



# **ACADEMIC STATUTE 2020**

Version 1

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## **ACADEMIC STATUTE**

This Statute is the Academic Statute of International Culinary Studio and is made by the Academic Head under the authority of section 194 of the Education Act 1989.

### **EFFECTIVE DATE**

The Academic Head of International Culinary Studio has determined that this Statute will take effect from the date of approval.

### **PURPOSE**

The Academic Statute provides the academic statutory framework for International Culinary Studio (referred to as "ICS"). It sets out the regulatory requirements for staff and students in the institution.

### **LEGISLATIVE FRAMEWORK**

This Statute operates within the framework of current New Zealand legislation. All procedures for applicant admission, selection and enrolment in qualifications and programmes at the PTE must operate within the requirements of relevant legislation, including but not limited to the Education Act 1989 and Human Rights Act 1993.

### **SCOPE**

1. This Statute applies to all qualifications, programmes, training schemes and courses, teaching, assessment and research, funding, and other conditions at the PTE and to all students, staff, adjuncts, and contractors of the PTE.
2. Regulations pertaining to specific qualifications, programmes, training schemes and courses approved by Academic Board take precedence over this Statute. Such documents must be accompanied to the Academic Board by explanation and rationale regarding the departure from the Statute.
3. Where a programme leads to an award by another organisation and there is conflict between the regulations of that organisation and this Statute, then the regulations of that other organisation shall apply in respect of the programme. Where the regulations of that organisation are not clear, this Statute shall apply.
4. The Statute should be read subject to the provisions set out in the Education Act 1989 and its amendments. Should there be a conflict between the provisions, the Education Act 1989 shall prevail.
5. The Statute provides guidance to existing students or potential students who intend to use the services of the PTE.

### **DEFINITIONS**

Institute-wide definitions are attached as Schedule 1 to this Academic Statute

### **INTRODUCTION TO ACADEMIC STATUTE**

Eight core areas have been identified as the key components of the Academic Statute:

- 1. Qualifications, Programmes, Training Schemes and Courses**
  - Development and Approval
  - Monitoring, Evaluation, Consistency and Review
- 2. Admission and Enrolment**
  - Admission
  - Enrolment and Changes to Enrolment
  - Fees
- 3. Learning Delivery**
  - Academic Guidance and Course Counselling
  - Learning Support
  - Delivery
  - Research
- 4. Assessment**
  - Summative Assessment
  - In-Course Summative Assessment
  - Assessment in Te Reo Māori
  - Examinations
  - Aegrotat Consideration
  - Resit Examination (Second Opportunity to Sit an Examination)
  - Results
  - Grading Scales
  - Award and Recognition of Credit

- Award of Credit
- Moderation
- 5. Awards and Graduation**
  - Awards
  - Graduation
  - Academic Regalia
  - Records
- 6. Student Conduct**
  - Requirements
- 7. Student Right of Review and Appeal**
  - Right of a Review of a Decision
  - Right of an Appeal of a Decision
  - Evidence for the Academic Board from the Academic Head
  - Decision of the Academic Board to the Academic Head
  - Notification of Decision
  - Disclaimer for Change
- 8. Transition Arrangement**

## **QUALIFICATIONS, PROGRAMMES, TRAINING SCHEMES AND COURSES**

An educationally sound, effective process is used for the development, approval, and review of all qualifications, programmes, training schemes and courses associated with the institution.

### **DEVELOPMENT AND APPROVAL**

- Proposals for new qualifications, programmes, training schemes or courses, or for major redevelopments of existing qualifications, programmes, training schemes or courses, must meet the Academic Board requirements.
- All proposals for development must align with the Government's Tertiary Education Strategy and the PTE's mission and vision and contribute to the PTE's sustainability.

### **STAKEHOLDER ENGAGEMENT**

- The PTE will engage with stakeholders in accordance with the Tertiary Education Strategy to ensure that the PTE provides coherent programmes which:
  - have programme aims which align with identified needs
  - have well-defined graduate profiles
  - are current and well-constructed
  - lead to clearly defined learning outcomes appropriate to the level of the qualification
  - have a clear articulation of the philosophical basis of the programme
  - include coherent strategies for the assessment of learning outcomes
  - have an effective plan for the moderation of assessment
  - identify pathways for the learner's development
  - have clear, concise, and appropriate programme regulations
  - do not present any unreasonable barriers to learning.
- Stakeholder engagement will take place at PTE level and at programme and course level.
  - At PTE level, stakeholder consultation will be strategic in nature and inform the compilation and review of the Investment Plan.
  - At programme and course level:
    - Stakeholder engagement will take place during planning and development, delivery, and review of programmes and courses.
    - Ongoing interaction with stakeholders to inform programmes and courses will be reported to Academic Board during the Academic Board Meeting.
- All qualifications, programmes, training schemes and courses will be developed and maintained through ongoing consultation with key-stakeholders.
- Stakeholder Advisory Groups will be approved by the Academic Board on the recommendation of the Director, Academic Head, or the Operations Manager.
- Stakeholder Advisory Groups will comply with the Terms of Reference approved by Academic Board.

## ACADEMIC BOARD REQUIREMENT

### QUALIFICATIONS AND PROGRAMMES

Definitive programme documents must include the following:

- title and award
- strategic purpose
- graduate profile which includes:
  - learning outcomes
  - educational pathways; and
  - employment pathways.
- evidence of appropriate stakeholder input, including Māori consultation
- description of how courses interrelate within the programme, and how they relate to the graduate profile
- description of stair casing and/or articulation arrangements (internal and external)
- description of delivery and learning methods,
- assessment philosophy and methods
- description of evaluation and review processes
- programme structure and regulations
- details of teaching staff

And if appropriate:

- description of the relationship of work-based/practical components with the programme
- justification for student overseas travel components of the programme.

### COURSES

- Courses must fit within the requirements for the qualification(s) or programme(s) to which they belong.
- Courses at Level 5 developed by the PTE will normally be 120 credits.
- Wherever practicable, courses at Levels 1 to 4 which include assessment standards, will cover the assessment of more than one assessment standard and be multiples of 5 credits.
- The course descriptor must be provided in the approved course descriptor template.
- All courses must have a clear statement of:
  - course code and course title
  - version number and approval date
  - level
  - credits
  - purpose statement
  - learning outcomes
  - content
  - summative assessment plan including reassessment opportunities and course pass requirements
  - course entry requirements and pre and co-requisites
  - resources.

### COPYRIGHTS/INTELLECTUAL PROPERTY

#### *Copyright*

- The PTE will recognise moral rights asserted in accordance with the Copyright Act 1994 with respect to any work, unless:
  - the rights have been waived; or
  - the act which might otherwise infringe those rights has been consented to by the person entitled to such rights; or
  - where one of the exceptions to the right to object to derogatory treatment set out in Section 100 of the Copyright Act 1994 applies
- The PTE will establish the ownership of its courses and resources by placement of copyright notices and will take legal action if necessary, should any infringement of that ownership occur.
- The PTE will recognise the copyright of third parties and will only use third party copyright consistent with the Copyright Act 1994 or with permission of the copyright holder.

#### *Intellectual Property*

- The PTE asserts ownership of all Intellectual Property Rights associated with Intellectual Property (IP) created by

staff and external contractors (writers) during their employment, whether created for teaching purposes or otherwise and whether the material is created on the staff member's or external contractor's initiative or at the direction of the PTE.

- The PTE does not assert ownership of copyright of research publications such as books, journal articles, conference papers unless the Intellectual Property has been:
  - created for teaching purposes (wholly or in part) or created at the direction of the PTE; or
  - created under a contract the PTE may have with a third party (in which case ownership of IP shall be determined by the terms of the contract).

#### *Qualification, Programme, Training Scheme and Course Approval*

- Currently all programmes of 40 credits or more developed by the PTE will be approved by NZQA and listed on the New Zealand Qualifications Framework.
- All training schemes developed by the PTE will be approved by NZQA and listed on the New Zealand Qualifications Framework.
- All programmes, training schemes and courses must:
  - meet approval and accreditation requirements and conditions as identified in the gazetted criteria and specified in the Education Act 1989.
  - hold the consent to assess for any assessment standards included within the programme.
  - be approved by the Academic Board.

#### *Qualification, Programme and Training Scheme and Course Approval*

- Qualifications, programmes and training schemes offered by the PTE are supported by written regulations approved by the Academic Board

The regulations must specify:

- the academic and any other specific entry requirements, including English language entry requirements for applicants for whom English is a second language,
  - the minimum academic requirements for successful completion of the programme and courses
  - graduate profile
  - progress through the programme
  - assessment
  - period of enrolment for the programme
  - the award granted
  - maximum number of years within which a programme must be completed.
- Programmes that lead to the award of national or New Zealand qualifications must be supported by written programme regulations that are consistent with the requirements of NZQA and the standard-setting body for the award.
  - Where new programme regulations are introduced for existing programmes, transition arrangements will be set out in the programme specific regulations of the new or replacement programme.

