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# Student Regulations

## 1 TITLE

The Northland Polytechnic Student Regulations relate to all non-academic matters. Breaches of these regulations are dealt with according to the Student Disciplinary Regulations.

## 2 SAFETY

Students are required to:

- 2.1 Comply with any instruction relating to safety given by a member of staff or Safety Manager, or stipulated in Programme Regulations;
- 2.2 Wear safety glasses, prescribed footwear and/or protective clothing in designated areas or as required by any staff member;
- 2.3 In the event of fire or other emergency, proceed in accordance with Northland Polytechnic's evacuation procedures;
- 2.4 Provide information to Northland Polytechnic on disabilities and health status that may endanger themselves or other students in a given situation;
- 2.5 Report to staff accidents or incidents that have or may lead to accidents to themselves or others;
- 2.6 Act in a manner that does not jeopardise their safety or the safety of others.

## 3 MIND-ALTERING SUBSTANCES (e.g. drugs and alcohol)

Students shall not:

- 3.1 Bring alcohol on to Northland Polytechnic teaching sites or consume alcohol in any teaching area (includes work experience, polytechnic vehicles, field trip or any other part time activity), except as part of supervised learning activities;
- 3.2 Attend a class, work experience, field trip, or any other Northland Polytechnic activity under the influence of alcohol or any controlled drug;
- 3.3 Use, or have in their possession or control within any of the Northland Polytechnic teaching sites, or while on work experience or field trips any controlled drug not lawfully prescribed for that person (A controlled drug is any substance so designated and listed in the *Misuse of Drugs Act 1975*, together with any amendments and re-enactments).

## 4 HARASSMENT

- 4.1 Students shall not harass other students or Northland Polytechnic staff at any time while engaged in Polytechnic activity. For the purposes of this section harassment has the meaning given in the policy *Anti-Bullying and Harassment (04.014)*.

## 5 BEHAVIOUR

Students shall not:

- 5.1 Behave in any way that compromises the safety of others, interferes with the learning of other students, or interferes with staff in the performance of their duties;
- 5.2 Bring any animal, excluding certified service animals, onto any of Northland Polytechnic's teaching sites without permission from the Manager Capital Assets;
- 5.3 Engage in dangerous, reckless, careless or inconsiderate driving in or about Northland Polytechnic teaching sites. Pedestrians have right of way at all times. Drivers of vehicles shall comply with driving and parking directions as given by authorised Northland Polytechnic staff;
- 5.4 Behave in a disorderly manner or engage in any behaviour that is detrimental to or interferes with others or their property, including the property of Northland Polytechnic;
- 5.5 Seek or be in possession of information gained by unauthorised entry to the Northland Polytechnic information systems;
- 5.6 Engage in dishonest practices:

- (a) falsify or attempt to falsify any official and/or personal record relating to their attendance and/or performance at Northland Polytechnic or the qualifications/ results issued to them by Northland Polytechnic;
- (b) engage in a way that discredits the name and/or integrity of Northland Polytechnic;
- (c) falsely represent the records of Northland Polytechnic;
- (d) act in a way that constitutes criminal conduct.

# Student Disciplinary Regulations

## 1 TITLE

The Northland Polytechnic Student Disciplinary Regulations outline procedures in the event of a student breaching Northland Polytechnic Student Regulations.

## 2 EXCLUSION FROM CLASS

2.1 A tutor may exclude a student from attending the remainder of a class session where the student's behaviour in class interferes with the learning of other students or endangers the safety of themselves or others, provided that the student has been told the required standard of behaviour and warned of the consequences of failing to modify their behaviour.

Where a student's behaviour is likely to cause harm to self or others, the student may be excluded from class with immediate effect.

2.2 A tutor who excludes a student from a class session must report this to the Director Product and Delivery as soon as possible on the day of the exclusion. The Director Product and Delivery will investigate the incident and determine if disciplinary or other action is warranted against the student.

2.3 Exclusion from class is to protect the learning of other students and safety of others; in itself it is not a disciplinary action.

## 3 PRINCIPLES

Northland Polytechnic shall apply the following principles to disciplinary procedures:

3.1 Promptness - Any remedial action to be taken with regard to a student must be taken as soon as practicable after the event.

3.2 Impartiality - The disciplinary procedures must be applied in an equitable and fair manner to all students.

3.3 Consistency - The disciplinary procedures must be applied consistently. Similar disciplinary action must be taken in respect of similar offences made in similar circumstances.

