Academic Statute

2005

Campuses at:
   Palmerston North
   Levin
   Masterton
   Wanganui
Academic Statute pursuant to Section 194 of the Education Act 1989

A. Pursuant to Section 194, the Chairperson of the Academic Board hereby confirms that the Academic Board has been consulted and advises the Council to adopt this document as Academic Statute.

Signature .................................................. Date 10-2-05
(Chair Academic Board)

B. Pursuant to Section 182(4) of the Education Act 1989 the Council has requested and considered the advice of the Academic Board in respect of the attached Academic Statute.

C. Pursuant to Section 194(1) of the Education Act 1989 the Council hereby resolved to make the attached Academic Statute effective from 7th February 2005.

Signatures .................................................. Date 10/2/05
(Chair, UCOL Council)

.................................................. Date 10/2/05
(Member, UCOL Council)
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1.1 The Academic Statute

1.1.1 This Statute is the Academic Statute of UCOL, Universal College of Learning, and is made by Council pursuant to Section 194 of The Education Act 1989.

1.1.2 This Statute shall apply to the staff, students and Council of UCOL; unless the Council resolves or the Chief Executive directs that it shall not apply in the circumstances. If the Chief Executive directs that it will not apply in any situation then the Chief Executive will report that decision to the first Council meeting following the exercise of this discretion.

1.1.3 One of the purposes of this Statute is to prescribe the conditions under which awards of UCOL will be granted. Where a programme of study leads to an award by an external body then in addition to meeting the requirements established by that body, that programme must satisfy the requirements of this Academic Statute.

1.1.4 Where a programme is subject to regulation by both UCOL and an external body other than UCOL and there is a conflict between the provisions of this Statute and the requirement of that external body, then, unless the Council of UCOL at its discretion at any time directs otherwise, the provisions of this Statute take precedence in respect of the programme concerned.

1.1.5 For the avoidance of doubt, either the Council or the Chief Executive may, from time to time, direct that this Statute or any UCOL policy or any UCOL protocol may not apply in particular circumstances. Where the Chief Executive exercises this discretionary power and the particular circumstances are not within his exclusive jurisdiction as Chief Executive then the Chief Executive will report the fact of the exercise of this discretion to the Council at the first Council meeting following the exercise of the Chief Executive discretion.

1.2 Delegations

1.2.1 The provisions of this Statute that refer to functions or powers of the Academic Board and committees are delegations by Council under Section 222 of the Education Act and do not affect or prevent the Council performing any such function or exercising any power.

1.2.2 The provisions of this Statute that refer to the Chief Executive include his or her delegate. If the particular function or power is a function or power of Council, the provisions of this Statute comprise a delegation by Council under Section 222 of the Education Act to the Chief Executive and do not affect or prevent the Council performing any function or exercising any power.
1.2.3 Where the provisions of this Statute refer to the functions or powers of the Chief Executive (or UCOL staff) and those functions or powers are functions or powers of the Chief Executive, then the provisions of this statute are a delegation by the Chief Executive under Section 197 of the Education Act and do not affect or prevent the Chief Executive performing any such functions or exercising any such powers.

1.2.4 The provisions of Schedule 14 of this Statute shall apply in respect of delegations.

1.3 Repeals and Savings

1.3.1 This Statute comes into force on 7 February 2005. This Statute repeals all previous Academic Statutes and amendments thereof.

1.3.2 All Programme Regulations existing at 7 February 2005 shall continue to apply, except as otherwise provided for in this Statute.

1.4 Precedence

1.4.1 Where any part of:

The UCOL Statutes and Policies conflict with any other UCOL Statutes and Policies (irrespective of whether or not that conflict is within the same document, or between different documents); and/or

The UCOL Statutes and Policies conflict with any Programme Regulations and/or Student Handbook; and/or

Where there is any conflict between the Statutes and Policies and/or Course Regulations and/or Student Handbook (and any of them) and any other UCOL documents,

then the Chief Executive, having regard to the need to ensure that:

(i) UCOL does not discriminate unfairly against any person, and;
(ii) Proper standards of integrity, conduct and concern for the public interest and the well-being of students attending UCOL are maintained;

May at the Chief Executive’s option either:

(a) Decide which of the conflicting provisions takes precedence; or
(b) Substitute the conflicting provisions with any other provisions that it considers best reflects the requirements for natural justice and also ensures proper standards of integrity, conduct and concern for the public interest and well-being of students attending UCOL are maintained.
1.5  Document Change

1.5.1 Academic Statutes at UCOL are approved by UCOL Council, after consultation with Academic Board. This Statute is Version 3. Each time this version is amended as part of UCOL’s continuous improvement process, it will be allocated a sub-number to V3, e.g. V3.1

1.5.2 The current definitive copy of Statute is published on UCOL’s intranet. Print copies are issued annually and are unlikely to remain current as time elapses.
2.1 Glossary / Interpretation

In this Statute the following definitions apply:-

“Academic Advisor” is that person known by that title under direction of the Director Academic Development; whose duties include the provision of advice and guidance on programme development and academic processes and includes any subsequent title for that position as determined from time to time by the Chief Executive.

“Academic Audit” see Quality System Audit.

“Academic Board” means the Academic Board of UCOL established under Part IV of the Academic Statute and includes its committees and its duly authorised delegates.

“Academic Credit” means credit awarded through successful completion of assessment, and/or recognition of prior learning.

“Academic Manager” (Wanganui) refers to Programme Leader.

“Academic Record” means a transcript recording the paper titles, unit standards, credits and grades awarded covering the period of the student’s enrolment.

“Accreditation” A process for establishing whether an organisation, through its system for the management of quality, has the capability to deliver and assess programmes.

“Act” means the Education Act 1989 and includes any Amendment Acts or Act passed in substitution for the Education Act 1989.

“Adjunct Lecturers” means individuals involved in the delivery of UCOL programmes through an arrangement between UCOL and another party such as a Tertiary Education Organisation (TEO) or Trust or Company or firm. That individual is considered academic staff of UCOL for the purpose of delivery only.

“Aegrotat Pass” means a pass awarded, in certain circumstances, to a student for a paper when, for reasons beyond that student’s control, he or she is unable to complete an assessment for that paper.

“Approval” means the outcome of a process indicating that a programme has met the requirements of the Academic Board or external accrediting agency.

“Approved Assessor” means a person who is not a Lecturer employed by UCOL but is deemed by the Academic Board to have the authority to carry out assessment.
“Articulation” means an agreement between UCOL and a school whereby school pupils can access UCOL programmes of study, which are delivered at and by the school – with UCOL assistance as appropriate.

“Assessment” means those processes conducted by Lecturers and/or Approved Assessors and used in determining the granting of credit.

“Assessment of Prior Learning” when an applicant provides evidence that is assessed to establish if they can meet the learning outcomes of a paper/course, eg., portfolio, challenge assessment, attestation.

“Associate Professor” means an academic at UCOL of very high standing, usually appointed by the Chief Executive following UCOL policy.

“Award” means a qualification awarded by UCOL, as described in the Academic Statute Part III, or an external body authorised to award qualifications.

“Board of Studies” means a committee with responsibility for the academic management of a group of programmes as established under Part IV of the Academic Statute and includes its sub-committees and duly authorised delegates and includes its successors in function irrespective of its name as directed by the Chief Executive.

“Campus” means an operational site occupied by UCOL for the purpose of delivering education and training.

“Campus Principal” means the person appointed by the Chief Executive to be the head of a campus or other operational unit. A Principal may or may not be delegated the same responsibilities as a “Dean”.

“Certificate of Personal Interest” is the term generally applied to a non-assessed individual programme approved by Academic Board chosen by the student where the courses come from an already approved qualification(s).

“Certificate of Proficiency” means a programme of study consisting of assessed course(s), which has been approved by an Academic Board. The Certificate of Proficiency is chosen by an individual learner from an already approved qualification(s) but will not be credited to any qualification.

“Chair” means a position with that title as established by the Chief Executive.

“Chief Executive” means the Chief Executive of UCOL, Universal College of Learning and includes their duly authorised delegates.

“Conjoint Programme” means Programmes offered by UCOL in conjunction with another Provider. Awards are conferred jointly. For example, Computer Graphic Design Programmes with Waikato University.

“Consortium Partner” An organisation or individual that has a formalised agreement with UCOL regarding a joint venture as described in a contract or Memorandum of Understanding.
“Co-requisite” means one or more specified papers that must be undertaken in conjunction with another paper.

“Council” means the Council of UCOL and includes its committees and duly authorised delegates.

“Course” Refer to “paper”.

“Credit” means the basic measure used to record the successful completion of a paper by a student. For UCOL papers, one (1) credit, equates to a minimum of ten (10) hours of student learning. 120 credits will normally be considered as a full-time / full-year workload.

“Credit Transfer” means a student has completed the same course as part of another programme at UCOL or at another institution or awarding authority.

“Cross Credit” the award of credit for recognition of equivalent study in the context of another programme.

“Dean and General Manager” means the person appointed by the Chief Executive to be the Head of a Faculty within UCOL and includes their delegate. They may simply be referred to as "Dean" in the context of academic matters.

“Director Academic Development” means a person holding a position with that title whose duties include the development and maintenance of academic processes and other academic management and includes their duly authorised delegate. This title includes any subsequent title for that position as determined by the Chief Executive.

“Distinction” may be given for a qualification where a student exceeds the requirements for a pass at a defined level and where the criteria for distinction are clearly defined in the relevant curriculum and award documents. Where there is provision for both Distinction and Merit to be awarded, the criteria for giving Distinction for a qualification must be clearly higher than those for giving Merit.