## **MONITORING, EVALUATION, CONSISTENCY AND REVIEW**

### *Internal Monitoring and Evaluation*

The internal monitoring and evaluation of qualifications, programmes and courses are controlled by the PTE's Evaluation and Self-Assessment Policy.

Formalised, facilitated self-assessment of all qualifications and programmes will take place in accordance with the Evaluation and Self-Assessment policy.

- Annual Programme Evaluation reports which include action plans, will be made available to the Academic Board. Action plans based on the findings of the self-assessment reports will be prepared by the Academic Head and submitted to the Academic Board.
- An annual summary report of findings and actions will be submitted to the Director and the Academic Board by the ICS Academic Head.

Student evaluation of all courses will be carried out annually to provide the PTE with information on the quality of the student experience on a course by course basis.

- This evidence will be used to improve the student experience, particularly in relation to:

- ongoing course improvement
- assisting staff to further develop their skills to enhance student learning and support.
- Student evaluation of courses will focus on the effectiveness of various components of the learning environment, such as:
  - learning materials
  - assessment requirements
  - academic Support
  - learning support
  - technical support.
- Feedback and any consequent actions will be included in the Academic Head Reports.

#### *External Monitoring*

- External monitoring applies any programme identified by NZQA.
- Where the responsibility for monitoring has been delegated to the PTE, External Monitors will be appointed by the Academic Board or Director.
- External Monitors' reports will be presented to the Academic Board together with PTE responses.

#### *Consistency Reviews*

- Consistency Reviews are facilitated by NZQA and apply to all programmes of study that lead to the award of a New Zealand qualification
- The schedule published annually by NZQA will indicate the programmes required to be involved in a Consistency Review

## **ADMISSION AND ENROLMENT**

### **ADMISSION**

To be considered for any qualification or programme of study at the PTE, an applicant must be an eligible person under section 224 of the Education Act 1989.

#### *School Leavers*

No domestic applicant under the school leaving age (that is, less than 16 years of age) may be admitted for any qualification at the PTE. The Director may make an exception for students enrolling under an approved agreement.

#### *International Students*

For admission, international (foreign) students:

- must, prior to enrolment, provide evidence of meeting the English language proficiency requirements as specified by the PTE. The evidence must meet the NZQA internationally recognised English proficiency outcomes for international students:
- may only be enrolled on programmes which are externally approved for international enrolments or are less than the equivalent of three months of full-time study.
- shall not be or continue to be enrolled in any course unless there has been paid to the institution in respect of the student a fee calculated in accordance with the formula set out in Section 228 of the Education Act.
- Where there is a compulsory practical workplace component of the qualification, specified programmes may restrict the enrolment of international (foreign) students to those residents in New Zealand.

#### *Admission Criteria*

- In seeking admission to a programme, course or training scheme the applicant is expected to work towards completion of the programme, course or training scheme, and to have a reasonable likelihood of success.
- Applicants for whom English is a second language are required to provide evidence that they meet the approved English language entry requirements stated for the programme, course or training scheme.
- Where applicable, applicants must meet the academic and any other entry requirements of the programme, course or training scheme as stated in specific regulations. Applicants must meet these requirements before being admitted to any programme, course or training scheme. Applicants who have attained the age of 20 years and do not hold the minimum entry requirements will be eligible to be enrolled where their previous educational, work or life experience indicates they have a reasonable likelihood of success.
- The PTE will provide applicants who do not meet the requirements of the point above with options about which

programmes or qualifications will enable them to gain admission to the programmes of their choice.

- An applicant will not normally be permitted to enrol in a course which they have already successfully completed.
- Where an application is made before the results of a qualifying examination or similar requirement are published, the Academic Head may approve admission conditional on a satisfactory result.
- The Academic Head may approve provisional admission where there is reason to doubt the applicant's ability to be successful over the whole programme. Continued enrolment will be dependent on a satisfactory standard of performance.

#### *Internet Access*

- All applicants who are seeking admission and enrolment to courses, programmes and qualifications are required to have access to the Internet for communication, online tuition, and assessment except where this is specifically excluded in programme regulations.

#### *Admission with Advanced Standing*

- On application, an applicant may be accepted into the higher levels of a programme, with Advanced Standing. Advanced Standing recognises that the applicant's prior learning cannot be credited directly against specific courses in the programme. Applicants will be granted exemptions from those courses in which they do not have to enrol.
- Advanced Standing pathways are approved by Academic Board.
- Advanced Standing will require the applicant to successfully complete all the courses they are advised that they need to enrol in to be awarded the qualification.
- Applications for Advanced Standing must be forwarded to Academic Head at the time of application to the programme, together with any prescribed fee, and must be accompanied by such evidence of completion of prior learning as approved by Academic Board.

#### *Selection Criteria*

- The Academic Head may limit the number of applicants who may be accepted into a programme, course, or training scheme. In such circumstances, the PTE will publish the criteria to be used in selecting applicants who may be enrolled.
- Preference will be given to students who must complete courses to complete their qualification and to re-enrolling students.

#### *Unsatisfactory Progress*

- Unless regulations specific to the course or programme allow otherwise, students who have:
  - failed a course on which they were enrolled for a second time, or
  - failed to pass courses equivalent to half or more of the credits in which they were enrolled, where the enrolment was for two or more courses, or
  - failed to comply with any special individual conditions of their enrolment which were notified to them in writing at the time of enrolment.

and who wish to re-enrol, will be required to provide with their re-enrolment form a statement describing the factors to be taken into consideration. This statement should include the circumstances which led to their previous failure and steps taken to ensure an improved performance.

- The Academic Head will normally arrange for advice and guidance to be provided to such students and may approve re-enrolment with conditions for satisfactory progress.

## **ENROLMENT AND CHANGES TO ENROLMENT**

#### *Enrolment*

- Applicants must comply with all enrolment requirements, which will include the PTE's Terms and Conditions of Enrolment and may include conditions laid down by the Ministry of Education, the Education Act 1989, and the Tertiary Education Commission.
- Applicants must complete the requirements on the PTE's Application for Enrolment Form and provide all the required evidence.
- The Academic Head may refuse to admit, to enrol or may cancel a student's enrolment at the PTE if the person:
  - is not of good character
  - has been guilty of misconduct or breach of discipline
  - has enrolled full time in another institution or school
  - has made insufficient progress in study or training after a reasonable trial period at the PTE or another institution

- has failed to pay the PTE fees
- has provided false personal information at the time of enrolment
- has failed the same course twice or has failed the course a third time when enrolled
- has failed a course where the student was approved for provisional admission
- has not engaged with the course
- has failed to comply with or meet any conditions of their enrolment which have been notified to them in writing.
- Normally a student may not enrol on more than the equivalent of 120 credits worth of courses in any one academic year except with the permission of the Academic Head. Students who are enrolling at the PTE for the first time may be enrolled on a limited number of courses and further enrolment may be subject to satisfactory performance.
- A course enrolment becomes valid once the enrolment transaction is completed and the student's academic record is created.
- An enrolment is only completed once the contract between the student and the PTE is confirmed, all documentation necessary to complete the contract negotiations has been supplied and any fees have been paid, or arrangements satisfactory to the PTE have been made for fees to be paid.

#### *Enrolment Period*

- The Academic Board will approve the period of enrolment for programmes, courses, and training schemes.

#### *Conclusion of Course Enrolment*

- A course enrolment concludes at the expiry of the student's enrolment period or earlier if the student withdraws, does not engage with the course, or completes all the summative assessments required, irrespective of the outcome.
- Conclusion decisions are:
  - Successful course completion - An enrolment in which a student has fulfilled all the requirements of the course and is deemed to have passed the course.
  - Unsuccessful course completion - Where a student has attempted some, or all the specified academic requirements of the course, but is determined to be not yet competent or as having failed the course; or where a student has withdrawn after the refund period.
- The student's academic record will record the category of course conclusion as outlined above unless the student has withdrawn

### **CHANGES TO ENROLMENT**

#### *Student Withdrawal*

- A student may apply in writing to the Academic Head to withdraw from any programme, course or training scheme. Withdrawal from a programme or training scheme will constitute withdrawal from all the courses.
- Where a student withdraws within 28 consecutive days from the official start date of the enrolment period, the enrolment will not be noted on their academic record nor counted for external reporting purposes. The student is entitled to a refund of the course fees paid. The administration fee is not refundable.
- Where a student withdraws after 28 days and up to 75% of the enrolment period, the enrolment will be recorded as "Withdrawn" on their academic record and be counted for government reporting purposes. The student is not entitled to any refund of fees.
- Withdrawals applied for after 75% of the enrolment period has passed will not be accepted. The enrolment will be recorded as an unsuccessful completion on the student's academic record and be counted for government reporting purposes. The student is not entitled to any refund of fees.