3.4 Prevention - The preferred outcome is to prevent re-occurrence, not to take punitive measures.

3.5 Advance Warning - All students are entitled to know what kind of behaviour is expected of them, and to a warning if their behaviour breaches the student regulations.

3.6 Fairness - The degree of disciplinary action must be related to the nature of the offence and regard should be had to the following factors:

(a) The seriousness of the problem and/or issue

Is the student's behaviour interfering with the learning of the other students? Is the behaviour abusive of other people?

(b) Time span

Have there been any other discipline problems and/or issues in the past and over how long a time span?

(c) Frequency in nature of the problem and/or issue

Is the current problem and/or issue part of an emerging pattern?

Is the student presently subject to any previous warning?

(d) Student history

What has been the quality of the performance and conduct?

(e) Extenuating factors

It is imperative the student is given an opportunity to explain his/her side of the story.

(f) Degree of communication

To what extent has Northland Polytechnic made an earlier effort to inform the student causing the problem and/or issue about the existing discipline rules and procedures and the consequences of violation?

(g) Implications for other students

What impact will any decision have on other Northland Polytechnic students?

(h) Right to representation

Students must always be informed of their right to have representation. All students under the age of 18 years shall have representation.

#### **4 DISCIPLINARY ACTION**

4.1 The Chief Executive or delegated representative has the authority to discipline students.

4.2 Disciplinary action may include:

- (a) Requiring a student to remedy a situation;
- (b) Excluding a student from some Northland Polytechnic facilities;
- (c) Excluding a student from some Northland Polytechnic activities;
- (d) Expulsion.

4.3 Grounds for disciplinary action will exist if a student fails to comply with the Northland Polytechnic Student Regulations or other Northland Polytechnic regulations and policies.

4.4 When a staff member believes there are grounds for disciplinary action against a student, they shall report the matter to the Director Product and Delivery.

4.5 The Director Product and Delivery shall ensure that the matter is investigated; inform the Student Advisor and either issue a warning to the student, or when it is considered disciplinary action is warranted, refer the matter to the Chief Executive, or take no further action.

#### **5 INVESTIGATING INCIDENTS**

5.1 No disciplinary action shall be taken until the Chief Executive, or delegated representative, has the relevant facts and has sufficiently evaluated and considered them, including any explanations which the student offers. The student is to be given the right to representation.

5.2 When the investigation involves a student aged under 18 the student must be asked if they wish their parent(s)/caregivers to be informed and present at any meetings with Northland Polytechnic staff regarding the investigation. The institution shall ensure that adult support is available throughout the process.

#### **6 WARNINGS**

6.1 Except when summary expulsion is justified, by reason of the nature and severity of an incident or offence, a student whose behaviour is unsatisfactory shall, before disciplinary action is taken, be:

- (a) Informed about the grounds for concern about his/her behaviour (the aspect in question, the nature of the fault, etc);
- (b) Allowed to reply or respond;
- (c) Warned of the consequence of failure to improve;
- (d) Given reasonable opportunity to correct his/her behaviour.

6.2 the notification of complaint, and any warnings given, must be recorded in writing and sighted, and preferably signed, by the student concerned. The student must be provided with a copy.

6.3 the fact that a warning has been given shall be recorded in the student's file. The student should be advised that the written record has been placed on his/ her personal file.

#### **Student's rights to respond**

6.4 a student in receipt of a warning may, if he/she wishes:

- (a) Respond in writing and have a copy of the response placed in their personal file;
- (b) Appeal against the warning.

## **7 STAND-DOWN**

### **Definition**

- 7.1 A student who is stood down cannot attend Northland Polytechnic for the stand down period. Stand down is not, in itself, a disciplinary action: it is a step which may be taken in order to investigate whether or not disciplinary action is needed, though his/her status as a student at Northland Polytechnic is unchanged.