“Endorsement” of a qualification refers to a significant area of specialised study and is taken to mean a minimum of one-third of the total credits offered in a programme, as defined in the programme regulations. All endorsements of qualifications must be approved by the Academic Board.

“Exit award” means an award which a student may apply for after successful study of a prescribed set of papers within a qualification when that student elects not to complete the qualification for which they have enrolled (Academic Statute Part III).

“External Moderator” means a person external to UCOL appointed to moderate student assessments.

“External Monitor” is a person external to UCOL who assists in the maintenance of academic standards through regular review of an identified UCOL programme of study.
“Faculties” or “Departments” or “Centres” or “Schools” or “Campuses” are operational units as directed in writing from time to time by the Chief Executive.

“Formal Internal Credit Transfer” is awarded at UCOL on application made to it by a student for papers or unit standards which have been successfully completed at UCOL, and which have an identical content to the unit standards or papers the credit is to be applied against; and is not prohibited by any other regulation or requirement.

“Formal External Credit Transfer” is awarded at UCOL on application made by a student where it is satisfied that a student has obtained credit(s) at another accredited Education Provider and where the learning outcomes leading to the award of the credit(s) matches UCOL’s learning outcomes; and is not prohibited by any other regulation or requirement.

“Head of School” means someone designated by the Chief Executive to lead a School of teaching staff to ensure the successful ongoing delivery of relevant high quality programmes and courses for UCOL students.

“ITPNZ” means Institutes of Technology and Polytechnics of New Zealand.

“ITPQ” means Institutes of Technology and Polytechnics Quality (or its successors) – who acts with delegated authority from NZQA and is generally responsible for academic quality assurance at Polytechnics.

“A lecturer” is any person appointed to a position of this title by the Chief Executive. A lecturer may also be referred to as a Tutor.

“Major” A collection of papers from a defined subject area within an approved degree, which together comprise a minimum value of 150 credits, of which at least 60 credits are at level 7.

“Merit” may be given for a paper or qualification where a student exceeds the requirements for a pass and where the criteria for merit are clearly defined in the relevant curriculum and award documents.

“Moderation” means the formal review process for ensuring that an assessment activity and/or the allocation of grades for that activity are valid, reliable, consistent and fair. Moderation may be conducted prior to and/or after the assessment activity. Moderation can be internal and/or external.

“Module” Refer to paper.

“Non-assessed Programme” means a course of study approved and delivered by UCOL which is not summatively assessed and which does not lead to a recognised award, but to which other appropriate requirements of UCOL’s Quality Management System apply.

“Non-formal Credit Transfer through Assessment of Prior Learning” means the process by which UCOL assesses a student’s ability to undertake a course or programme of study, on evidence of non-formal academic experience. Assessment
may include, without limitation, an oral or written assessment, assessment or prior work/port folio, etc.

“Paper” means a component of a programme for the purpose of granting credits (formally Module).

“Pre-requisite” means one or more specified paper that shall be completed before a student is permitted to proceed to another paper.

“Principal” means the person appointed by the Chief Executive to be the Head of a campus or other operational unit within UCOL and includes their delegate. A Principal may or may not be delegated the same responsibilities as “Dean”.

“Probation” is a system of supervising and monitoring the behaviour and/or abilities of a student imposed in writing by the Chief Executive or Dean / General Manager/Campus Principal or Professional Head of Nursing. Compliance by the student with the terms and conditions of probation is mandatory. Non-compliance with probation by a student will normally result in cancellation of enrolment. Probation, once imposed, will continue for the duration of the student's enrolment at UCOL unless probation is formally cancelled in writing by the Chief Executive.

“Professional Head of Nursing” is also the head of the UCOL School of Nursing. The Professional Head of Nursing is approved by the Nursing Council of New Zealand as Head of the School of Nursing, and as the authority appointed in respect of the practice of nursing under schedule 2 of the Health Practitioners Competency Assurance Act 2003. This person has the authority to declare graduates to be of good standing for registration as a registered nurse.

“Professor” means an academic at UCOL of the highest standing, the holder of a UCOL Chair, and appointed by the Chief Executive following UCOL policy.

“Programme” means a group of components (papers) which, when successfully completed, leads to an award(s).

“Programme Leader” means the staff member from time to time directed by the Chief Executive to be responsible for a programme. This title includes any other title for that role as determined from time to time by the Chief Executive.

“Programme Regulations” are the criteria approved by Academic Board describing the progression and requirements for successful completion of a programme by a student so that an award may be granted.

“Qualification” is a defined award recognising the successful completion of a prescribed programme of study, including a degree, diploma or certificate.

“Quality” is defined as fitness for purpose.

“Quality Assurance” All those planned and systematic actions necessary to provide adequate confidence that an entity will fulfil requirements to ensure quality.
“Quality Control” The operational techniques and activities that are used to fulfil requirements for quality, by monitoring processes and eliminating causes of unsatisfactory performance.

“Quality Management” Coherent management activity that ensures quality policies and objectives are set, implemented and evaluated.

“Quality Management System” A system of clearly defined organisational structures, processes, responsibilities and resources used to assure quality.

“Quality Plan” A written outline of the quality practices, resources and sequence of activities relevant to a particular service.

“Quality Policy” The overall quality intentions and direction of UCOL as regards quality and as formally expressed by UCOL management.

“Quality Standards” Statements that convey the requirements for good practice within an organisation. The standards for Polytechnics are those outlined by the Institutes of Technology and Polytechnics of N.Z. (ITPNZ).

“Quality System Audit” A systematic and independent examination and evaluation to determine whether quality activities and results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

“Recognition of Current Competency (RCC)” The assessment of a person’s knowledge and skills to determine that they continue to meet competencies previously assessed.

“Recognition of Prior Learning (RPL)” is the process through which an individual seeks the award of academic credit based on the relevant learning they have acquired through life experience, work experience and formal or informal education or training. RPL may consist of Formal Internal or External Credit Transfer and/or Cross Credit and/or Non-formal Credit Transfer.

“Resit” the opportunity for a student to undertake an assessment or part of an assessment again.

“Section” means a reference to a section number in this Statute.

“Special Passes” are a class of passes for a paper, which may be granted to students in exceptional circumstances at the discretion of the Faculty Board of Studies (Academic Statute Part VII).

“Stakeholder Advisory Committee” A committee established by a Faculty Board of Studies and comprised predominately of stakeholders who are not staff of UCOL.

“STAR” means Secondary Tertiary Alignment Resource. Students funded through STAR are secondary school students undertaking unit standards or other eligible...
quality assured papers or programmes through arrangements with UCOL. This may be through an articulation arrangement, or a contract or MOU.

“Statement of Competency” is provided to a student who successfully completes the programme and/or a paper, but which does not lead to the issue of a formal award. This states what assessment activities took place and the outcomes of these assessments. (Refer to Certificates of Proficiency).

“Statute” means Academic Statute.

“Student” means a student formally enrolled in any paper(s) at UCOL.


“UCOL” means the Institution, which is a Polytechnic, constituted under the Education Act 1989 as UCOL, Universal College of Learning and, when directed in writing by the Chief Executive of UCOL, includes any companies in which UCOL is a shareholder.

“Unit Standard” means a set of element/outcome statements, performance criteria, and administrative information as registered by NZQA on the National Qualifications Framework. May be components of a paper.

“Validation” Confirmation by examination and the provision of objective evidence that the particular requirements for a specific function are fulfilled.
PART III: AWARDS OF UCOL

3.1 The Awards offered by UCOL

a) Short Course Certificates as described in Schedule 1;
b) Certificates as described in Schedule 2;
c) Diplomas as described in Schedule 3;
d) First Degrees as described in Schedule 4;
e) First Degrees with Honours as described in Schedule 5;
f) Graduate Certificates as described in Schedule 6;
g) Graduate Diplomas as described in Schedule 7;
h) Postgraduate Certificates as described in Schedule 8;
i) Postgraduate Diplomas as described in Schedule 9;
j) Masters Degrees as described in Schedule 10;
k) Doctoral Degrees as described in Schedule 11.

3.1.1 Subject to the provisions of this Statute, awards shall be granted on the successful completion of an approved programme determined by the accumulation of a required number of credits at a defined level as described in the Programme Regulations or as otherwise defined by UCOL at its sole discretion.

3.1.2 UCOL’s awards shall be classified by levels UCOL 1 to UCOL 10 according to the number of credits accumulated at these defined levels.

3.1.3 Awards may be granted with Distinction or Merit where the Programme Regulations permit.

3.2 Exit Awards

3.2.1 With the approval of the Academic Board, programme regulations may include provision for students to elect to take an appropriate exit award where they have successfully completed a defined set of papers, but choose not to complete the higher level qualification for which they are enrolled.

3.2.2 UCOL may charge a fee determined by it for the issue of an exit award.

3.2.3 Students or prospective students cannot apply to be enrolled in an exit award.

3.2.4 Such awards must reflect the successful achievement of a coherent set of papers with clear learning outcomes at a defined level.
3.3 **Conferment of Awards**

3.3.1 Subject to the Education Act and subject to this Statute, every candidate who has met the requirements of a programme will be conferred with an award certifying that the requirements for the issue of that award have been met.

3.3.2 A candidate shall qualify for an award on the date on which they are credited with all papers, as prescribed in the Programme Regulations and have completed all requirements for the award.

3.3.3 The conferment of awards is delegated as follows:-

(i) Certificates (excepting Certificates of Proficiency and Certificates of Personal Interest) – Dean/Campus Principal and Chief Executive.

