and courses are subject to change from time to time (including during the academic year).

Programme of Study Approval

- 3.4 All courses and programmes of study must be approved by the Academic Board.
- 3.5 Programme of study development and documentation shall in all respects comply with the policies and procedures detailed in the Quality Management System.
- 3.6 The Academic Quality Assurance Committee or Executive manager with responsibility for academic quality shall report to the Academic Board on each application and provide recommendations relating to approval.
- 3.7 The Academic Board shall decide whether or not to approve programmes of study having regard to the recommendation(s) and information available.

Annual Programme Review

- 3.8 Each Pathway Manager shall submit to the Academic Board annually a self-assessment report for each programme containing details as specified by the Academic Board.

Programme Regulations

- 3.9 Programme Regulations, consistent with the programme approval document, shall be developed for each programme of study and approved by the Academic Board.
- 3.10 Programme Regulations shall be reviewed at least annually and any changes shall be endorsed by resolution of the relevant Programme Committee and approved by the Academic Board.
- 3.11 Programme Regulations shall be made available to students enrolled in the programme of study.

Programme of Study Information

- 3.12 Every programme of study offered at Northland Polytechnic shall be supported by written information in which the formal requirements of the programme of study and its courses are set out for students.
- 3.13 Where any changes in programme information occurs, the Pathway Manager of the programme of study shall be responsible for advising students of the changes.

4 AWARD(S)

Types of Award(s)

- 4.1 Northland Polytechnic may confer the following types of awards – degrees, graduate diplomas, diplomas, graduate certificates, certificates. Northland Polytechnic may also issue records of attainment and records of attendance.
- 4.2 Specifications of awards are contained in the policy *Academic Records and Awards (10.001)*.

Conferment of Award(s)

- 4.3 The Academic Registrar is responsible for advising Academic Board that students have met the requirements for a qualification to be awarded.
- 4.4 Northland Polytechnic's degrees and diplomas shall be awarded by resolution of the Northland Polytechnic Council.
- 4.5 Northland Polytechnic's certificates shall be awarded by resolution of the Academic Board.
- 4.6 Northland Polytechnic's record of attainment and record of attendance shall be approved by the Director Product and Delivery or Pathway Manager.
- 4.7 Awards and results may be withheld if the student has an outstanding debt with Northland Polytechnic.

5 PARTICIPATION IN PROGRAMMES OF STUDY

Admission

- 5.1 The Chief Executive may refuse admission to any person who is deemed unsuitable under the provisions of The Act and amendments.
- 5.2 Any person intending to enrol must provide evidence of meeting the entry requirements of the programme of study in which they wish to enrol.
- 5.3 Any person intending to enrol in a programme of study provided jointly by Northland Polytechnic and another institution must also satisfy the entry requirements of that institution.
- 5.4 Any person who has attained the age of twenty years may be granted special admission to a programme of study at Northland Polytechnic. Relevant prior learning experiences will be taken into account in the application.
- 5.5 No person shall be admitted to a programme of study at Northland Polytechnic unless the Chief Executive or delegated representative is satisfied that the applicant can undertake the programme of study with a reasonable likelihood of success.
- 5.6 The Chief Executive or delegate may approve the admission of an applicant with the condition that his/her confirmed enrolment is dependent on his/her achieving a standard of performance at Northland Polytechnic specified by the Pathway Manager.
- 5.7 Students may apply for Credit Transfer (CT) and Recognition of Prior Learning (RPL). Refer to the policy *Credit Recognition (05.004)*. Students should also refer to current programme regulations.