### **Use of Stand-Down Provisions**

- 7.2 A student shall only be stood down by the Chief Executive or delegated representative. Stand down is to be used only in serious cases where it would be inappropriate in the circumstances for the student to remain in class. Such circumstances include:
- (a) Where the student is judged to be under the influence of mind-altering substances (e.g. drugs or alcohol) and it is intended to give the student another chance or to seek an explanation before consideration of expulsion;
  - (b) Where there has been, or appears to have been, a serious breach and it appears necessary or advisable that the student be removed from class while the matter is investigated or while expulsion or other action is considered. It is serious if the behaviour interferes with the learning of other students or is abusive of others or compromises the safety of others;
  - (c) Where the student has been charged in a court of law with an offence punishable by a maximum of two or more years' imprisonment, and the charge is such that the continued presence of the student is likely to cause concern to Northland Polytechnic staff or other students or members of the public and it is therefore desirable that until the matter is resolved the student be removed from class;
  - (d) Where a student receives more than two written warnings.
- 7.3 At the conclusion of any period of stand down the student shall either be allowed to return to class or be expelled. Where investigation into the circumstances is continuing, the student shall be notified of Northland Polytechnic's actions and informed of the decision as soon as the investigation is concluded.
- 7.4 The decision to take any disciplinary action or allow the student to return to class following stand down should be made as soon as possible.

### **Procedure**

- 7.5
- (a) Oral advice to a student that he/she has been stood down must be followed promptly by written confirmation stating reasons and duration of stand down.
  - (b) A student who has been stood down must come into Northland Polytechnic when requested upon reasonable notice.
  - (c) The student's file will be annotated to record the final decision made in regard to the student's stand down, and whether or not any disciplinary action was considered necessary.
  - (d) If no disciplinary action follows the stand down, the details of the investigation will be destroyed, but a summary will be kept on the student's file outlining the incident and the result of the investigation.

## **8 EXPULSION**

- 8.1 The authority to expel students lies with the Chief Executive or delegated representative.
- 8.2 Expulsion of a student is a serious matter and will occur when the Chief Executive or delegated representative is satisfied that there is no other appropriate means of resolving the situation.
- 8.3 Whether expulsion is summary or by giving notice, a full investigation must be made and there must be sound reasons for the action taken, the student must be allowed to state reasons for the breach. Except in cases of summary expulsion, no student will be expelled without previous warning(s) being given and following a reasonable opportunity to improve.

### **Definition of Expulsion**

8.4 When a student is expelled their enrolment is cancelled, all student rights and privileges are withdrawn, and they may not enrol again with Northland Polytechnic without the permission of the Chief Executive.

### **Notice of Expulsion/Summary Expulsion**

8.5 A student may be expelled by:

- (a) Notice of Expulsion, means expulsion by notice being given in accordance with Northland Polytechnic's disciplinary and stand down procedures;
- (b) Summary Expulsion, means expulsion without notice. Summary expulsion shall only be justified where there are substantial reasons such as gross misconduct.

### **Procedure**

8.6 To expel a student, he/she should be informed, in writing, by the Chief Executive:

- (a) That he/she is being expelled;
- (b) The effective date of the expulsion;
- (c) The reasons for the decision; and
- (d) His/her rights of appeal against the expulsion.

## **9 FURTHER ACTION**

9.1 Where a student may have committed a criminal offence, disciplinary action against the student does not limit the ability of the Chief Executive to refer the matter to the New Zealand Police.

## **10 DISCIPLINARY APPEAL RIGHTS**

10.1 Students who are the subject of disciplinary action have the right to appeal against any decision made affecting them and they must be advised of their rights at the time disciplinary action is taken against them.

10.2 Students must appeal the disciplinary decision within 10 Northland Polytechnic working days of being notified of the decision.

10.3 A disciplinary decision must be appealed, in writing, to the Chief Executive. The appeal must include the grounds for appeal, the desired outcome and any additional relevant information.

10.4 Students cannot appeal disciplinary decisions made by the Chief Executive. Where a student is not satisfied with such a decision they should be referred to the Ombudsman or other external agency.

# Academic Regulations

## 1 TITLE

These regulations apply to all programmes of study and courses for which Northland Polytechnic awards or qualifications may be granted, and programmes of study that are delivered or assessed by Northland Polytechnic.

The Council empowers the Academic Board to act on its behalf in matters affecting the admission, tuition and examination of students. Specific additional regulations or rules may apply in the case of particular programmes of study or courses. Where there is a conflict between these Academic Regulations and specific Programme Regulations or rules, the Programme Regulations will prevail unless stated otherwise and approved by the Academic Board.

Breaches of these Regulations and Programme Regulations will be dealt with using the Academic Disciplinary Regulations.