(ii) Graduate Certificates, Diplomas and Graduate Diplomas, Bachelors Degrees & Post-graduate Degrees – Chair of Council and Chair of Academic Board.

3.3.4 The policy with regard to the conferment of jointly awarded qualifications will be set out in the agreement with the partner provider concerned or in its absence comply with this Statute.

3.3.5 The Council, by its delegate, the Chief Executive, may withdraw or refuse to grant any academic award if it is satisfied on reasonable grounds that it was more likely than not that the student concerned made any untrue or misleading statement or was guilty of any misconduct or breach of Programme Regulations in relation to the award. This decision will only be taken once the allegations have been put to the student and the student has been given the chance to answer them.

3.3.6 If a candidate who qualifies for an award dies before receiving the award, the following provisions shall apply:

a) If the candidate has before death applied to receive the award, then the award shall be granted posthumously unless the candidate’s personal representative has, with the consent of the Council, withdrawn the application;

b) In any other case, the candidate’s personal representative may apply and the award shall be granted

3.3.7 If a student dies before completing a qualification, the Chief Executive has the discretion to confer an award posthumously. The award would be printed in the programme for graduation, using the words (Posthumous Award) printed after the name of the recipient.
3.4 **Other Recognition of Achievement**

3.4.1 Students enrolled in Certificates of Proficiency and Certificates of Personal Interest (Part VI 6.3.3 and 6.3.4 of this Statute) will not generally be eligible to receive awards of UCOL.

3.4.2 Students successfully completing Certificates of Proficiency may receive Statements of Competency and / or Academic Records as appropriate.

3.4.3 Students enrolled in Certificates of Personal Interest may receive Statements of Attendance.

3.4.4 Certificates of Attendance maybe issued to students enrolled in a programme where credit has not been assessed or awarded. A Certificate of Attendance is not an award.

3.5 **Academic Dress**

3.5.1 Graduands of UCOL shall appear for UCOL graduation ceremonies in the academic dress appropriate to their Degree, Diploma or Certificate as described in Schedule 12.

3.5.2 Staff and Council Members of UCOL taking part in public ceremonies for which academic dress is prescribed, shall wear the academic dress appropriate to their own degree or diploma.
PART IV: ACADEMIC STRUCTURE

4.1 Boards and Committees

4.1.1 The Council has established an Academic Board and that Academic Board and Council established the Boards and Committees set out in 4.1.5.

4.1.2 The Boards and Committees already constituted shall continue in existence under this Statute.

4.1.3 The membership of Boards and Committees shall continue in accordance with that Boards or Committees terms of membership.

4.1.4 The functions and terms of reference of the Boards and Committees shall be as specified in Sections 4.2 to 4.9.

4.1.5 The following Boards and Committees constituted pursuant to UCOL Academic Statute 2003 are continued in existence:

(i) Academic Board;
(ii) Academic Approval Committee;
(iii) Academic Improvements Committee;
(iv) Research Committee;
(v) Degree Monitoring Committee;
(vi) Appeals and Grievance Committee;
(vii) Faculty Board of Studies;
4.2 **Academic Board**

4.2.1 **Purpose**
The purpose of the Academic Board is to advise Council on matters relating to courses of study or training, awards and other academic matters when requested by the Council to do so and to exercise powers delegated to it by the Council.

4.2.2 **Membership**
The Academic Board shall and hereby does have as members:

a) Chief Executive (Chairperson);
b) Deputy Chief Executive(s);
c) Director Academic Development;
d) Deans of Faculty;
e) Professors;
f) Professional Head of Nursing;
g) Campus Principals;
h) Librarian;
i) A Representative of Council who is staff or a student at UCOL;
j) Two Student Representatives;
k) One academic staff member each from the HST, HUB, EDI and Wanganui Faculties, elected by their Board of Studies.
l) External Members

The Academic Board may appoint the following positions as external members if it so resolves from time to time:

m) Up to two representatives from local industry who have particular interest and experience in education; and/or research and who are staff or students at UCOL;

and / or

n) One person of standing in the academic community with particular expertise in research and who is staff or a student at UCOL;

and / or

o) A person of standing in the Māori community with an interest in education and who is staff or a student at UCOL.

4.2.3 Persons in (l) to (n) above will be selected by the Chief Executive to be members of the Academic Board and appointed by the Academic Board.

4.2.4 Any external members appointed to the Academic Board or its committees will be conferred with the status of an honorary member of staff immediately preceding their appointment.

4.2.5 The Chief Executive (or his delegate), or their nominee, shall chair all meetings of the Academic Board with the Director Academic Development being the Executive Officer.
4.2.6 The Chief Executive will appoint officers of the Academic Board from time to time as necessary.

4.2.7 Terms of Reference
a) Monitor and foster the delivery of quality programmes leading to quality assured qualifications which are valued by students, prospective employers and other stakeholders;
b) Monitor that UCOL meets the ITPNZ Academic Quality Standards and strives for continuous quality improvement in the design and delivery of academic programmes;
c) Monitor that there are no unreasonable barriers to student entry or to their academic progress;
d) Advise the Council on matters relating to programmes of study, awards and other academic matters;
e) Approve, monitor and review academic policy;
f) Monitor and promote excellence in UCOL’s programmes;
g) Monitor and promote research activities within UCOL;
h) Approve curricula for programmes leading to a UCOL award;
i) Foster information flows on academic matters throughout the institution;
j) Receive summaries of annual programme reports;
k) Monitor and review programme evaluation, internal academic audit and review processes;
l) Monitor and review an Inter-faculty and/or cross-site moderation plan;
m) Promote positive academic relationships with other organisations;
n) Enhance academic freedom at UCOL as defined in the Education Amendment Act, 1989;
o) Deal appropriately with academic appeals and grievances;
p) Monitor the award of credit from Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) applications;
q) Ensure assessments are consistently applied throughout the institution;
r) Approve the Terms of Reference and membership of committees;
s) Ensure that the management of academic quality is consistent with established internal standards;

4.2.8 The Academic Board may delegate those functions and exercises its powers that it considers in its discretion appropriate to the Chief Executive (including their delegates).

4.2.9 The Academic Board will report in writing at least every three months to Council.
4.2.10 The Academic Board shall and hereby does establish the following committees:

a) Academic Approvals Committee;
b) Research Committee;
c) Degree Monitoring Committee;
d) Appeals and Grievances Committee;
e) Faculty Boards of Studies;

For the avoidance of doubt, the committees in 4.2.10 comprise the committees appointed by Council pursuant to Section 193 of the Act.

4.2.11 The Academic Board shall, from time to time, review the membership of all committees in 4.2.10 to ensure that there is no inappropriate duplication of membership and that there are sufficient opportunities for interested staff within UCOL to participate in the work of the committees.
4.3 **Academic Approvals Committee**

4.3.1 **Purpose**
The Academic Approvals Committee has delegated authority for the detailed approval of new programmes, curricula and qualifications and significant changes to existing programmes, curricula and qualifications.

4.3.2 **Membership**
The Academic Approvals Committee will include as its members but not be limited to:

a) Deputy Chief Executive (Academic);
b) Director Academic Development (Chairperson);
c) Deans of Faculty (or their delegates);
d) Professors;
e) Campus Principals;
f) Manager, Student Registry Services;
g) One academic staff member (other than a-f above) of each Faculty Board of Studies;
h) Up to two student representatives;
i) One person nominated by the Chief Executive from the Marketing Section.

4.3.3 **Terms of Reference**
The Academic Approvals Committee is responsible to the Academic Board for:

a) Approval of the academic details and Programme Regulations of all proposed new programmes;
b) Approval of curricula for programmes;
c) Approval of significant changes to existing programmes;
d) Maintenance and review of curriculum standards;
4.4 Academic Improvement Committee

4.4.1 Purpose
The purpose of the Academic Improvement Committee is to promote excellence in teaching and assessment practice in all UCOL programmes. The committee will also identify key issues within UCOL each year and lead informed debate around these issues.

4.4.2 Membership
The Academic Improvement Committee will include as members but need not be limited to:

a) Chief Executive or nominee;
b) Director Academic Development;
c) A Staff Representative from each Faculty;
d) Two members of lecturing staff;
e) One student representative;
f) One other member of Academic Board;
g) One Professor;
h) One Dean.

4.4.3 Terms of Reference
The Academic Improvement Committee shall be responsible to the Academic Board for:

a) providing advice related to the promotion of best practice in teaching and assessment.
b) identifying innovative methods of delivery including the use of technology in teaching and learning.
c) promoting discussion with staff on academic issues through forum and other media.
d) examining research and the implications of its findings regarding innovations in educational delivery.
4.5 Research Committee

4.5.1 Purpose
The purpose of the Research Committee is to foster quality research in accordance with UCOL’s research strategy.

4.5.2 Membership
The Research Committee shall include as its members but not be limited to:
   a) OCE Representative;
   b) Professors and Associate Professors;
   c) Director Academic Development;
   d) Research Co-ordinator;
   e) Principal, Wanganui Campus;
   f) Deans of Faculty;
   g) Student Representative.

4.5.3 Terms of Reference
The Research Committee is responsible to the Academic Board for:
   a) Monitoring research activity undertaken at UCOL;
   b) Developing, and maintaining Code/s of Ethical Conduct for Research;
   c) Approving proposals from staff for research projects according to the Research Policy, including providing ethical advice as appropriate and directing issues relating to Human Ethics to other accredited Human Ethics Committees;
   d) Developing and monitoring the implementation and operation of policies on intellectual property rights;
   e) Preparing an Annual Research Report.
4.6 Degree Monitoring Committee

4.6.1 Purpose
The purpose of the Degree Monitoring Committee is to maintain and enhance the quality of degree deliver at UCOL.