#### *PTE-Initiated Withdrawals*

- When there is evidence that a student enrolled in an ICS Course has not engaged with the course, then the Academic Head may withdraw the student from the course. Not engaging includes but is not limited to:
  - failing to submit assessments.
  - failing to respond to communication from the PTE.
  - not participating in compulsory workshops or classes; or
  - not active in the online learning environment.

### **FEES**

- All students enrolling with ICS will be charged course fees, except where courses are fees free. An administration

fee may also be charged. The administration fee is not refundable.

#### *Refund of Fees*

- In accordance with the fees section above, students are entitled to a refund of the course fees paid subject to any applicable withdrawal fees, on withdrawal, if they apply in writing to the Academic Head and the application to withdraw is received no later than 28 consecutive days from the official start date of the enrolment period.
- Students who withdraw after 28 consecutive days from the official start of the enrolment period or are withdrawn at the initiative of the PTE in accordance with fees section above, because of not engaging with the course are not entitled to any refund of course or administrative fees.
- The refund will be made in accordance with specific conditions and schedules determined by the Operations Manager, including the PTE's Terms and Conditions of Enrolment. Course fees which have been paid by student loan, employer or third party will be refunded to the payer.

## **LEARNING DELIVERY**

### **ACADEMIC GUIDANCE AND COURSE COUNSELLING**

- Students will have access to appropriate academic guidance and course counselling.

### **LEARNING SUPPORT**

- The ICS will provide a range of support services to students, staff and other authorised users.

### **DELIVERY**

- The ICS will utilise a variety of modes of delivery to offer its programmes, courses and training schemes. These modes include, but are not limited to, online, blended, print-based and on-site/off-site contact classes/workshops.
- The Academic Board will monitor the quality of learning and teaching at the PTE through its self-assessment and evaluation processes.

## **ASSESSMENT**

- All courses offered within programmes and training schemes at the PTE will be assessed using a variety of assessment methods in accordance with principles of validity, reliability, fairness, and flexibility.

### **SUMMATIVE ASSESSMENT**

Summative assessment may be determined:

- Wholly by the PTE.
- Partly by the PTE and partly by another tertiary education organisation, approved assessor or an external examining body.
- Wholly by another tertiary education organisation, approved assessor or an external examining body.

#### *Summative assessment:*

- may include evidence from coursework, whānau/workplace/community, assessment tests, examinations.
- may be conducted using procedures approved for Recognition of Prior Learning.
- where possible be based on several assessment tasks rather than on a single final assessment task.
- may identify students of special merit, where the merit must be based on the exceptional quality of the student's work, not on extra workload.

#### *All summative assessment must:*

- include realistic assessment workloads for students.
- set clear expectations to students of summative assessment requirements.
- where specified in course or programme regulations, provide reassessment opportunities for students who do not demonstrate satisfactory achievement at an earlier attempt.
- align to the course's New Zealand Qualification Framework level.
- allow students the opportunity to meet all Learning Outcomes.

#### *Summative assessments may also be used in the following circumstances:*

- Aegrotat consideration
- Reconsideration of final grade
- Appeal

Retention of summative assessments will comply with NZQA rules.

### **IN-COURSE SUMMATIVE ASSESSMENT**

#### *Reassessment*

- The following rules relate to students seeking summative reassessment:
  - the reassessment option is only valid if it is initiated within the enrolment period for that course.
  - students will be required to complete reassessment tasks within a specified time frame.
  - a student who undertakes reassessment must undertake the whole summative assessment or part thereof as determined by Learning Delivery.
  - the mark gained following a reassessment opportunity will be no higher than an achieved for competency-based assessment, or 50% of the available marks for achievement-based assessment.
  - the maximum number of reassessments per course in a single enrolment must be clearly stated in the approved course descriptor and in the information to students.
  - reassessment is not available for students who have submitted a blank assessment.
  - reassessment is only available for students who have made a reasonable attempt at the assessment.

#### *Extensions to Deadlines for Summative Assessment for up to One Week*

- Students may apply for an extension of time of one week to complete an in-course summative assessment task for which submission deadlines are specified. This will be automatically granted. Students may apply to the
- Academic Head for an extension of greater than one week in special circumstances.
- The above rule does not apply to courses offered by the PTE where agreed external policies exist for the late submission of a summative assessment.

Extensions to Deadlines for Summative Assessment Longer than One Week Where the Extension Would Go Beyond the End Date for the Enrolment Period.

#### *Application*

- Students may apply in writing to the Academic Head for an extension of time in which to complete the assessment if they have been prevented by illness, injury, trauma; personal bereavement; or exceptional circumstances beyond their control from completing an in-course assessment for which submission deadlines are specified.
- Exceptional circumstances are those incidents, occurrences or conditions which are beyond the control of the student and could not have reasonably been foreseen or planned for at the time the student enrolled.
- Students must supply evidence to support their application, in accordance with the requirements of section 11.6.6.2, 11.6.6.3, or 11.6.6.4, as applicable.

#### *Acceptance of Application*

- The Academic Head will accept an application providing:
  - the application is received no later than the due date of the assessment. If the student has already requested

- a one-week extension, then the due date will be the new extended date
  - the student has engaged with the course, unless the reason for the non-engagement is because of illness, injury, or trauma; personal bereavement; or exceptional circumstances beyond the student's control
  - the extension would not give the student an unfair advantage over other students.
- A student who has engaged with the course and whose application is not accepted may be offered a re-enrolment in the same course in the next available offering. The following rules apply:
    - the course fee for the enrolment in that course may be waived but any administration fee(s) will apply, if appropriate
    - the re-enrolment in that course will be considered a second enrolment in the same course
    - re-enrolment in the course in Trimester Three is optional.

Any assessment received after the due date or after the granted extension period will be returned unmarked to the student with communication with an explanation.

#### *Reconsideration of Assessment*

A student may apply for reconsideration of the marks awarded in a summative assessment.

- The student must apply in writing to the Academic Head no later than 10 working days after the date of notification of assessment results, and
- The student must pay the prescribed fee.

#### *Reconsideration of Final Grade*

- The Academic Head will decide whether a final grade will be reconsidered. The following rules apply:
  - the student must apply in writing to the Academic Head no later than 10 working days after the date of official notification of course results, and
  - the student must pay the prescribed fee.
- Where a course is assessed entirely on coursework, or when coursework is included as an element in the final assessment for the course concerned, a student may have all the summative tasks reconsidered.
- Reconsideration will cover remarking of the summative assessment and/or examination by a different marker.
- Coursework relating to previous trimesters will not be reconsidered.
- The Academic Head will decide on the reconsideration of the final grade. Applicants will be informed of the outcome no later than 30 working days after the date the Academic Head receives the application.
- Where a reconsideration results in a change of grade, the prescribed fee will be refunded.

### **ASSESSMENT IN TE REO MĀORI**

- In recognition of the status of Te Reo Māori as an official language of New Zealand, the PTE endorses the right of its students to use Te Reo Māori in written work for assessment within the PTE.
- Students will be encouraged to undertake course assessments in the language (English or Māori) that will provide the best chance of success.
- Students who intend to present all or part of an assessment in Te Reo Māori are requested to give notice of their intention of doing so in writing to the Academic Head within 10 working days following confirmation of enrolment. This notice of intention is necessary to allow the PTE the time and opportunity to make proper arrangements for marking including, where necessary, translation.
- Where a student who intends to present material in Te Reo Māori has given the requested notice of intention, he or she will be informed as soon as reasonably possible, as to whether the assessment will be based on translation.

### **EXAMINATIONS**

- Examinations are a form of summative assessment and must be consistent with the requirements of this Statute unless otherwise specified in the appropriate Programme Regulations.
- Examinations must be fair to all students regardless of age, culture, or circumstance.
- All examinations must ensure consistency with the course descriptor in relation to:
  - the learning outcomes for the course.
  - how these outcomes will be assessed.
  - the standard of performance expected of the student and the criteria for achievement of the learning outcomes
  - any written information given at the beginning of the course.
- Assessment criteria and marker sheets will be used for examinations.
- The PTE will provide examinations to the standards required by the relevant industry and/or other external

certifying organisations.

### *Conduct of Examinations*

- Arrangements for Examinations
  - All examinations will be arranged by the Academic Head.
  - Examinations conducted by the PTE on behalf of another examining authority shall be conducted in accordance with such instructions as that authority may from time to time determine.
  - All other examinations shall be conducted at such times and places and in accordance with such instructions as the Academic Board may from time to time determine.
- The details of the examination paper must be kept confidential and secure until the start of the examination.
- Students will be provided with written information about various aspects of the examination prior to the examination cycle.
- Examination procedures shall be such that all students have access to the resources needed to demonstrate competence or achievement.
- Irrespective of any special assistance approved for a student, all examination students must begin the examinations simultaneously.