## 2 CHANGE OF PROGRAMME OF STUDY

- 2.1 If an enrolled student wishes to transfer from one programme of study to another then she/he must give notice in writing no later than the end of the second week of the programme of study, unless approval in writing has been given by the Pathway Manager. Any refund will be determined by application of the policy *Student Fees (03.017)*.
- 2.2 If an enrolled student wishes to withdraw from a programme of study then she/ he must give notice in writing. Any refund will be determined by application of the policy *Student Fees (03.017)*.
- 2.3 Students can withdraw without academic penalty up to 75% of the way (time) through a programme of study.
- 2.4 If a student withdraws from a programme of study or component while some aspect of their performance in the programme of study is under review, the review may continue and the result of the review will be considered should the student wish to re-enrol.
- 2.5 Full-time students are required to enrol for each successive year in multi-year programmes of study. However, the Pathway Manager may approve deferment from a programme of study for a period not normally exceeding one year. Students wishing to apply for such leave should do so in writing to the Pathway Manager. Re-entry will be dependent on the specific regulations of each programme of study.

## 3 ATTENDANCE

- 3.1 Students are expected to attend all lectures, tutorials, practical classes, demonstrations, assessments and examinations required by the programme of study in which they are enrolled.
- 3.2 Students are required to be punctual for classes and to be present for the duration of the class.
- 3.3 Students must comply with the Programme Regulations for notification of absence due to illness or other circumstances as required for each course in which they are enrolled.
- 3.4 If a student is absent for two consecutive teaching weeks without providing, in writing, a satisfactory explanation to the Pathway Manager, the Polytechnic may assume the student has withdrawn from their programme of study or course and the Polytechnic will withdraw the student from the programme of study or course.
- 3.5 If a student does not attend the first two weeks of a programme of study or course the enrolment in that programme of study and/or course[s] will be cancelled unless:
  - The student enrolls after the first two weeks of the programme of study (i.e. Late enrolment); or
  - The student notifies the Polytechnic in writing that they are engaged in the programme of study, giving reasons for non-attendance.
- 3.6 Student members of Academic Board or recognised student group will be given approval for absence or lateness if it is due to attendance at official Academic Board activities.



- 3.7 Students covered in 3.6 must notify the Pathway Manager or tutor prior to the activity that they will be attending an official activity. Students are responsible for completing any work they have missed.

#### **4 ACADEMIC PROGRESS**

- 4.1 A student may be excluded from a programme of study if academic progress is unsatisfactory. The Academic Board would normally deem that progress is unsatisfactory if the student fails all courses in any one year (or in the programme of study, if the programme of study is less than one year in duration), or if the student fails the same core course on the third attempt.
- 4.2 A student excluded from a programme of study because of unsatisfactory academic progress may not enrol in that programme of study again without permission from Director Product and Delivery.
- 4.3 In order to enrol in a course, students must:
- (a) Have passed any courses that are pre-requisite; and
  - (b) Enrol in any courses that are co-requisite.

Specific requirements for individual components and programmes of study are contained in Programme Regulations.

#### **5 ASSESSMENT**

- 5.1 The grade awarded to a student upon completion of a particular course will be determined from several assessment items as specified by the Programme Regulations, or as required by an external examining authority.
- 5.2 It is the student's responsibility to satisfy assessment requirements and to be familiar with times, venues and examination rules and procedures for the courses enrolled in.
- 5.3 It is the student's responsibility to notify the Pathway Manager of any timetable clashes for classes or examinations.
- 5.4 All information regarding assessments, including dates, methods, resits, and appeals processes shall be made available to students at the commencement of the course.
- 5.5 The assessment procedures shall be specified for each programme of study within the Programme Regulations.
- 5.6 Prior to proceeding to an academic appeal, a student should attempt to have their dissatisfaction with an assessment resolved by recounting and/or remarking of the assessment or parts of the assessment.

##### **Recount of Assessment**

- 5.7 (a) Candidates may have the allocated marks recounted by making written application to the Pathway Manager within 10 Northland Polytechnic working days from the date of the official notification of results.
- (b) No communication from the candidate shall be placed before the examiners.
- 5.8 A recount may lead to no change, or to either a raising or lowering of the mark and grade for an assessment.

##### **Remarking of Assessments**

- 5.9 A student who believes that an assessment or part of an assessment has been incorrectly marked is entitled to apply to have that assessment or part of the assessment remarked. Practical components may, in exceptional circumstances and at the discretion of the tutor, be reassessed by special examination.
- 5.10 Remarking may lead to no change, or to either a raising or lowering of the mark and grade for the assessment.
- 5.11 The procedure for having a particular assessment remarked is:
- (a) The student must return the script or other work to the tutor within one working day of the work being handed back, with a written request for remarking that specifies the parts of the assessment that are to be reconsidered and gives reasons to justify remarking.