4.6.2 Membership
The Degree Monitoring Committee shall include as its members but not be limited to:

a) Chairperson of Academic Board;
b) Director Academic Development (Chairperson);
c) Deputy CE (Academic);
d) Deans of Faculties (or their delegates);
e) Campus Principal, Wanganui
f) Professors;
g) Professional Head of Nursing;
h) Up to two Associate Professors from each Faculty;
i) Person appointed to the Academic Board under Section 4.2.2(m) (if any);
j) Programme Leader from each degree programme;
k) External Monitors as deemed desirable by the Academic Board;
l) Research Coordinator.

4.6.3 Terms of Reference
The Degree Monitoring Committee shall be responsible to the Academic Board for:

a) Overall maintenance of academic standards with respect to UCOL degrees and postgraduate awards;
b) Reporting on NZQA or other external monitor’s reports and the Faculties responses to issues raised;
c) Oversight of the monitoring of UCOL degree programmes where this function has been delegated;
d) On-going development of regulations pertaining to degree programmes;
e) Developing collegial relationships with other providers;
f) Receiving degree monitoring reports, annual programme reports and reports on the internal audit & review of degree programmes after they have been approved by the Faculty BOS;
g) Monitoring research activity and research development plans with regard to how they support degree delivery and the potential development of new degrees;
h) Approving reports required by external bodies.
4.7 Appeals and Grievances Committee

4.7.1 Purpose
To hear and make decisions on appeals on academic matters.

4.7.2 Membership
The Appeals and Grievances Committee will hear appeals by students that are referred to it by the Academic Board or the Chief Executive that are of an academic nature.

The committee will consist of four members of the Academic Board who will ensure that the procedures of this Statute (Part IX, 9.2), will be followed, and the principles of natural justice will be applied.

4.7.3 Terms of Reference
a) An Appeals and Grievances Committee will be established by the Academic Board as and when directed by the Chief Executive.

b) The jurisdiction of the Appeals and Grievances Committee is limited to academic matters. The Chief Executive has sole jurisdiction to determine whether the matter in question is an academic matter within the jurisdiction of the Appeals and Grievances Committee before the Chief Executive directs the Academic Board to establish the Appeals and Grievances Committee.
4.8 Faculty Boards of Studies

4.8.1 Purpose
The purpose of the Faculty Boards of Studies is to monitor the quality development and delivery of academic programmes within each Faculty (including regional centres where appropriate) and to foster continuous quality improvement.

4.8.2 Membership
Each Faculty Board of Studies may include as its members, but not be limited to:

a) Dean of Faculty;
b) Professors associated with the Faculty;
c) Faculty Registrar (if any);
d) Campus Principals (where appropriate);
e) Heads of Schools;
f) Programme or Team Leaders within the Faculty;
g) Teaching staff representatives elected by the teaching staff of the Faculty;
h) Student representative(s);
i) Representatives from Stakeholder Advisory Committees;
j) Representative of the library;
k) A member of the Māori community.
l) An Academic Advisor;
m) Director Academic Development.

4.8.3 Terms of Reference
Each Board of Studies shall report in writing to the Academic Board at least every six months and be responsible to the Academic Board for:

a) Monitoring the continuing development, maintenance and documentation of programmes according to institutional standards;
b) Monitoring assessment methodologies and the granting of credits as a result of assessment (including RPL);
c) Fostering high standards with respect to the quality of teaching;
d) Monitoring the progress of students enrolled in each programme;
e) Ensuring there are no unreasonable barriers to student entry or progression;
f) Undertaking moderation on a UCOL-wide basis within each discipline area where appropriate, in order to ensure standards are maintained in the awarding of credits.

g) Appointing external moderators where appropriate;
h) Approving the timely release of final results;
i) Hearing and determining academic appeals (Part IX, 9.1);
j) For each programme delivered within the Faculty:
   o Accepting an Annual Programme Report (Part V, 5.2.2)
   o Accepting moderation reports, monitors reports, academic audit and review reports (as applicable).
   o Recording and reporting any actions taken as a result of these activities.
o) Reporting the approved reports to the Degree Monitoring Committee in the case of Degree programmes;

k) Monitoring compliance with UCOL policies and processes for the safe custody of records containing details of credits and qualifications of students;

l) Monitoring staff development activities in the Faculty and reporting on these to the Academic Board at each meeting;

m) Fostering compliance with UCOL academic policies and procedures;

n) Fostering collegiality with staff in other Faculties;

o) Ensuring that information provided to students enables the appropriate selection of programme and informs them of the requirements of the programme and their rights and responsibilities;

p) Establishing Stakeholder Advisory Committees to provide advice to assist in maintaining the currency of programmes and qualifications in terms of meeting either industry or community needs.
4.9 Animal Ethics Committee

4.9.1 Purpose
The purpose of the Animal Ethics Committee is to ensure the statutory and ethical compliance of any research or teaching activities involving the use of animals.

4.9.2 Membership
Membership of the UCOL Animal Ethics Committee must meet the requirements listed under the Animal Welfare Act 1999 (Part 6, Section 101):

a) Have a minimum of four (4) people including:

b) A Chairperson who is a senior staff member appointed by the CE UCOL for a period of three years.

c) A veterinarian from outside UCOL, nominated by NZVA

d) A person nominated by an approved organisation such as the RNZSPCA who is not an employed or associated with UCOL or involved in the use of animals for research, testing or teaching.

e) A person nominated by the Regional Council, not employed by or associated by UCOL, or associated with the scientific community or an animal welfare agency.

f) Up to three additional members appointed by UCOL

g) External members will be remunerated as per the UCOL standard rate.

h) Appointments other than the chairperson will be for a period of one, two or three years at the discretion of the appointing/nominating parties.

i) The Secretary of the committee shall be a UCOL employee appointed under category 3.6

4.9.3 Terms of Reference

a) To examine all research and teaching proposals involving the use of animals by staff and students, or which may be carried out at UCOL by others, to ensure that the proposals comply with the ‘Code of Ethical Conduct for the Use of Live Animals for Teaching & Research’.

b) To examine proposals funded by outside bodies which have specific requirements for the use of animals, to ensure that the proposals comply with these.

c) To ensure that approved protocols are being adhered to by maintaining surveillance on the progress of teaching and research programmes involving the use of animals.

d) To offer advice on any teaching or research programmes involving the use of animals when required to do so by an individual lecturer or researcher, Dean of Faculty, or by the Research Committee.

e) To assess from time to time the adequacy of animal care facilities at UCOL.

f) To encourage appropriate training of personnel involved in animal care.

g) To hold and provide the Director General of MAF, appropriate statistics of animals used in teaching and research yearly.

h) The AEC will provide for the CEO of UCOL a report that summarises the AEC’s activities for that calendar year, and a copy of the MAF statistical returns.
4.10 Meetings and Membership

4.10.1 At all meetings of the boards or committees established under this Statute:

a) A quorum shall consist of one half of the membership then appointed being present;

b) If no person is authorised by this Statute to chair the meeting, or if he or she is absent, then those present shall elect one of their number;

c) All resolutions shall be proposed by one member and seconded by another, and any such resolution shall be passed or rejected according to the voting of the members present. Every question before the meeting shall be decided by a majority of votes cast on it by the members present;

d) The person in the chair at a meeting shall have a deliberative vote, and, in the case of an equality of votes, shall also have a casting vote;

e) The resolutions of every meeting shall be recorded and kept

f) Report at least annually to the Academic Board, unless required to report more frequently pursuant to this Statute.

4.10.2 Subject to the Education Act, this Section and any other Statute of the Council in this regard, or directive of the Council, each Board or Committee shall regulate its own procedure.

4.10.3 Membership of Academic Board, Academic Committees and Faculty Boards of Studies, if not held due to office or position, shall be for a term of two (2) years unless otherwise determined by Council or by the Board or Committee.

4.11 Sub-committees

4.11.1 Each Board or Committee stated in Part IV of this Statute has the power to appoint sub-committee(s). Any Board or Committee may delegate to any sub-committee any of its powers, functions or duties, (except the power to appoint a sub-committee).

4.11.2 The Board or Committee may alter, discharge and reconstitute any sub-committee (including its delegates) so appointed.

4.11.3 Membership
The members of a sub-committee shall include members of the appointing Board or Committee together with any other person as the Board or Committee considers it appropriate to appoint.

4.11.4 A sub-committee shall report in writing to the Board or Committee that appointed it, at least every three months, or as requested by that Board or Committee.
PART V: PROGRAMME APPROVAL AND EVALUATION

5.1 New Programme Approval

5.1.1 No programme leading to an award shall be offered unless approved by the Academic Board (including its delegate).

5.1.2 Every programme shall be developed in consultation with the appropriate industry, professional bodies and, where appropriate, graduates or students.