Enrolment

- 5.8 All students undertaking a programme of study at Northland Polytechnic shall be registered and enrolled.
- 5.9 All enrolments are subject to the condition that the student agrees to abide by Northland Polytechnic regulations and this statute.
- 5.10 Northland Polytechnic may determine the minimum and maximum number of students who may be enrolled in a particular programme of study at the institution in a particular year.
- 5.11 Registrations for all programmes of study and courses will be accepted during office hours, in person, by mail or by on-line registration processes. Telephone enrolments are not accepted.
- 5.12 Students shall be deemed to be enrolled for a course or programme of study when the appropriate registration form and Offer of Place form have been completed and signed by the student and submitted to Northland Polytechnic AND either the student has paid their fees or has made provision for their fees to be paid, OR the student has not paid their fees but attends class after the period for the full refund of any fees paid has lapsed and has been invoiced.
- 5.13 As part of the process to complete registration, the student must supply statistical information as prescribed by the Ministry of Education. The statistical information provided on the registration form may, if required, be submitted to the Ministry of Education under the Education Act, 1989.
- 5.14 International students must apply to Northland Polytechnic on the prescribed international registration form.
- 5.15 Intending students are required to register and enrol by the date given in the programme brochure. Late enrolments may be accepted, if places are still available.

Programme of Study and Course Cancellation

- 5.16 Programmes of study and courses may be cancelled or postponed at the discretion of Northland Polytechnic from time to time (including during the academic year) for a variety of reasons, including (but not limited to) lack of enrolments and financial constraints.
- 5.17 A programme of study or course may be cancelled if there are insufficient enrolments. Should the attendance level of the programme of study or course drop below a certain level, then the programme of study or course may be cancelled at any stage during the year.
- 5.18 Fees paid shall be refunded according to the policy *Student Fees (03.017)*.

Enrolments at Two Institutions

- 5.19 If transferring from one institution to another, students will have to pay tuition fees charged by each. Students may be eligible for a refund of Northland Polytechnic fees only if the requirements of the policy *Student Fees (03.017)* are met.

Age at Enrolment

- 5.20 No enrolments will be accepted from people less than sixteen years of age at the time of the start date of the programme of study. This may be varied on the recommendation of the Pathway Manager responsible for the course or programme as long as any decision is consistent with Ministry of Education policy and TEC funding requirements. (This regulation does not apply to programmes delivered specifically for Secondary Schools.) Enrolment contracts for people under eighteen years of age must be countersigned by a parent/guardian who is 21 years of age or older.

Entry Requirements

- 5.21 Entry requirements for each programme of study shall be stated in the programme regulations.
- 5.22 An entry requirement for all programmes of study is that each student can reasonably expect to achieve the standards required for successful completion of the programme of study.

Selection Criteria

- 5.23 Selection criteria for each programme of study or course shall be stated in the programme regulations and published annually.

Fees

- 5.24 To be eligible to study at Northland Polytechnic and to receive awards and results from Northland Polytechnic, students shall have paid the required fee, or made arrangements for fee payment that have been approved by the Manager Corporate Accounts.
- 5.25 The Council shall set the student tuition fees annually.
- 5.26 Students may be charged components additional to the tuition fee for services and materials.

Withdrawal

- 5.27 Students may withdraw from a programme of study by personally completing and signing a Programme/Course Withdrawal Form. The policy *Student Fees (03.017)* will apply.
- 5.28 If a student is absent for two consecutive teaching weeks without providing, in writing, a satisfactory explanation to the Pathway Manager, Northland Polytechnic may assume the student has withdrawn from their programme of study and withdraw the student from the programme of study.

6 DELEGATIONS

- 6.1 The Council delegates to the Academic Board authority to:
- Approve programmes, new qualifications and changes to programmes and programme regulations;
 - Seek approval and/or accreditation by external bodies;
 - Delegate to committees of the Academic Board;
 - Monitor the quality assurance processes through self-assessment and evaluation;
 - Receive and consider academic quality assurance reports on behalf of the Council.
- 6.2 The Council delegates to the Academic Board the authority to award certificates.
- 6.3 The Council delegates, individually, to the Chair of Council and the Chair of Academic Board the authority to approve awards in circumstances where the normal process would unnecessarily delay

the approval. Decisions made under this delegation must be ratified by Council or Academic Board as appropriate.

- 6.4 The Council delegates to the Chief Executive the authority to select and admit students to courses and programmes. The Chief Executive may delegate this authority.
- 6.5 The Academic Board delegates to the following committees the authority and duties contained in their terms of reference:
 - Academic Quality Assurance Committee
 - Research and Ethics Committee
 - Teaching and Learning Committee
- 6.6 The Academic Board delegates to Director Product and Delivery and Pathway Managers the authority to appoint moderators, approve results and grant credit.