### *Student Examination Requirements*

- Any student enrolled for a course will be eligible to be examined in that course on satisfactory completion of the in-course requirements.
- Students shall be required to demonstrate proof of identity to enter the examination room. The following forms of identification are acceptable:
  - photographic identification such as a passport, student card, driver's licence or credit card; or
  - by comparison of their signature on an honesty declaration with an authorised form of signature such as a bankcard or non-photo driver's licence; or
  - any other satisfactory form of identification.
- Students must not communicate with any examiner about an examination, except through the Academic Head, until the results have been officially released.

### *Special Assistance for Students in Examinations*

- A student who is affected by circumstances, such as a medical condition or disability in such a way that their ability to complete an examination is impaired, may apply for and be granted special assistance to complete their examination.
- Students seeking special assistance:
  - must apply in writing to the Academic Head at least thirty working days prior to the date of examination.
  - shall, for non-medical reasons, pay any additional costs incurred in providing the assistance.
  - must supply documentary evidence (e.g. an original copy of a doctor's certificate) authenticating any condition for which they are claiming special assistance.
  - must make an application for each examination to be sat (but documentary evidence is required on the first application per year only).
- In the case of students granted special assistance the following applies:
  - students qualifying for the services of a Reader, Writer or both will receive an extra ten minutes per hour to complete the examination.
  - students receiving other forms of special assistance may, on the approval of the Academic Head, receive an extra ten minutes per hour to complete the examination if the nature of the assistance (or disability or condition) justifies this.
  - where approval has been granted to bring personal items into the examination room, such as special chairs, cushions, etc., the student must make these items available for inspection by the examination supervisor if required, prior to examination commencement.
  - examination markers shall not be notified of the approval of special assistance to any student.

### **AEGROTAT CONSIDERATION**

- The purpose of aegrotat consideration is to provide an opportunity for students to complete their course within the current enrolment period if:
  - they were absent from any examination or,
  - having sat the examination, they consider that they were unfit to have sat.
- Aegrotat consideration may be given only where a student's absence from, or impaired performance in, an examination is a direct result of:
  - illness, injury, or trauma; or
  - personal bereavement; or

- exceptional circumstances as defined in extensions to deadlines summative assessments
- Aegrotat consideration is available only where:
  - the course contributes to an ICS award; and
  - the course contains an examination which must be undertaken on a set date; and
  - the student has completed all the in-course summative assessment and is eligible to sit the examination.
  - the examination constitutes no more than 60% of course marks; and
  - the examination is not a resit examination as per RESIT EXAMINATION SECTION of this Statute, in which case the Academic Head will offer a further examination or alternative assessment, if available.
- A student shall be permitted aegrotat passes up to the following maximum credit values, unless a different maximum credit value is specified in Programme Regulations:
  - A maximum of 20 credits at Level 7.
  - No more than one aegrotat pass in a programme of less than 120 credits: or
  - Up to 20 credits in a programme of 120 credits; or
  - Up to 40 credits in a programme of 121 to 240 credits; or
  - Up to 60 credits in a programme of 241 to 360 credits
- An aegrotat application for impaired performance under section Aegrotat consideration will not be accepted if the student has passed the examination in spite of impaired performance.

#### *Application for Aegrotat Consideration*

- Application must be made on the prescribed form to the Academic Head within 10 working days of the scheduled date of the examination and must include supporting evidence as required
- Any application resulting from **illness, injury or trauma** must include a confidential report from an appropriate registered health professional acceptable to the Academic Head, stating:
  - that the applicant was assessed by the registered health professional on the actual day of the examination or, if this is not possible, within 24 hours either side of the examination; and
  - that in the opinion of the registered health professional, serious illness, injury, or trauma of the applicant at the actual time of the examination in question either prevented the applicant from taking the examination or seriously impaired the applicant's performance; and
  - the name and qualifications of the person who assessed the applicant.
- Any application resulting from **personal bereavement** must provide satisfactory evidence of the death and of the relationship of the applicant to the deceased. Such evidence may be from a funeral notice or from a Kaumātua or a person of standing in the community, or other evidence acceptable to the Academic Head.
- Any application resulting from **exceptional circumstances** must provide documentary evidence acceptable to the Academic Head. Such evidence must outline the nature and time of the circumstances occurring and document that the circumstances were exceptional
- The Academic Head may require the applicant to complete a statutory declaration.

#### *Acceptance of Application*

- Subject to the criteria stated and the application requirements under application for Aegrotat consideration being met, the Academic Head will accept an application for aegrotat consideration by the Results and Awards Committee.
- Where an application for aegrotat consideration is not accepted,
  - the Academic Head will notify the student in writing; and
  - a course result is recorded:
    - as "AB", if the student was absent from the examination, or
    - based on the marks and grade achieved if the student sat the examination; and
    - the student may apply for a resit examination under Resit Examination

#### *Granting of Aegrotat Pass*

- The Results and Awards Committee will grant an aegrotat pass only where the applicant is clearly worthy of a pass, taking into consideration the relative performance in the examination of other students with similar course marks.
- Where an aegrotat pass has been granted, academic records will indicate that the student has passed the course by aegrotat.
- If the Results and Awards Committee declines to grant an aegrotat pass, the applicant may be offered a resit examination under section Resit Examination instead, if available.
- Except in circumstances where further information is required from external bodies, the applicant will be informed of the outcome from an aegrotat consideration no later than 30 working days after the date the Academic Head receives their application.

#### *Review of Aegrotat Decision*

- A student who is dissatisfied with a decision by the Academic Head to accept or not to accept an application for aegrotat consideration may apply for a review of that decision to the Director: Academic Services under section Right of Review of this Statute.
- A student who is dissatisfied with a decision by the Results and Awards Committee to grant or not to grant an aegrotat may apply for a review of that decision to the Executive Director: Academic Services under section Right of Review of this Statute.

#### **RESIT EXAMINATION (SECOND OPPORTUNITY TO SIT AN EXAMINATION)**

- The purpose of a resit examination is to provide a second opportunity to complete a course to eligible students who
  - did not sit an examination and received an "AB" (Absent) result for the course, or
  - failed to pass an examination, or
  - passed the examination but failed to pass the course.
- A resit examination is available only
  - where an enrolled student has
    - completed all their in-course summative assessment, and
    - achieved an average of 40% in the available in-course assessment marks, and
    - met the specific course requirements; and
  - where a course has a final examination set by the ICS.
- No opportunity to resit an examination is available where:
  - the student has passed the course; or
  - the course has undergone substantial redevelopment prior to the next offering; or
  - the student has taken a resit examination and failed to pass the course; or
  - a student is enrolled under a contract which does not allow a resit opportunity. In this case, the terms of that contract will apply. Example: Industry Training Organisation (ITO) contract
- Any special requirements stated in the Programme or Training Scheme Regulations must be taken into consideration.
- In application for a resit examination, a written request accompanied by the prescribed fee must be made to the Academic Head no later than 20 working days after the date of official notification of the course result.
- Where an application for a resit is approved,
  - The opportunity to resit the examination will be offered at the next available offering of the course.
  - The student will not be required to repeat the coursework for the course.
  - The student may withdraw their application and be refunded the fee paid, less a prescribed administration charge, by written notice to the Academic Head received at least 20 working days before the date of the resit examination.
- Where a student completes a resit examination, their final course grade will be based upon a combination of the original in-course summative assessment marks and the resit examination mark.

#### **RESULTS**

- Results will be approved by the Results and Awards Committee based on assessments set.
- Results of courses will be made available to students following the PTE's final approval process steps.

#### *In-Course Assessment*

- Students should receive their marked work within 10 working days of the due date, or receipt by the marker

#### *Records of Examinations*

- The PTE will keep an accurate record of marks or grades and how these were allocated.
- All records relating to examinations must comply with the requirements of relevant legislation, including the Official Information Act 1982 and the Privacy Act 1993.
- The retention of examination scripts will be complying with NZQA rules. During this period, any student may apply in writing to the Academic Head for a copy of any final examination script submitted by that student.

## GRADING SCALES

- The following grading scale will apply for NZQA Diploma in Cookery Level 5 developed by the PTE.