5.1.3 Each programme leading to an award shall have Programme Regulations as part of its curriculum and shall include:

   a) Title and level of the qualification(s); ¹
   b) Rationale;¹
   c) Graduate profile¹;
   d) Programme structure¹ and credit values;
   e) Requirements for the award of the qualification;
   f) Requirements for the award of distinction and/or merit for the award (if appropriate);
   g) Entry qualifications. These must be separately approved by the Academic Board;¹
   h) Selection criteria (where maximum numbers have been established). These must be separately approved by the Academic Board;¹
   i) Pre and co-requisites;
   j) Embedded awards;
   k) Exit awards;
   l) The extent of RPL that may be awarded and any established cross-credit arrangements (see 6.4.1);
   m) Moderation requirements;
   n) Policy for resits;
   o) Policy on special passes (where applicable);
   p) Policies on student progression;¹
   q) Paper details (which include: aims, learning outcomes, levels and credits, content, teaching methods, assessment and grading methodologies, resources and prescribed texts).¹

5.1.4 In approving a new programme the Academic Board (including its delegates) shall determine whether or not to approve programmes having regard to the following criteria:

   a) The appropriateness of the philosophy of the programme and its application to the programme;

¹ Also applies to non-assessed programmes, as appropriate
b) The appropriateness of the programme aims and objectives to the industry or profession that the programme prepares students for;

c) The appropriateness of the programme regulations including ensuring that there are no unreasonable barriers to student entry or progression through the programme;

d) The appropriateness of the teaching and learning methods and the methods of student assessment;

e) The relevance of the content of the programme including the inter-relationship of papers, the balance between theory, practical, self-directed learning and the progression of knowledge and skill acquisition within the programme;

f) The adequacy of staffing levels and staff qualifications;

g) The adequacy of accommodation, facilities and equipment including library resources;

h) Such other matters as the Academic Board at its sole discretion considers relevant.

5.2 Programme Evaluation

5.2.1 Every programme shall be monitored through appropriate processes established by the Academic Board (or its delegate).

5.2.2 An Annual Programme Report for each programme will be accepted by the Faculty Board of Studies. The report will include:-

Programme:

a) Title;
b) Length;
c) Enrolment and Completion Statistics;
d) Results of Student Evaluation of the programme;
e) Graduate Destination;
f) Staff input;
g) Input from Advisory Groups;
h) Moderation of Assessments;
i) Staff development activities;
j) Examples of Good Practice;
k) Issues Resolution (Action Plans).

5.2.3 An Annual Programme Report for each degree programme will also include:

a) Staff Research Activities;
b) Staff qualifications;
c) External monitors reports
d) Approved changes
e) Significant issues and challenges

5.2.4 The Director Academic Development (or delegate) will provide a summary of Annual Programme Reports to the Academic Board.
6.1 General Admission Requirements

6.1.1 The admission to programmes shall be that the student meets the entry requirements specified in Section 224 of the Education Act 1989.

6.1.2 The Chief Executive (by delegated authority) may decline to accept a person's application (or any further application) to enrol, or refuse to permit the enrolment of a person as a student at UCOL or in a particular course of study or training at UCOL pursuant to Section 224(13) of the Education Act 1989, or otherwise as permitted at law.

6.2 Information on Programmes

6.2.1 Programme Regulations outlined in (Part V, 5.1.3) shall be made available to all students enrolled on the programme.

6.3 Enrolments

6.3.1 Before any person, after provisionally enrolling at UCOL, is offered a place at UCOL, that person must provide evidence of meeting the entry criteria (if any) for the course/qualification that they apply to enrol in.

6.3.2 Where there are insufficient places available in a paper or programme to accommodate the number of applicants, selection shall be in accordance with the policies applied from time to time by the Academic Board acting fairly, reasonably and according to law.

6.3.3 Where an individual student wishes to undertake a programme of study which includes the formal assessment of a paper, or papers, or components of papers from already approved programmes, but which are not to be credited towards a specified qualification, that student may be enrolled in a Certificate of Proficiency (COP).

6.3.4 Where students wish to undertake a programme of study which includes a paper or papers (or components of papers) from already approved programme, but do not wish to undergo formal assessment, that student may be enrolled in a Certificate of Personal Interest (CPI).

6.3.5 Students must complete all enrolment requirements applicable to their course/qualification as specified from time to time by the Chief Executive.

6.3.6 Any decision of the Chief Executive, by delegated authority, made in respect of enrolment shall be final.
6.4 Admission with Academic Credit

6.4.1 The Academic Board may approve Programme Regulations, which limit the amount of credit awarded toward a qualification as a result of RPL. Credit may be awarded for a complete qualification as a result of RPL where the Academic Board has deemed this appropriate.

6.4.2 Students may receive credit toward a qualification following a successful application for RPL.

6.5 Fees, Course Costs and Other Money

6.5.1 Subject to 6.5.2, no student shall remain enrolled for a paper or programme unless all:

   a) UCOL fees (if any) have been paid and receipted according to any terms prescribed by the Council (including terms relating to the payment of fees by instalments); and
   b) Student Association Fees (if any) have been paid if Student Association Membership is compulsory at UCOL, unless the student has been exempted by UCOL’s Student Association from the requirement to pay Student Association fees; and
   c) Formal enrolment procedures have been completed; and
   d) All other payments prescribed by or due to UCOL (including any debts howsoever arising) have been paid to UCOL.

6.5.2 Generally all fees, any other payments due to UCOL and any debts to UCOL must be paid in full by the first day of class unless the Chief Executive has approved alternative arrangements in writing. In such cases for full time courses of one semester or longer, the second instalment being payment in full of tuition fees and all other fees and payments prescribed by Council must be paid no later than the 14th day after teaching on the course first started and until paid, without limitation, course materials and other items will not be available to students. Without limiting UCOL’s remedies at law students who have not paid all their fees and any other payments due or have incurred other debts to UCOL may at UCOL’s sole option not be eligible to receive credit(s) or award(s).

6.5.3 If any sum payable to UCOL is disputed, then the student must first pay the full amount set by UCOL to it, and then the student may refer the amount in dispute to the Small Claims Tribunal for resolution or have such other resolution procedure agreed in writing between UCOL and the student.

6.5.4 If an international, full fee paying student gains New Zealand residency during the course of study, then New Zealand resident fees are to apply for the subsequent enrolment and the new fee at the domestic rate will apply and no refund is available for the current enrolment period.
a) No refund of current semester fees (unless residency gained during the first two weeks of study when New Zealand resident fees will apply);

b) New Zealand resident fees are to apply for the subsequent enrolment and the new fee at the domestic rate will apply.

6.6 Withdrawals

6.6.1 A student is considered to have “withdrawn” on actual receipt by the UCOL Registry or UCOL Information Centre of written notice to UCOL on the appropriate form, signed by the student, provided that such notice is not given after a student’s enrolment has been cancelled or after completion of the paper/course.

6.6.2 Any withdrawal from a paper/course or qualification shall be without prejudice to the student’s rights to apply for re-enrolment in the future.

Where a student has withdrawn, their academic record shall record a result or grade as W in respect of that paper. (Part VII 7.2)

6.6.3 Students who withdraw from a paper after 70% of the paper has been completed will have the grade recorded as “Did Not Complete” (DNC).

6.6.4 Fees may only be partially refunded if the withdrawal is completed within the fees refund period defined by Council and published on the enrolment form relevant to the course(s) and/or qualification(s) withdrawn from in the manner required by Council or stated in the Enrolment Form and Guide.
PART VII: ASSESSMENT AND THE AWARD OF CREDITS

7.1 Assessment

7.1.1 Generally, all assessment should be standards based ie based on each individual student achieving the defined standard and is independent of the results of other students. Assessments may be achievement based or competency based as specified in programme regulations.

7.1.2 Other (non standards based) assessment methods requires the specific approval of Academic Board.

7.1.3 Any work presented by a student for assessment must be the work of that student. Such work submitted by a student must not be submitted elsewhere in any other paper or programme unless permitted in writing by the Programme Leader.

7.1.4 Regulations regarding the submission of work for assessment including timelines will be included in the curriculum.

7.1.5 All written assessments shall be returned to students with the assessment or marking schedule used to grade the assessment and within a time-frame specified by the Faculty Board of Studies.

7.1.6 Assessments may be conducted in Te Reo Maori, according to UCOL Policy.

7.2 Compulsory Academic Requirements

7.2.1 Compulsory Academic Requirements (CAR):

These are requirements specified in the programme regulations as CAR, which must be achieved by students independently of the summative assessments of a paper. Examples are:

- Achievement of a set number of clinical hours
- Attendance at Laboratory sessions, tutorials, etc.

CAR’s are to be used only where their use is justified on sound educational grounds and where meeting these requirements is essential to the student learning.

For the avoidance of doubt these must be stipulated as such under a heading in the paper regulations called CAR. In cases of doubt the Faculty Board of Studies has the discretion to determine what are CAR.
7.3 Recording Final Assessment Outcomes

7.3.1 Where a competency-based assessment approach is used, or where grades are not awarded, results for papers shall be specified as follows:

M  Pass with Merit (where allowed in Programme Regulations)
P  Pass/Complete
CR Specified or Unspecified or Cross Credit
N/A Not Achieved. Incomplete (ie did not complete course successfully)
W  Withdrawn
DNC Did not complete both all compulsory assessments and CAR

7.3.2 Where achievement-based assessment is used, results for papers shall be specified using one of the following two grading systems:

EITHER

A  Pass with distinction
B  Pass with merit
C  Pass
D  Fail
E  Fail
DNC Did not complete both all compulsory assessments for a paper and CAR

(grade) (AEG)  Aegrotat pass
CR Specified or Unspecified or Cross Credit
W  Withdrawn.
R  Restricted Pass
CO Conceded Pass
CP  Conditional Pass

The following percentages for each grade shall be used:

A = 75 - 100
B = 60 - 74
C = 50 - 59
D = 40 - 49
E = 0 - 39
**OR** (where finer demarcation of grades is required and approved)

- **A (+/-)** Pass with distinction
- **B (+/-)** Pass with merit
- **C (+/ )** Pass
- **D** Fail
- **E** Fail
- **DNC** Did not complete both all compulsory assessments for a paper and CAR

*(grade) (AEG)* Aegrotat pass

**CR** Specified or Unspecified or Cross Credit

**W** Withdrawn.

**R** Restricted Pass

**CO** Conceded Pass

**CP** Conditional Pass

The following percentages for each grade shall be used:

- **A+** 85 – 100
- **A** 80 – 84
- **A-** 75 – 79
- **B+** 70 – 74
- **B** 65 – 69
- **B-** 60 – 64
- **C+** 55 – 59
- **C** 50 – 54
- **D** 40 – 49
- **E** 0 – 39
- **F** Ungraded Fail

7.3.3 The Academic Board must approve other methods of grading assessment outcomes, including variations from the percentages specified above, which have been clearly stated in the Programme Regulations.