- (b) The tutor may decline to have an assessment or part of an assessment remarked if they believe sufficient justification has not been provided by the student. The student may appeal the decision with the Pathway Manager.
- (c) When the tutor believes sufficient justification has been provided they shall arrange for the requested parts of the assessment to be remarked and a check that all sections have been marked and may, where she/he considers desirable, arrange for the allocation of marks to be moderated.
- (d) Remarking of assessments may incur a cost to the student.

5.12 In the case of assessment of practical work, special provisions may apply.

#### **Re-sit of Assessments**

5.13 Where a student does not gain a pass grade in a controlled assessment event (such as written tests or examinations, or practical assessments), they may be granted an opportunity to take an equivalent alternative assessment. On successful completion, the student will be awarded the lowest possible pass grade. Programme specific regulations may stipulate the number of re-sit opportunities available to students.

#### **Resubmission of Assessments**

5.14 Where a student does not gain a pass grade in an assessment event (such as a written assignment), they may be granted an opportunity to revise their original submission. On successful completion, the student will be awarded the lowest possible pass grade. Programme specific regulations may stipulate the number of resubmission opportunities available to students.

#### **Academic Appeals**

5.15 In cases involving the recounting or remarking of an assessment the decision can be appealed through the policy *Academic Appeals (09.002)*.

### **6 CONDUCT OF ASSESSMENTS**

- 6.1 Any material presented by a student for assessment must be the work of the student and not submitted elsewhere unless otherwise permitted by the Pathway Manager.
- 6.2 During formal tests or examinations, students must observe any direction given by the examination supervisor or invigilator. Students must observe any rules that apply to the examination.
- 6.3 Students must behave honestly in all assessments. Dishonest practices include, but are not limited to cheating in assignments, tests or examinations, and plagiarism. Refer to policy *Academic Integrity (06.002)*.
- 6.4 In the case of tests and examinations lasting one hour or longer:
  - (a) No student shall be allowed to enter the room for a test or examination later than forty-five minutes after students have begun writing the test or examination;
  - (b) No student shall be permitted to leave the room until one hour has elapsed from the time of writing of the test or examination began;
  - (c) No student is permitted to leave a test or examination during the last fifteen minutes of the time allowed.
  - (d) Students may not begin writing their answers until the examination supervisor announces that they may do so. The examiner may allow students to read their test or examination papers for a period of not more than ten minutes before the writing time of the test or examination commences.
  - (e) No student shall bring into an examination any written material or electronic device (mobile phones or similar communication devices) not approved by the examiner.
  - (f) No student shall communicate with another candidate during the test or examination.
  - (g) No student shall borrow materials from another student or share materials with another student during a test or examination except where this has been expressly authorised by the examination supervisor.

- (h) No student shall continue writing an answer after the examination supervisor has announced the expiration of time. In no circumstances shall any time, over and above the time allotted to any paper, be allowed for students to read over their scripts or make an amendment or addition to their scripts.
- 6.5 Any exceptions to the practices described in these regulations shall be clearly indicated in the relevant Programme Regulations.

## **7 AVAILABILITY OF MARKED ASSESSMENTS**

- 7.1 Students are entitled to the return of all written work (or a copy thereof) submitted for formal assessment, and access to a copy of the marking schedule used to mark the assessment.
- 7.2 Time limitations for collection of assessed work by students may be set with respect to courses and programmes of study within a programme area.
- (a) Such limitations will be notified in the Programme Regulations.
  - (b) Where such limitations are set, assessments not collected by the due time may be destroyed.
  - (c) Where the limitation is not set by the programme area, students' work may be destroyed one year after the completion of the programme of study.
- 7.3 Student tests and assignments will be marked and returned as quickly as possible, usually not later than 20 working days after the test or the due date of the assignment or receipt of the assignment.
- 7.4 Student assessment results are confidential between Northland Polytechnic and the student, except for the purposes of moderation.