Grade Recorded	Interpretation	Final Outcome
A+	85 – 100	Pass
A	80 - 84	Pass
A-	75 – 79	Pass
B+	70 – 74	Pass
B	65 - 69	Pass
B-	60 - 64	Pass
C+	55 – 59	Pass
C	50 - 54	Pass
D	40 - 49	Fail
E	0 - 39	Fail
P	Pass	Pass
CM	Competent	Pass
AF	Aegrotat Fail	Fail
AG	Aegrotat Pass	Pass
AW	Academically Withdrawn	Fail
EX	Exempt	Pass
FC	Failed Mandatory Component	Fail
FR	Failed Final Exam (less than 40% in the final exam)	Fail
FS	Failed to Submit	Fail
AB	Absent from the Examination	Fail

**Note:** A different grading scale applies to externally certified programmes.

- The following grading will apply for reporting assessment standards on the NZQA Certificate in Cookery Level 4 listed on NZQA's Directory of Assessment Standards.

GRADE RECORDED	INTERPRETATION	FINAL OUTCOME
NY	Not Yet Competent	Fail
AC	Achieved	Pass
AM	Merit	Pass
AE	Excellence	Pass

## AWARD AND RECOGNITION OF CREDIT

- Credit will be counted towards a qualification or programme only if it is duly recorded by the Academic Head in a student's record.
- A student must be enrolled at the PTE to have credit recorded.
- Credit will be recorded only if the PTE has
  - Either directly awarded the credit pursuant,
  - or formally recognised, credit previously awarded by another tertiary education organisation.
- The ICS may award credit because of a student having:
  - enrolled on a course and fulfilled the specified academic assessment and other requirements for successful completion; or
  - been successfully assessed for Recognition of Prior Learning (RPL); or
  - been admitted with advanced standing pursuant to section Admission with Advanced Standing of this Statute.
- The ICS may formally recognise credit awarded by another tertiary education organisation which is duly authorised in its jurisdiction to award that credit because of a student having:
  - been granted credit transfer or cross credit pursuant to section Credit recognition or Cross Credit; or
  - been admitted with advanced standing pursuant to section Admission with Advanced Standing of this Statute.

### Credit Recognition

- Enrolled or intending student may apply to the Academic Head for the granting of credit recognition. Credit

Recognition may be recorded as credit transfer, cross credit, recognition of prior learning, advanced standing. The following rules apply:

- The applicant must apply and pay the applicable fee.
- Any special requirements stated in the specific programme regulations for which credit recognition is sought must be taken into consideration.
- The following principles underpin the PTE's approach to credit recognition:
  - Credit recognition decisions will be fair and recognise the achievement of learning outcomes.
  - Credit recognition decisions and process will promote opportunities for new learning without compromising the quality and standards of the qualifications.
  - Credit recognition arrangements will recognise the distinctive characteristics of qualifications.
  - The key focus for credit recognition decisions will be to benefit learners and support effective learning pathways.
  - Where credit recognition is not recognised by ICS, the applicant will be provided with clear reasons for the decision.
  - Credit gained for an ICS course which forms a component of more than one ICS programme will count towards the award of all PTE qualifications to which that course contributes.
  - Credit recognition decisions will be timely so that an applicant's ability to access programmes is not unnecessarily inhibited.
  - An applicant must have been enrolled in the relevant programme for at least one month before any credit recognition approved will be added to the applicant's academic record.
  - Credit recognition applications cannot be based on exemptions, unspecified credit, cross credit, and RPL/APL decisions made by other providers
  - Credit recognition approvals will expire in 12 months if the applicant has not enrolled in the programme.
  - Formal credit may be gained only where all course outcomes have been met. No partial credit will be granted for a course.

#### *Credit Transfer*

- The credit gained for a course while enrolled in a programme can be transferred to the identical course in another programme.

#### *Cross Credit*

- Credit for courses recognised because of cross credit will be recorded with a record of the source of the original credit, on the student's academic record.
- Credit for courses recognised by the ICS because of cross credit may be awarded as specified or unspecified.
- Cross credit decisions based on credit awarded by other providers will recognise the distinctive nature of qualifications awarded by the ICS. This will normally be achieved by limiting the award of credit from other providers as follows:
  - the cross-credit decision will be based on equivalence and currency of learning outcomes at specified levels;
  - credits at level 7 will not normally be awarded.
  - credit recognition may not exceed two thirds of a programme; or as specified in the programme regulations.

#### *Recognition of Prior Learning*

- Recognition of prior learning (RPL) is a form of assessment against the specified learning outcomes of a course. It enables an applicant to gain academic credit for relevant knowledge, skills and understanding, no matter where or how these were acquired. Recognition of prior learning can be awarded by assessment only; by the assessment of a portfolio of evidence; or by a combination of assessment and portfolio
- Enrolled or intending students may apply to the Academic Head for consideration. The following rules apply:
  - recognition of prior learning is available for all courses, unless otherwise specified in the programme or training scheme regulations
  - where the portfolio of evidence submitted by the student for recognition of prior learning cannot be matched directly against specific courses, Admission with Advanced Standing may be applicable
  - the Academic Head will confirm whether recognition of prior learning is available and the applicable fee for service.
- Recognition of prior learning by assessment requires applicants to undertake assessment(s) specified by the ICS that cover the relevant learning outcomes of the course(s). The following rules apply:
  - the assessment must be completed in accordance with the prescribed assessment conditions i.e. time allocated, supervision requirements and any other conditions specified by the ICS.
- Recognition of prior learning by assessment of a portfolio of evidence requires applicants to provide evidence

they have met the relevant learning outcomes of the course. The following rules apply:

- the onus to provide appropriate evidence is on the applicant
- appropriate evidence must be current, authentic, sufficient, and relevant to the learning outcomes of the course(s) for which credit is sought.
- Assessment of the portfolio of evidence provided will be to the same standards as any other form of assessment for the course(s). The following rules apply:
  - the evidence will be evaluated by an assessor in a relevant subject area
  - assessment must meet applicable moderation requirements
  - the applicant has the right to appeal the decision of the assessor.
- Credit gained through recognition of prior learning is of equal standing to credit gained through other forms of assessment.
- Where credit is granted, the applicant's academic record will show a Grade of
- "P" "Pass".
- Where credit is not granted, the applicant will be provided with clear reasons for the decision.

### *Exemptions*

- Students may apply to the Academic Head for exemption from studying courses within a programme.
- The applicant is required to pay any prescribed fees and provide evidence in support of their exemption and that they possess and can apply the knowledge, skills and understanding required to achieve the learning outcomes of the course or programme for which the applicant is seeking exemption.
- The evidence will be evaluated by a trained assessor to ensure it is current, valid, authentic, and sufficient to grant the exemption and the decision of the assessor will be final.
- Where an exemption is not granted students will be provided with clear reasons for the decision.
- Where exemption is granted for a course the student's record will show EX. No credit will be awarded for the exemption, but the exemption will be counted as if it had credit in determining whether the student has met the requirements of the award to which the programme leads.
- The exemption awarded for a course is not automatically transferrable to any other programme.
- Any exemption approved for a prospective student will expire if the prospective student has not enrolled in the relevant programme within twelve (12) months of the exemption being approved.
- A student must have been enrolled in the relevant programme for at least one month before any exemption approved will be added to the student's academic record.

### **MODERATION**

- The function of moderation activities is to verify that assessments and assessment activities are fair, valid, reliable, sufficient and support consistency across several assessors or assessing organisations and meet the required standards. All programmes 40 credits and above will have an Annual Moderation Plan.
- Pre-assessment moderation of summative assessments considers the appropriateness of assessment activities before they can be used.
  - The following principles apply for pre-assessment moderation of summative assessments:
    - All new or major redeveloped summative assessments shall be moderated prior to first use either internally or externally.
    - Moderators must have expertise in assessment and moderation, and in the relevant subject.
    - Moderators will provide a documented report.
- Post-assessment moderation is undertaken to ensure assessment activities and decisions are fair, valid, reliable, sufficient, and consistent.
  - The following rules apply for post-assessment moderation of summative assessments:
    - Post-assessment moderation will be applied to summative assessments using a valid sampling process.
    - Moderation will not be conducted by the original assessors.
    - All summative assessments will undergo external post-assessment moderation at least once every three years (or at the request of any standard setting body).
    - Moderators will provide a documented report.
- The Academic Board will receive an annual report of all moderation activities and will review the reports from External Moderators.
- The following exceptions to the principles for moderation apply
  - Individual programme regulations may identify additional and/or different moderation requirements.
  - New Zealand Qualification Framework programmes and courses that are moderated under the relevant New Zealand Qualifications Authority Consent and Moderation Requirements document.
  - In the event of a conflict between the PTE assessment and moderation regulations for New Zealand

Qualification Framework programmes, the Consent and Moderation Requirements must be adhered to.

## **AWARDS AND GRADUATION**

### **AWARDS**

- An award shall be granted to a student on the successful completion of an approved qualification or programme, determined by the accumulation of the required number of credits at a defined level as described in the programme regulations.
- Any awards of ICS Certificates or Diplomas, or any awards granted jointly with another organisation must meet the required criteria outlined in the Criteria for Awards Schedule 2 and be approved by the Academic Board.
- The Academic Head is responsible for implementing and maintaining the Criteria for Awards.
- The following awards are offered by the PTE (see Schedule 2 for further information):
  - Achievement Award
  - Certificate
  - Diploma

#### *Joint Awards*

- The Academic Head retains the authority to approve joint awards.  
For joint awards, the nomenclature for awards may be amended to include the name of the other institution, body or organisation.