7.4 **Special Passes**

7.4.1 In exceptional circumstances, the Faculty Board of Studies may, at its discretion, grant a “**Restricted Pass**” (R), a “**Conceded Pass**” (CO), a “**Conditional Pass**”, or an “**Aegrotat Pass**” for the final result in a paper/course.

Special passes are not available in papers where assessment is competency based or in papers where the programme regulations expressly exclude or limit their use.

Faculty Boards of Studies should ensure that in granting special passes the integrity or standard of the qualification to be awarded will not be lowered.
7.4.1.1 A **Restricted Pass** is defined as one awarded where the student has marginally failed to meet the required assessment standard for the paper/course and one which, when awarded, does not qualify a student to enrol in a subsequent paper/course for which a pass in the original paper is a pre-requisite.

7.4.1.2 A **Conceded Pass** is defined as one awarded in exceptional circumstances where a student, who has otherwise reached an acceptable standard in the programme, has narrowly failed one paper/course thus affecting their ability to complete the qualification.

The award of a Conceded Pass is based on the student’s performance in the programme as a whole as well as the paper/course in question.

Only one conceded pass may be granted to a student towards the requirements for a particular qualification.

7.4.1.3 A **Conditional Pass** is defined as one awarded subject to the satisfactory completion of an agreed portion of work or assessment.

A Conditional Pass will only be considered where the student has marginally failed to meet the required academic standard for the paper/course, or where exceptional circumstances have prevented the student completing their final assessment, but in all other aspects the student has demonstrated an ability to clearly meet the standard.

Where a conditional pass is granted for a particular paper/course, the paper shall not be credited until the pass has been confirmed following the re-submission of work or re-sitting of an examination as may be stipulated by the Programme Leader.

A Conditional Pass must be used when a student has been granted a valid extension beyond the programme completion date in order to complete the compulsory assessments or when a grade is not yet available.

7.4.1.4 An **Aegrotat Pass** is a pass awarded, in certain circumstances, to a student for the final result of a paper/course when, for reasons of personal illness, injury or other exceptional circumstances beyond the student’s control they are unable to present work for assessment at the time it is due, attend a test or examination or are seriously impaired in their performance in a test or examination.

a) An Aegrotat Pass may only be awarded when a resit opportunity or alternative assessment is not available.
b) Where an Aegrotat Pass is awarded in a paper/course for which grades are allocated, a grade of ‘A’, ‘B’ or ‘C’ shall also be assigned to reflect overall performance in the course.

c) For an application to be considered:

i) The student must have completed 50% of the assessments for the paper/course in which the application applies.

ii) The student must be enrolled in the paper/course of study to which the application relates.

iii) The student must notify the Programme Leader as soon as practicable of their intention to make an application.

iv) The student must have presented to the Programme Leader, on the appropriate form and as soon as possible following the date by which the work was due, or date of the test or examination, a medical certificate or other appropriate documentary evidence of the illness, injury, or other exceptional circumstances.

v) 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.

vi) For an application to be successful, students must have achieved a pass standard (or above, as detailed in the programme regulations) in the other papers enrolled in and for the other components of the course not subject to the application for an Aegrotat Pass.

7.5 The Award of Credit

7.5.1 Credits for a paper shall be awarded to students by the Faculty Board of Studies on the basis of the successful completion of the compulsory assessments for that paper, and any compulsory academic requirements specifically stated in the programme regulations.

7.5.2 The responsibility for determining whether or not a student has attained the required number and level of credits for an award is with the Faculty Board of Studies responsible for each programme.

7.6 Resit Provision

7.6.1 All programmes will have a clearly stated resit policy, which does not put in place unreasonable barriers to student progression. There may, at the discretion of the Chief Executive, be a fee payable by the student for a resit that will be set by UCOL and paid by the student.

7.6.2 Resits will be confined to the current academic year unless approved by the Faculty Board of Studies.
7.7 **Student Progression**

7.7.1 Students who have failed a paper after any resits allowed under the Programme Regulations will usually (subject to Section 224 of the Act) be entitled to re-enrol in that paper/course subject to any limitations set on re-enrolment by UCOL.

7.7.2 Such students will not normally be entitled to enrol in any higher level paper where the original paper is identified as a pre-requisite, or undertake any practicum/work experience where successful prior completion of paper/courses is considered necessary.

7.7.3 Under very exceptional circumstances the Faculty Board of Studies may decide to waive the restriction under 7.6.2, if it is satisfied that it is reasonable in the circumstances to do so.

7.8 **Reconsideration of Assessments**

7.8.1 A student who believes that an assessment of a particular item of work has been incorrectly graded, shall have the opportunity for reconsideration upon written request to the Programme Leader made within five (5) working days of the return of the assessment. There may, at the discretion of the Chief Executive, be a fee payable which will be set by UCOL.

7.8.2 A grade may be unchanged, raised or lowered following reconsideration under this Section.
PART VIII: ACADEMIC MISCONDUCT

Students shall observe and comply with:

a) Relevant provisions of this Statute; and
b) All Programme Regulations.

8.1 Dishonesty During Assessment

8.1.1 In the opinion of the lecturer or approved assessor, a student who:

a) During an examination or assessment, does any one or more of the following things:
   i) Copies from or inappropriately communicates with another person; or
   ii) Is found in possession of any unauthorised material such as books, printed or written paper, electronic material or any other material; or
   iii) Uses any other unfair means;

AND / OR

iv) Plagiarises the work of another without indicating that the ideas and/or words are not the student’s own; or
v) Collaborates with others in the preparation of material, except where this has been approved as an assessment requirement; or
vi) Re-submits prior work without prior written approval of the Programme Leader;

shall be in breach of this section.

8.2 Disciplinary Proceedings

8.2.1 Where a UCOL staff member considers that there may be behaviour by a student pertaining to academic matters which may constitute misconduct that may require discipline the following procedures shall apply:

a) Unless the UCOL staff member considers the matter too serious, the UCOL staff member will discuss the perceived problem with the student. That staff member will put the alleged facts to the student and obtain that student’s view of the facts and any explanation before deciding whether the student is guilty of any academic misconduct. If the staff member has decided that there is academic misconduct then the staff member shall document the incident. If, at any time, the UCOL staff member considers the matter may be too serious, then he or she shall refer the matter immediately to the Dean, or, in the case of
nursing students, the Professional Head of Nursing, or, in their absence, the Chief Executive.

b) Where either the student or the UCOL staff member is not satisfied that the matter has been resolved satisfactorily, or the UCOL staff member has otherwise decided not to finally deal with the matter, then they must notify in writing the Dean or, in the case of nursing students, the Professional Head of Nursing, or in their absence the Chief Executive. The person so notified in writing will convene a meeting of the student’s Programme Leader, the student and other persons the Dean or Professional Head of Nursing considers desirable. A warning may be issued (in writing) which will specify the area of undesirable behaviour, the improvement required and the consequences.

c) If the matter complained of has not been resolved to the satisfaction of the Dean or Professional Head of Nursing (as appropriate) then, after considering the evidence available, may impose one or more of the following penalties:-
   i) An admonition;
   ii) Require re-assessment;
   iii) A reduction in the mark awarded for assessed course work or project.
   Or
   iv) Refer the matter to the Chief Executive.

d) The student may be accompanied by a member of the Students Association, an advocate, or a person of their choice at any stage of disciplinary procedures.

e) Notwithstanding the provisions of 8.2.1 a) and b) and notwithstanding the provisions of 8.2.2, the Dean or Professional Head of Nursing (as appropriate) may, without undertaking steps 8.2.1 a) and b) (and either of them), place a student on probation after they have first given the student the opportunity to be heard.

8.2.2 In respect of matters referred to the Chief Executive pursuant to 8.2.1(c)(iv), the Chief Executive, after considering the evidence available, may impose one or more of the following penalties:-
   a) An admonition;
   b) Require a re-assessment;
   c) A reduction in the mark awarded for assessed course work or project;
   d) Suspend the student from attendance at UCOL for a stipulated period;
   e) Impose limitation or prohibition on attendance at any class or classes for a stipulated period;
   f) Impose a probation period or confirm probation;
   g) Cancellation of the enrolment of the student at UCOL;
   h) Cancellation of the enrolment of the student in a particular course of study or training.

The imposition of one or more of the penalties in 8.2.2 a) to h) is without limitation to the Chief Executive's rights at law.

In the event of a breach of discipline which is judged by the Chief Executive to be of sufficient gravity, the Chief Executive shall have the right to dispense
with the warning procedures set out, but will provide an opportunity for the student to hear the accusation and explain their view of the facts. Then the Chief Executive, by delegated authority, after full consideration of the facts and explanations (if any), may take immediate action and have the right to proceed immediately to 8.2.2 (g) or any other penalty.
PART IX: APPEALS

9.1 Appeals against Paper/Course Results

9.1.1 Notwithstanding (Part VII, 7.7) a student may appeal against the final result granted in respect of a paper/course if the student believes that the result is incorrect.