## **8 AEGROTAT PASS**

- 8.1 Where a student is unable to present work for assessment at the time it is due, or attend a test or examination, for reasons of illness, injury or other exceptional circumstances beyond the student's control, the student may, where Programme Regulations permit, apply for an aegrotat pass in the assessment. In the case of assignments, an extension to the due date is the preferred option to an aegrotat.
- 8.2 An aegrotat application will only be considered where a student has submitted the required documentary evidence referred to in this regulation.
- 8.3 The medical certificate or other documentary evidence must contain the opinion of a suitably qualified person that the student was incapable of presenting the work for assessment or attending the examination (as the case may be), and clearly state a reason for this.  
In the case of inability to present work for an assessment, the medical certificate, or other documentary evidence, must be dated prior to the due date of the assessment.
- 8.4 For an application to be considered, the student must have presented to the Pathway Manager responsible for the programme of study, a medical certificate or other appropriate documentary evidence within forty eight hours following the date by which the a test, examination or assignment was to be written.
- 8.5 Where the Pathway Manager is satisfied there are special extenuating circumstances he/she may agree in writing to extend the specified time periods for the dating of the medical or documentary evidence and its submission.
- 8.6 The Pathway Manager will obtain relevant information relating to assessment requirements and any other requirements for a pass to be granted before making a decision.
- 8.7 The aegrotat decision will be communicated to the student within five Northland Polytechnic working days of the decision being made by the Pathway Manager.
- 8.8 An unsuccessful aegrotat decision may be appealed through the policy *Academic Appeals (09.002) process*.
- 8.9 A course pass grade gained as an aegrotat pass will be recorded as AEG in the student academic record.

## **9 CREDITS AND GRADES**

9.1 Credits will be granted to enrolled students by the Pathway Manager on the basis of courses passed within each programme of study.

Each programme of study and/or assessment may have achievement-based, competency-based or a combination grading scheme. The type of grading scheme will relate to the type of assessment event. Grading Schemes are recorded in the Regulations specific to each programme.

### **Competency Based Assessment**

9.2 Programmes of study and assessments using competency-based criteria will not normally provide grades. Distinction and/or Merit may be awarded if the criteria for such awards are specified in the Programme Regulations.

# Academic Disciplinary Regulations

## 1 TITLE

The **Northland Polytechnic Academic Disciplinary Regulations** outline the procedures in the event of a student does not comply with the Academic Regulations.

The principles in the Northland Polytechnic Student Disciplinary Regulations will be applied when a complaint under this section of the regulations is received.

## 2 INVESTIGATION AND DISCIPLINARY ACTION

2.1 Any complaint that a student has breached the Academic Regulations will be referred in writing to the Director Product and Delivery.

2.2 The Director Product and Delivery or delegate shall notify the student of the complaint and investigate the complaint. When the investigation involves a student aged under 18 the student must be asked if they wish their parent(s)/caregivers to be informed and present at any meetings with Northland Polytechnic staff regarding the investigation. The institution shall ensure that adult support is available throughout the process.

2.3 The Director Product and Delivery or delegate may require the student to remedy a breach of the Academic Regulations within a specified time. If the student satisfies the Director Product and Delivery they have remedied the breach of the regulations in the specified time, no further action will be taken.

2.4 Where the Director Product and Delivery or delegate is satisfied that a student has breached the regulations, or has failed to remedy a breach within the specified time the Director Product and Delivery or delegate may impose any one or more of these penalties:

- (a) Decline to grant credit for a course or courses;
- (b) Cancel a pass that has been credited;
- (c) Disqualify a student from sitting an assessment for a prescribed time;
- (d) Exclude a student from a programme of study;
- (e) Refer the matter to the Chief Executive for further action.

2.5 The Chief Executive may use the provisions in the Student Disciplinary Regulations (Section 8) to expel a student for breaching the Academic Regulations when warranted by the seriousness of the breach.

## 3 APPEAL RIGHTS

3.1 Students have the right of appeal against decisions on academic matters made by Northland Polytechnic staff, committees or Academic Board.

3.2 The appeals process will be consistent with the policy *Academic Appeals (09.002)*.

3.3 When a student is not satisfied with a decision he/she should refer to the Tertiary Ombudsman or preferred external agencies.

# Library Regulations

## **1 TITLE**

The **Northland Polytechnic Library Regulations** outline the membership and use of the library resources.

## **2 MEMBERSHIP**

- 2.1 Students who are enrolled in a qualification of 40 or more credits at Northland Polytechnic are eligible to use the library and borrow resources.
- 2.2 Students who are enrolled in an award of fewer than 40 credits at Northland Polytechnic are eligible to use the library but are not eligible to borrow resources.

## **3 USE OF LIBRARY RESOURCES**

- 3.1 Library resources are the responsibility of the borrower until they are returned to the library.
- 3.2 If library resources are not returned by due date, charges may apply and library privileges may be withdrawn.
- 3.3 In the event of loss or serious damage to library resources, the borrower may be liable to pay the full cost of replacement.