#### *Award of Qualifications*

- The Academic Head, under delegated authority, will award to each student the specified Diploma or Certificate when the academic requirements have been completed. Similarly, the Academic Head will recommend to the appropriate organisation the award to the student of any qualification issued by that organisation for which the student has fulfilled the academic requirements.

### **GRADUATION**

- Where students have achieved the number of course credits and specified levels as required for successful graduation as detailed in the regulations for each programme, they will be graduated.
- Any requirements of external bodies must be satisfied before graduation can occur.
- Students who believe they have fulfilled the programme requirements may apply to the Academic Head at any time to graduate. The Academic Head shall issue application forms for graduation to all students eligible to have a qualification award.
- Where applicable, all students expecting to graduate on successful completion of a programme must complete an Application to Graduate.
- Any student who is eligible to graduate with a Certificate or Diploma may apply to have the Certificate or Diploma conferred at a graduation ceremony.

### **ACADEMIC REGALIA**

#### Academic Dress for Award of Diploma

- The official academic dress for persons attending a graduation ceremony for the presentation of a diploma is a gown.

### **RECORDS**

- The records of students will be held securely and confidentially and under the requirements of the Privacy Act 1993, Archives, Culture, and Heritage Reform Act 2000, and Public Records Act 2005.
- A Result Notification is available for students at the conclusion of their enrolment period which shows the final grade results of their enrolment.
- The results of successful completion of the requirements of assessment standards are sent directly to NZQA, from which students can obtain an official Record of Achievement.
- Students may apply to the Academic Head for the following records on payment of any prescribed fees:
- Academic Transcript, which is a complete record of the student's study and results with the PTE.

## STUDENT CONDUCT

### REQUIREMENTS

- Students must comply with the following requirements. Students who breach these requirements shall be guilty of misconduct.
- Students of the PTE shall not:
  - Fail to comply with any Statute, Programme Regulation or Policy made by the PTE or Academic Board or anybody or committee authorised by the Academic Board to make such a Statute, Programme Regulation or Policy.
  - Be guilty of or a party to any dishonest or improper practice (including plagiarism) or breach of instructions relating to or connected with the conduct of assessment procedures including examinations and summative assessments.
  - Disrupt any teaching, study, research, or administration of the PTE.
  - Act in a manner contrary to the good governance of the PTE or prejudicial to its functioning as such.
  - Obstruct any member of the PTE in their academic work or performance of their duties.
  - Willfully create a nuisance in their dealings with the PTE or bring the PTE into disrepute whether face to face, through telecommunication contact, fax, post, email, social network website or by any other means.
  - Harass any member of the PTE or current or past students with offensive or unwanted sexual or non-sexual behaviour whether face to face, through telecommunication contact, fax, post, email, social network website or by any other means.
  - Acquire by theft or deception any of the benefits or services provided by the PTE.
  - Steal or damage the PTE property, which includes records and data both owned by and under the PTE's care.
  - Infringe the PTE's copyright in its publications by copying or dealing in copies of these works in breach of the Copyright Act 1994.
  - Willfully provide false information to the PTE in connection with their enrolment or study at the PTE.
  - Fail without reasonable cause to comply with any penalty imposed under this Statute.
  - Attempt to commit or be a party to any of the foregoing.

### *Proceedings for Student Misconduct*

- Any complaint against a student for misconduct will be referred in the first instance to the Academic Head.
- The Academic Head will ensure the student is advised in writing of:
  - the subject matter of the complaint
  - related rights
  - possible penalties if the complaint is substantiated.
- Student's Right of Response
- The student against whom a complaint is made will be given 10 working days from the date of the written advice to make such written submissions on the complaint as the student deems appropriate.

### *Disciplinary Powers of the Academic Head*

- If the Academic Head finds that there has been a breach of the requirements, the Academic Head may impose any or all of the following penalties:
  - Discharge the student conditionally or absolutely.
  - Advise or reprimand the student.
  - Decline any work being marked.
  - Cancel any pass.
  - Not release or recall a grade.
  - Impose a penalty to the mark obtained.
  - Require the student to undertake an additional summative assessment.
  - Direct the return of any property acquired through misconduct.
  - Direct the payment of compensation up to \$1,000 in respect of damage caused by misconduct.
  - Order the student to apologise.
  - Cancel the student's enrolment at the PTE.
  - Suspend enrolment, or refuse to admit or re-enrol, at the PTE for either a specified period or indefinitely.

### *Decision*

- The Academic Head will consider:
  - All written and other evidence even though such evidence may not be admissible in a Court of Law.
  - Any submissions by the student; and

- Evidence from all or any persons involved in the complaint as the Academic Head sees fit.
- The Academic Head will then decide whether the complaint has been substantiated.
- The student will be advised of the decision of the Academic Head in writing.

## **STUDENT RIGHT OF REVIEW AND APPEAL**

### **RIGHT OF REVIEW OF A DECISION**

- The PTE is committed to ensuring that student appeals are dealt with promptly and fairly and in accordance with the principles of natural justice, and that decisions about appeals are made on sound evidence.
- In accordance with this Statute, a student who is dissatisfied with a decision made under this statute may seek a review of that decision by writing to the Executive Director, Academic Services.

### **RIGHT OF APPEAL OF A DECISION**

- The PTE is committed to ensuring that student appeals are dealt with promptly and fairly and in accordance with the principles of natural justice, and that decisions about appeals are made on sound evidence.
- In accordance with this Statute, a student who is dissatisfied with the decision of the Executive Director, Academic Services following the review of the initial decision, may exercise their right to appeal to the Academic Board of Academic Head.
- The student must give notice of the appeal in writing on the prescribed form to the Student Administrator, and the notice must be received no later than 10 working days after the date of the official notification of the result or decision.

### **EVIDENCE FOR THE ACADEMIC BOARD OF ACADEMIC HEAD**

- The Student Administrator, Student Services shall forward to the Academic Board as soon as reasonably practicable a statement of the decision made and all written records relating to that decision, including the student's notice of appeal and any supporting documentation or written submissions provided by the student.
- The decision of the Academic Board shall be determined based on the written records provided by the Academic Head.

### **DECISION OF THE ACADEMIC BOARD OF ACADEMIC HEAD**

- On hearing an appeal, the Academic Board may:
- Dismiss the appeal; or
- Allow the appeal and substitute its own decision for that of the Academic Head.
- A student who is dissatisfied with the decision of the Academic Board may exercise their right to place the matter with the Office of the Ombudsman.
- **Note:** NZQA is empowered to accept complaints or appeals from students at Private Training Establishments (such as ICS) where students have no recourse to the Ombudsman.

### **NOTIFICATION OF DECISION**

- Students will be informed of the outcome of an appeal no later than 30 working days after the date the Student Administrator of the Academic Board receives written notification from the student of the appeal unless information is required from external organisations.

## **DISCLAIMER FOR CHANGE**

- The Academic Head reserves the right to amend this Statute at anytime.

## **TRANSITION ARRANGEMENT**

- Academic Head has determined that no enrolled student should be disadvantaged by changes to the Statute. If any student considers they are so disadvantaged, then the version of the Statute in force at the time of their current course enrolment period will apply until the end of the enrolment period for the course or courses.
- Students who consider that they are disadvantaged by a change to the Statute should contact the Academic Head.

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## Schedule 1: Definitions

**Academic Board:** A committee established by the Academic Head of a tertiary education organisation under section 182 (2) (i) of the Education Act 1989 to provide advice to Academic Head on academic matters and regulate various matters on Academic Head's behalf. The terms of reference of the Academic Board are detailed in the Governance Statute.

**Academic Quality Assurance Committee:** A committee established by Academic Board to evaluate academic applications for new and redeveloped qualifications, programmes and courses against gazetted criteria and make recommendations on such applications to the Academic Board.

**Academic Record or Transcript:** An official signed transcript recording the course titles, assessment standards, credits, and results of all enrolment outcomes during the period of the student's enrolment.

**Academic Year:** 01 January to 31 December

**Accelerated Assessment:** A process whereby an enrolled student can take the assessments required for a course at an earlier time.

**Accreditation:** The official status awarded when an organisation has shown it can deliver an approved course and/or assessing against standards on the National Qualifications Framework. (NZQA)

**Admission and Admission Criteria:** The process to be followed and the requirements to be met by a student to be admitted to study at the PTE.

**Advanced Standing:** Acceptance of a student into the higher levels of a programme, recognising that the applicant's prior learning cannot be credited directly against specific courses in the programme. Students will be granted exemptions from those courses in which they do not have to enrol.