9.1.2 The procedure for appeal shall be:
   a) Within the time period specified in the Programme Regulations a student may appeal that grade by writing to the relevant Dean (or Professional Head of Nursing for nursing students) giving reasons for the appeal. If no such time is specified then the student has ten (10) working days from the date of receiving the assessment to appeal the assessment in writing to the Dean (or Professional Head of Nursing, as appropriate);
   b) If the Dean considers the matter may also relate to a matter of discipline not solely pertaining to academic matters then the Dean must first refer a description of the matter to the Chief Executive for the Chief Executive to determine whether this procedure applies. The Dean (or Professional Head of Nursing, as appropriate) shall obtain a report from the Programme Leader on the issues raised by the appeal and shall refer that report to the Faculty Board of Studies;
   c) The student shall be informed of the procedures that shall follow and of the date for the Faculty Board of Studies meeting;
   d) The student shall be invited to make a submission and appear before the Faculty Board of Studies meeting. The student may make written or oral submissions or both to the Faculty Board of Studies meeting. If the student does not attend for any reason, the Faculty Board of Studies shall make its decision on the papers before it without the student in attendance and on any other information which it, in its absolute discretion, deems appropriate;
   e) The Programme Leader may be invited to attend the meeting where they may make submissions but they may not vote;
   f) The student may be accompanied to any hearing by a member of the Students Association, an advocate, or a person of their choice;
   g) In academic appeals the Faculty Board of Studies will hear the entire matter bought before it afresh;
   h) The Faculty Board of Studies shall consider the report and any submissions from the Programme Leader and any submissions from the student and any other evidence they consider desirable and relevant;
   i) The Faculty Board of Studies may uphold or dismiss the appeal, and may confirm, raise, or lower the appealed result or grade, or may request that the Chief Executive over-rule the programme regulations where, in his opinion, this best serves natural justice;
j) The decision of the Faculty Board of Studies shall be notified to the student, and the Programme Leader.

9.1.3 If a Student wishes to challenge a grade, when that grade may, in the Chief Executive's sole opinion, also relate to a discipline matter, such as (without limitation) probation or termination of enrolment, then, notwithstanding anything to the contrary in this Statute, the Faculty Board of Studies does not have jurisdiction to hear the matter and the matter will be referred to the Chief Executive.

9.2 Final Right of Appeal

9.2.1 A student may appeal a decision of the Dean/Professional Head of Nursing/Chief Executive related to (Part VIII, 8.2) of this Statute or Faculty Board of Studies (Part IX, 9.1) on any grounds, including the following:

a) There is new evidence, which was not available at the time of the decision relevant to the decision;

b) On the grounds of the severity of the decision;

c) Breach of natural justice.

9.2.2 Any appeals against a decision taken under (Part VIII, 8.2 or Part IX, 9.1) must be submitted in writing to the Chief Executive within fourteen (14) days of the communication to the student of the decision unless the Chief Executive allows the appeal to proceed out of time under section 9.2.3.

9.2.3 The Chief Executive may, in his or her sole discretion, allow an appeal outside the fourteen (14) day period if the student can show good reason why an appeal has not been lodged earlier, provided that no appeal shall be considered if it is not lodged within three (3) months of the date of the notification of the original decision.

9.2.4 In respect of any appeal under Section 9.2 or that this sub-section applies to, the following procedures shall operate:-

a) The Chief Executive shall direct the Academic Board to convene an Appeals and Grievances Committee. (The Chief Executive shall not be a member of the Appeals and Grievances Committee);

b) The appeal shall then be referred by the Chief Executive to the Appeals and Grievances Committee so constituted;

c) The student shall be informed of the procedures that will be followed, including a hearing date;

d) The student shall be invited to submit a detailed statement outlining why the decision should be changed;

e) The student may be accompanied to any hearing by a member of the Student’s Association, an advocate, or a person of their choice;

f) The Committee may hear any evidence it sees fit;

g) The Appeals and Grievances Committee will hear the entire matter bought before it on appeal afresh;
h) The decision of the Committee shall be notified to the student, Dean or Professional Head of Nursing (as appropriate), Chief Executive and Council, but the Committee shall not be obliged to give reasons for its decision;

i) The Appeals and Grievances Committee must comply with the requirements of natural justice but otherwise shall set its own procedures except as provided in this Statute.

j) The decision of the Appeals and Grievances Committee shall be final and there is no right of appeal to Council or elsewhere within UCOL.

k) The Appeals and Grievances Committee may uphold or dismiss the appeal, and may raise, lower or confirm a grade;

9.2.5 Any appeal, grievance, complaint or dispute howsoever arising within UCOL that is not specifically provided for in this Statute or under any existing UCOL Policy or UCOL Procedure and not concerning any employment matter (which is a matter solely for the Chief Executive or his delegate) will be dealt with according to the procedure determined by the Chief Executive. The procedure determined by the Chief Executive in any particular case will depend on a number of factors including (but not limited to) the nature of the appeal, grievance, claim or dispute. Without limitation the Chief Executive may determine that the Appeals and Grievances Committee is to be convened for the purpose of hearing and deciding a particular appeal, grievance, complaint or dispute.
Schedule 1

Characteristics of Short Course Certificates

1. Short Course Certificates shall be awarded on the successful completion of a defined programme for which up to thirty-nine (39) credits are granted.

2. Short Course Certificates shall be awarded at all levels and shall comprise a minimum of five (5) and a maximum of thirty-nine (39) credits.

3. At least two thirds (2/3) of the credits shall be at or above the level of the award.
Schedule 2

Characteristics of Certificates

1. Certificates shall be awarded at a stated level and shall comprise a minimum of 40 credits. At least 40 credits shall be at or above the level of the award.

2. Certificates shall be characterised by study which emphasises technical knowledge. In general, these programmes:
   a) Provide a basis for further study;
   b) Provide for direct supervision of learning;
   c) Include basic theoretical knowledge;
   d) Emphasise practical or technical skills;
   e) Prepare graduates for areas which emphasise technical or practical skills;
   f) Promote the capability to perform skills with predictable outcomes;
   g) Develop basic language fluency, and reading and writing skills for study;
   h) Develop the ability to analyse and solve practical problems;
   i) Expect graduates to show an awareness of the continuing need to acquire new knowledge, to develop new skills, and to work independently and responsibly.

3. The term “Advanced” may be used to describe a Certificate awarded at level 5 or above.
Characteristics of Diplomas

1. Diplomas shall be awarded at the level 5, 6 or 7 and shall comprise a minimum of 120 credits at Level 4 or above. At least 72 credits of the minimum of 120 credits shall be at or above the level of the Diploma award, with an appropriate balance of credits at other levels to ensure academic progression.

2. Diplomas shall be characterised by study in areas, which emphasise applied knowledge and advanced technical skills. In general, these programmes:
   a) Provide a basis for further study;
   b) Encourage independent learning and learning without direct supervision;
   c) Provide students with advanced technical and applied knowledge and understanding;
   d) Prepare students with advanced technical and applied knowledge skills;
   e) Promote good communication skills for documenting and reporting;
   f) Develop the ability to source information;
   g) Develop the ability to analyse and solve theoretical and practical problems;
   h) Promote the capability to plan, design and prioritise;
   i) Expect graduates to show an awareness of the continuing need to acquire new knowledge and to develop new skills.

3. The Term “Advanced” may be used to describe a Diploma at level 6 or above.
Schedule 4

Characteristics of Bachelors Degrees

1. Bachelor degrees shall be awarded at level 7 and shall comprise a minimum of 360 credits at level 4 or higher. At least 72 credits of the required minimum of 360 credits shall be at level 7 or above. A maximum of 20 credits should be at level 4 (such that the integrity of the qualification at the higher levels is maintained).

2. Degrees may be awarded with a “Major” which is defined as; A collection of papers from a defined subject area within an approved degree, which together comprise a minimum value of 150 credits, of which at least 60 credits are at level 7.

3. Bachelor degrees shall be characterised by study in a discipline for which a significant body of knowledge is available. In general, these programmes:
   a) Provide students with a systematic and coherent introduction to a body of knowledge and its underlying principles and concepts;
   b) Promote skills in conceptualising, design, creativity, planning and managing;
   c) Promote the ability to approach problems in a logical and constructive manner;
   d) Develop substantial communication skills for analysing and evaluating;
   e) Develop skills and attitudes needed to comprehend and evaluate new information, concepts and evidence from a wide range of sources;
   f) Include an understanding of research methodology;
   g) Require self-directed study and completion of courses with indirect supervision;
   h) Expect graduates to continue to review, consolidate, extend and apply knowledge gained;
   i) Develop graduates possessing skills of life-long learning and capable of postgraduate study, research, higher level creative planning and original scholarship.
Characteristics of a Bachelors Degree with Honours

1. A Bachelors degree may be awarded with honours to recognise advanced or distinguished study in advance of a level 7 Bachelors degree. This may occur by achieving 120 credits at level 8 following a Bachelors degree (either as part of an integrated honours degree or as a separate qualification).

2. A Bachelor Degree with Honours shall be characterised by independent study in a discipline for which a significant body of knowledge is available. In general, these programmes:

   a) Demand an intensive study of a specialist body of theoretical and applied knowledge, with graduates demonstrating skills of research, critical analysis and constructive synthesis and application so as to demonstrate independence of thought in their area of specialisation;

   b) Include research, creative planning and design, practical work and original scholarship;

   c) Require sustained self-directed study and independent work.
Characteristics of Graduate Certificates

1. Graduate Certificates shall be awarded at level 6 or 7 and shall comprise of a minimum of 60 credits at levels 5 to 7. The level shall be defined by the top 40 credits.