**Advisory Group:** A group of key stakeholders, which is empowered to advise and to make recommendations to the Head of School and Academic Board about the outcomes, quality, and activities of qualifications, programmes and courses, or other identified matters. In establishing the membership of Advisory Groups, the Academic Board will approve the key stakeholders for a qualification, programme or cluster of programmes. Advisory Groups will be responsible to the Academic Board. Advisory Groups do not constitute official committees of the PTE. They may be established for short- or long-term purposes.

**Aegrotat Consideration:** A process by which students are considered for an aegrotat pass because either they were absent from the examination or having sat consider that they were unfit to have sat the examination because of illness, injury, trauma, personal bereavement or exceptional circumstances beyond their control.

**Aegrotat Pass:** An academic result generated for students following a successful aegrotat consideration.

**Appeal:** The right to challenge a decision made by a PTE officer or Committee where such a right is conferred by statute, regulations or policy and have that Appeal heard by an unbiased decision-maker who observes fair and impartial procedures.

**Applicant:** A person who makes a formal application for something, like enrolment into a programme, course, or training scheme; or for Credit Recognition

**Articulation:** Linking two or more qualifications together to create an integrated qualification structure in which one qualification builds on another. Articulation arrangements involve linkages between whole qualifications.

**Assessment (also referred to as Assessment Activity):** The process of determining the student's progress towards, and whether the student has achieved, the learning outcomes of a course of study, through the use of a range of tools e.g. assignments, essays, reports, projects, block coursework, examinations, practicums, portfolios. See also Summative and Formative Assessment.

**Assessment of Prior Learning:** refer to Recognition of Prior Learning

**Assessment 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 assessment standards are registered in NZQA's Directory of Assessment Standards, assigned a level and a credit level, and may contribute to the award of a New Zealand Certificate or Diploma. Assessment standard is the term used for both Achievement Standards and Unit Standards.

**Award:** A document issued in recognition of attainment of a qualification by the PTE or external body authorised to award qualifications. A degree, diploma, certificate, or qualification.

**Blended (Delivery):** Education that deliberately mixes the features of classroom contact and online or

distance learning experiences.

**Director:** The principal officer of International Culinary Studio appointed by the Academic Head to manage the academic and administrative affairs of the PTE. Under the State Sector Act 1988 the Director is the employer of PTE staff.

**Competence:** The ability to apply knowledge, skills, attitudes and values to the standard of performance required in specified contexts

**Competency-based Assessment:** Assessment whereby a standard is set which students must reach if they are to be judged as 'competent'.

**Consent and Moderation Requirements (CMR):** Documents developed by standard-setting bodies, covering all areas of the National Qualifications Framework. CMRs identify the specific criteria for accreditation and outline external moderation requirements. All assessment standards are assigned a CMR which can be accessed on the NZQA website

**Consent to Assess:** Certifies education organisations to assess assessment standards and award credit for them (NZQA).

**Consortium Arrangement:** An arrangement with one or more other providers that provides a way of delivering and/or developing a programme(s) where the ICS does not have the specialist staff or resources necessary for the delivery of the programme(s), but delegates this to another accredited organisation. If delivering and/or assessing is delegated this is also known as a subcontracting arrangement.

**Academic Head:** The governing head of a tertiary education institution as defined by the Education Act 1989 (s165).

**Course Code:** A unique identifying code allocated to each course.

**Course:** A defined course or collection of courses forms a programme of study which, if completed successfully, results in the award of a qualification. (TEC)

An approved course is a coherent learning or training programme that is based on clear and consistent aims, content, outcomes, and assessment practices. (NZQA)

A course is the smallest component of a programme onto which a student may enrol. **Credit:** A value assigned to assessment standards, courses, entire programmes and qualifications that reflects the estimated student time/effort required to satisfactorily

meet the assessment requirements. In most cases one credit equals approximately ten hours of student learning time including class contact, assessment time, work experience or internships, attendance at workshops, independent, self-directed, or other-directed study time). (NZQA)

**Credit Transfer:** The granting of credit towards a qualification based on credit for the same course(s) already earned in another qualification or in another institution.

Credits must be recognised before they are transferred (NZQA).

**Cross Credit:** Credit for a recognised course meeting the same or similar learning outcomes as the course to which credit is sought.

**Cultural Safety:** Cultural safety relates to staff members, adjuncts, and contractors of ICS Kuratini Tuwhera and extends beyond cultural awareness and cultural sensitivity. It provides a working definition that creates a culturally safe and inclusive place of work where people feel empowered, where reciprocal partnerships are based on the philosophy of equity, and people feel that their unique cultural practices, values and principles are protected. The ICS Kuratini Tuwhera definition of cultural safety is:

- Culture acknowledges the unique status and identities of tangata whenua in Aotearoa New Zealand. It also includes but is not restricted to age or generation; gender; sexual orientation; occupation and socioeconomic status; ethnic origin or migrant experience; religious or spiritual belief; and those who are disabled.
- The ICS Kuratini Tuwhera provides a safe working environment that honours the needs, values and beliefs of tangata whenua, and all members of its workforce.
- There is an expectation that those who work for ICS Kuratini Tuwhera will have undergone their own process of self-reflection of how their cultural identity, values, principles, biases, and power constructs influence their professional practice.
- Culturally safe practice comprises awareness of the influence the above constructs have on

one's professional practice.

- Unsafe cultural practice comprises any action that diminishes the mana and status of tangata whenua of Aotearoa New Zealand and/or demeans or disempowers the cultural identity and well-being of an individual.

**Domestic Student:** A Domestic student is defined in Section 159 (1) of the Education Act 1989. This generally includes New Zealand Citizens, or holders of residence permits with special conditions as specified in the Immigration Act 2009.

**EFTS:** Equivalent full-time student. A full-time student workload for one year is 1200 student learning hours (120 credits), which is one EFTS.

**Enrolment:** The process of registering students and developing a contract for students for a programme of study.

**Enrolment Period:** The specified enrolment period for a course.

**Evaluation:** The method by which the PTE judges the effectiveness of its qualifications, programmes, courses and activities against good practice criteria.

**Examination:** A summative assessment task administered by the Academic Head on a specific day and time under supervised conditions.

**Examiner:** A person with responsibility for the writing and/or marking of an examination.

**Exceptional circumstances:** Those incidents, occurrences or conditions which are beyond the control of the student and could not have reasonably been foreseen or planned for at the time the student enrolled.

**Exemption:** A concession whereby a student is not required to undertake a compulsory part of a programme due to the recognition of a previous qualification or knowledge.

**Extension of Enrolment Period:** An opportunity for a student to apply for additional time to complete their study. Conditions apply.

**External Moderation:** When samples of assessment tasks and/or assessment samples are sent to an external moderator for verification that the assessment activities are fair, valid, reliable, sufficient, and consistent. See pre-assessment and post-assessment moderation.

**External Moderator:** A person external to the PTE to whom samples of assessment items and student work are submitted for external moderation.

**External Monitor:** A person external to the PTE who is appointed by the Academic Board to assist in the continuous improvement of academic standards because of their subject or discipline knowledge and expertise. External Monitors will usually only be appointed for programmes at Level 7 and above.

**Fixed term Enrolment:** Specified programmes which have fixed start and finish dates which are not aligned to the Trimester dates.

**Foundation Programme:** A programme or qualification at Levels 1 to 3 which incorporates language, literacy, and numeracy.

**Formative Assessment:** Assessment activities aimed primarily at providing information and feedback to educators and students. Such assessments are not intended to contribute to the result.

**Governance:** A concern for the basic purpose of the organisation or 'large picture' rather than details of its parts. It involves responsibility for strategic direction and the performance measurement of outcomes or results rather than the way in which these are achieved.

**Graduand:** A person who has completed the requirements for an Award of the Institute.

**Graduate:** A person who has an Award of the Institute conferred.

**Graduation:** The formal process at which graduates have their certificates conferred and presented.

**Guidelines:** A flexible framework designed to assist and guide people to achieve the implementation of policy and procedures. Guidelines are a recommended approach but not mandatory.

**Health Professionals:** A qualified and registered person deemed suitable for determining student eligibility for aegrotat purposes. The terms include: Medical Practitioner, Midwife, Dentist, Optometrists.

**Internal Moderator:** A person to whom samples of assessment items and student work are submitted for internal moderation.

**International Student:** A student who is not a domestic student.

**International English Language Testing System (IELTS):** A system of testing English language proficiency for education, immigration and employment purposes.

**Investment Plans:** These documents outline how providers will respond to the Tertiary Education Strategy 2014–19 and to the needs of their own stakeholders - students, employers, and communities on a regional and national basis. Investment Plans are developed in discussion with the TEC.

**ITO:** Industry Training Organisation

**ITP:** Institute of Technology and PTE

**Level (Register Level):** The level of course, programme or qualification as defined by the New Zealand qualifications Authority consistent with the ten levels of the New Zealand Qualifications Framework and level one being entry level. The level of each assessment standard, achievement standard and national qualifications set nationally according to general guidelines.

**Ministry of Education (MOE):** A government department which gives effect to the Education Act and acts as the Government's lead advisor on the education system.

**Misconduct (student):** Any breach of the student conduct rules set out in the ICS statutes and programme regulations.

**Moderation:** The process of confirming that assessment activities are fair, valid, reliable, sufficient and decisions are consistent across several assessors or assessing organisations and meet the required standards.

**Mode of Delivery:** The way in which the courses and programmes providing learning experiences, including content and context, resources, staff, teaching and learning strategies and assessment activities, are delivered. (NZQA)

**New Zealand Qualification:** A combination of credits from assessment against graduate profile outcomes as determined by the Qualification Developer

**NZQF:** New Zealand Qualifications Framework

**NZQA:** The New Zealand Qualifications Authority

**Official Start Date of the Enrolment Period:** The start date specified in the schedule of key dates and published on the PTE's website.

**Online (Delivery):** Education that emphasises the non-exclusive but compulsory use of online (Internet) technology for study.

**Online-only (Delivery):** Education whereby all course materials and interaction take place using Internet technologies.

**Performance Based Research Fund (PBRF):** A contestable fund that rewards and encourages research excellence. It forms part of the TEO component.

**Plagiarism:** Presenting someone else's work or ideas as if they were one's own original work or thought, without clear acknowledgement of the actual source. Common knowledge, one's original thought and personal experience do not require formal citation. Plagiarism includes:

- Copying the work of another student.
- Directly copying any part of another's work (including web pages or texts);
- Summarising of another's work
- Using experimental results obtained by another.
- Using no appropriate reference or acknowledgement so that it appears to be one's own work.

**Policy:** A set of documented principles and values or a written statement which defines the position or strategy regarding the matter(s) the policy addresses. It provides direction, defines parameters, and expected practices at the ICS.

Compliance is required.

**PTE:** "A PTE is characterised by a wide diversity of continuing education, including vocational training, that contributes to the maintenance, advancement, and dissemination of knowledge and expertise and promotes community learning, and by research, particularly applied and technological research, that aids development." [Education Act 1989 s162(4)(b)(ii)].

**Post-assessment Moderation:** A process whereby a moderator reviews assessment decisions and tools to

determine whether they are fair, valid, reliable, sufficient, and consistent.

**Pre-assessment Moderation:** A process whereby a moderator evaluates assessment tasks before they are used to verify that, in relation to the prescribed learning outcomes, the assessments are fair, valid, reliable, sufficient, and consistent.

**Pre-requisite:** A specified course that must be successfully completed before a student can enrol in another specified course.

**Procedure:** A set of ordered steps setting out how an activity should be performed to obtain a specified outcome or output. It must comply with all relevant policy and compliance is required.

**PTE:** Private Training Establishment

**Programme:** A self-contained block of study or a combination of courses that lead to a qualification.

**Programme Approval:** A process, defined by an ITP, whereby the quality of a proposed or changed programme is approved by the Academic Board and where necessary by NZQA.

**Programme Portfolio:** The programmes and courses currently approved for delivery and those planned for approval or closure over the next three years.

**Programme Regulations:** The criteria approved by Academic Board that describe the requirements for successful delivery and completion of a programme or qualification.

**Qualification:** An official award recognising the successful completion of a prescribed programme of study.

**Quality Management System:** A system of clearly defined organisational structures, processes, responsibilities, and resources used to assure quality. (NZQA)

**Re-assessment:** A further opportunity for an enrolled student to demonstrate competence in the learning outcomes of an assessment standard or satisfactory performance of in-course assessment, where the student has not met the required standard on the first attempt.

**Recognition of Prior Learning (RPL):** Previous learning and experience for which learners receive credit or academic recognition. This may include courses/programmes of study that learners have previously undertaken, non-formal prior learning, and work and/or life experience.

**Record of Achievement:** An official record produced by NZQA which lists all the assessment standards achieved, and national qualifications gained by a student. **Record of Attendance:** a document which is available on request by a student which identifies that the student has attended a workshop, block course or contact class. It contains no other information.

**Record of Study:** a document which is available on request by a student which provides evidence of completion of formative or summative coursework. It contains no information about whether the student has passed or failed the coursework.

**Result Notification:** A record which notifies students, at the end of the enrolment period, of the final grades achieved in their courses.

**Regulations:** Statutes approved by the Academic Board, under the delegated authority of Academic Head, for the conduct of the PTE's qualifications, programmes and training schemes and those of other authorities delivered or assessed by the PTE.

**Review:** A process carried out by Executive Director, Academic Services on the formal application by a student who is dissatisfied with a decision made under the Academic Statute.

**Research:** Research is an intellectually controlled investigation which leads to advances in knowledge through the discovery and codification of new information or the development of further understanding about existing information and practice. (NZQA 1988)

**Resit Examination:** An opportunity granted to a student to resit an examination in the next available trimester under specified conditions.

**Results and Awards Committee:** A committee of the Academic Board of the ICS to ensure that students are assessed appropriately, and to review and approve results (including aegrotats).

**Secondary Tertiary Alignment Resource (STAR):** An additional funding resource managed by the Ministry of Education that assists secondary schools to purchase relevant, coherent learning experiences aligned to the Vocational Pathways from Tertiary Education Organisations (TEOs) for Year 11–13+ students.

**Selection Process and Criteria:** The process and the requirements which are used to prioritise the applicants who are seeking admission to a programme.

**Self-assessment:** The ongoing processes the PTE uses to gain evidence of its own effectiveness in providing quality education.

**Stakeholder:** One who impacts on, or is impacted upon, by the PTE; includes industry bodies, past students, graduates, and the community. Internal stakeholders include staff, Academic Head members and may include current contractors. Current students may act as either internal or external stakeholders depending on the circumstances of their involvement as stakeholders. In establishing the membership of Advisory Groups, the Academic Board will determine the key stakeholders for a qualification, programme or cluster of programmes.

**Statutes:** The formal documents approved by Academic Head, which identify the rules for the conduct of the PTE's Academic Head and committees, the Academic Board and its committees, the Director, its staff and students.

**Student:** A person formally enrolled in any course, programme or training scheme.

**Student Achievement Component:** The government's contribution to the direct costs of teaching and learning and other costs driven by student numbers within approved tertiary education investment plans.

**Subcontracting:** Situations where the PTE uses TEC funding to pay another organisation to deliver teaching and learning and/or assessment activity on its behalf. This excludes teaching and learning activities and/or assessment contracted to individuals; learning that occurs within vocational placements such as workplace placements or practicums; articulation agreements; and franchise agreements where TEC funds the TEO delivering the teaching and learning activity directly. (TEC)

**Summative Assessment:** Assessment activities that contribute to the result of the course and provide students with a specific measure of their learning in relation to course learning outcomes.

**TEC:** Tertiary Education Commission – the Government agency charged with giving effect to the Tertiary Education Strategy. It is also the agency which funds the PTE.

**TEO:** A Tertiary Education Organisation that is public, private, or community based, offering tertiary education or tertiary-related services.

**Training Scheme:** Study or training that leads to an award, but does not, of itself, lead to an award of a qualification listed on the New Zealand Qualifications Framework.  
Credit value of training scheme must be less than 40 credits.

**Trimester:** The division of the academic year into equal three parts; each part is called a trimester.

**Withdrawal:** An opportunity for a student to apply to formally withdraw from their course of study - conditions apply.

**Working Day:** A day in New Zealand that is not a Saturday, Sunday, national public holiday (in a place where notice is to be given or a service provided).

## **Schedule 2: Criteria for Awards**

### **Achievement Award**

- The award is granted on successful completion of a quality assured programme of less than 40 credits.
- The programme is made up of approved courses which are components of qualifications listed on the New Zealand Qualifications Framework.
- “Achievement Award in ... (Level n)”

### **Certificate**

- The award is granted on successful completion of an approved programme. The programme is made up of summative assessed courses.
- The programme has a minimum credit value of 40 credits.
- A minimum of 40 of the credits must be at or above the level specified on the Certificate.
- “Certificate in [name of programme] Level [....]”

### **Diploma**

- The award is granted on successful completion of an approved programme. The programme is made up of summative assessed courses.
- The programme has a minimum credit value of 120 credits at level four or above. A minimum of 72 credits must be at or above the level specified on the Diploma.
- The Diploma may be at levels five, six or seven.
- “Diploma in [name of programme] Level [....]”.

### **Schedule 3: Programme Regulations**

To be attached/linked when updated