2. Graduate Certificates will enable graduates to:

   (a) demonstrate intellectual independence, analytical rigour and sound communication skills and

   (b) acquire and possess knowledge, analyse and solve problems, work and study independently.

3. Entry will usually be open to graduates or those who have been able to demonstrate equivalent practical, professional or educational experience of an appropriate kind.
Schedule 7

Characteristics of Graduate Diplomas

1. Graduate Diplomas shall be awarded at level 7 and shall comprise of a minimum of 120 credits at levels 5 or above, with at least 72 credits at level 7.

2. Graduate Diplomas will enable graduates to:

   (a) engage in self-directed learning and advanced study and
   
   (b) demonstrate intellectual independence, analytical rigour and the ability to understand and evaluate new knowledge and ideas.

3. Entry will usually be open to graduates or those who have been able to demonstrate equivalent practical, professional or educational experience of an appropriate kind.
Schedule 8

Characteristics of Postgraduate Certificates

1. Postgraduate Certificates shall be awarded at level 8 and shall comprise a minimum of 40 credits at level 8.

2. Postgraduate certificates shall be characterised by intensive study in a vocationally specific area for which a significant body of knowledge is available. In general, programmes should require students to:
   a) Acquire and assess knowledge, analyse and solve problems, work and study independently;
   b) Demonstrate intellectual independence, analytic rigour and sound communication.
Schedule 9

Characteristics of Postgraduate Diplomas

1. Postgraduate diplomas shall be awarded at level 8 and shall comprise a minimum of 120 credits. At least 72 credits of the required minimum of 120 credits shall be at level 8, the rest at level 7.

2. Postgraduate diplomas shall be characterised by intensive study in a vocationally specific area for which a significant body of knowledge is available. In general, programmes:

   a) Require a base of generic undergraduate skills achieved through an already acquired three-year tertiary qualification or relevant professional experience;

   b) Provide students with a systematic and coherent introduction to a body of knowledge and its underlying principles and concepts at an advanced level;

   c) Require self-directed study and completion of courses with indirect supervision;

   d) Promote skills in conceptualising, design, creativity, planning and managing;

   e) Promote the ability to approach problems in a logical and constructive manner;

   f) Develop substantial communication skills for analysing and evaluating;

   g) Develop skills and attitudes needed to comprehend and evaluate new information, concepts and evidence from a wide range of sources;

   h) Provide a basis for further study and research.
Characteristics of Masters Degrees

1. Masters degrees shall be awarded at level 8 and shall comprise a minimum 240 credits at levels 8 and 9. A minimum of 40 credits shall be at level 9.

2. Masters degrees shall be characterised by advanced study in a discipline, and as such these programmes shall:
   
   a) Demand intensive and advanced study of a specialist body of theoretical and applied knowledge, building on a base of first degree level attainment;
   
   b) Include pure or applied research, creative planning and design, practical work and original scholarship to international standards, with graduates demonstrating well-developed skills of research, critical analysis and application so as to demonstrate independence of thought in their area of specialisation;
   
   c) Require sustained self-directed study and independent work;
   
   d) Require excellent communication skills for creating, synthesising, evaluating and persuading;
   
   e) Expect graduates to indicate areas of ongoing inquiry related to and / or arising from their work, and to participate in international academic discussion on their field of study.
Characteristics of Doctoral Degrees

1. Doctoral degrees shall be awarded level 10 and shall comprise a minimum 240 credits.

2. With the exception of honorary doctorates the major component of all Doctorates is original research making a significant contribution to the body of knowledge of the candidate’s discipline area. The body of work that leads to the award of a doctorate will be one of the following:

   a) a thesis (the PhD/DPhil)
   b) creative work in the visual or performing arts (the PhD/DPhil)
   c) a thesis or equivalent creative work in combination with coursework (the named doctorate)
   d) a thesis in combination with a creative work in the visual or performing arts (the named doctorate)
   e) published work (the higher doctorate).
Schedule 12

Academic Dress

1. Graduands of UCOL shall appear for College graduation ceremonies in the academic dress proper to their degree, diploma or certificate.

2. The gown for a certificate graduate shall be a black Cambridge gown.

3. The gown for a diploma graduate shall be a black Cambridge gown, with a UCOL stole, gold coloured.

4. The gown for a Bachelor’s or Master’s degree graduate shall be a Cambridge gown.

5. The headgear for Bachelor’s and Master’s degrees shall be a black trencher.

6. The hood for a Bachelor’s and Master’s degrees may be a Cambridge design with UCOL braided edging.

7. The colour of the hood shall be:

   Bachelor of Information and Communications Technology (Applied) - Black
   Bachelor of Nursing - Dark Green
   Bachelor of Applied Science (Medical Imaging Technology) - Black
   Bachelor of Computer Graphic Design - Black
   Bachelor of Fine Arts - Black
   Bachelor of Fashion - Black
   Bachelor of Information Technology - Black
   Bachelor of Human Performance - Black

8. The colour of the hood lining for undergraduate degrees shall be:

   Bachelor of Information and Communications Technology (Applied) - Burgundy
   Bachelor of Nursing - Jade
   Bachelor of Applied Science (Medical Imaging Technology) - Cobalt Blue
   Bachelor of Computer Graphic Design - Kenya Red
   Bachelor of Fine Arts - Sea green
   Bachelor of Fashion - Pink
   Bachelor of Information Technology - Purple
   Bachelor of Human Performance - Orange

9. A Korowai (cloak), or other traditional cloaks, may be worn by any staff or graduand.
# Schedule 13

## NZQA Level Descriptors (with UCOL purpose statements)

<table>
<thead>
<tr>
<th>Level</th>
<th>Process</th>
<th>Learning demand</th>
<th>Responsibility</th>
<th>UCOL purpose statement</th>
</tr>
</thead>
</table>
| 1     | Carry out processes that:  
- are limited in range  
- are repetitive and familiar  
- are employed within closely defined contexts | Employing  
- recall  
- a narrow range of knowledge and cognitive skills  
- no generation of new ideas | Applied  
- in directed activity  
- under close supervision  
- with no responsibility for the work or learning of others | enter senior secondary education or career based training  
be certificated as a process worker or entry level service worker |
| 2     | Carry out processes that:  
- are moderate in range  
- are established and familiar  
- offer a clear choice of routine responses | Employing:  
- basic operational knowledge  
- readily available information  
- known solutions to familiar problems  
- little generation of new ideas | Applied:  
- in directed activity  
- under general supervision and quality control  
- with some responsibility for quantity and quality  
- with possible responsibility for guiding others | undertake senior secondary study beyond entry level or continue training towards certification in sub-crafts and sub-trades  
be certificated in semi-skilled occupations |
| 3     | Carry out processes that:  
- require a range of well-developed skills  
- offer a significant choice of procedures  
- are employed within a range of familiar contexts | Employing:  
- some relevant theoretical knowledge  
- interpretation of available information  
- discretion and judgement  
- a range of known responses to familiar problems | Applied:  
- in directed activity with some autonomy  
- under general supervision and quality checking  
- with significant responsibility for the quantity and quality of output  
- with possible responsibility for the output of others | qualify for entry to tertiary education  
continue training towards certification in skilled occupations, crafts and trades  
be certificated in sub-crafts and sub-trades |
<table>
<thead>
<tr>
<th>Level</th>
<th>Process</th>
<th>Learning demand</th>
<th>Responsibility</th>
<th>UCOL purpose statement</th>
</tr>
</thead>
</table>
| 4     | Carry out processes that:  
- require a wide range of technical or scholastic skills  
- offer a considerable choice of procedures  
- are employed in a variety of familiar and unfamiliar contexts | Employing:  
- a broad knowledge base incorporating some theoretical concepts  
- analytical interpretation of information  
- informed judgement  
- a range of sometimes innovative responses to concrete but often unfamiliar problems | Applied:  
- in self-directed activity  
- under broad guidance and evaluation  
- with complete responsibility for quantity and quality of output  
- with possible responsibility for the quantity and quality of the output of others | • qualify for entry to undergraduate or equivalent education  
• continue training towards certification in advanced trade and technical occupations  
• be certificated in basic crafts and trades |
| 5     | Carry out processes that:  
- require a wide range of specialised technical or scholastic skills  
- involve a wide choice of standard and non-standard procedures  
- are employed in a variety of routine and non-routine contexts | Employing:  
- a broad knowledge base with substantial depth in some areas  
- analytical interpretation of a wide range of data  
- the determination of appropriate methods and procedures in response to a range of concrete problems with some theoretical elements | Applied:  
- in self-directed and sometimes directive activity  
- within broad general guidelines or functions  
- with full responsibility for the nature, quantity and quality of outcomes  
- with possible responsibility for the achievement of group outcome | • continue undergraduate or equivalent tertiary education  
• train towards certification in technological or paraprofessional occupations  
• be certificated in advanced trade or technical occupations |
<table>
<thead>
<tr>
<th>Level</th>
<th>Process</th>
<th>Learning demand</th>
<th>Responsibility</th>
<th>UCOL purpose statement</th>
</tr>
</thead>
</table>
| 6     | Carry out processes that:  
- require a command of wide-ranging highly specialised technical or scholastic skills  
- involve a wide choice of standard and non-standard procedures, often in non-standard combinations  
- are employed in highly variable routine and non-routine contexts | Employing:  
- specialised knowledge with depth in more than one area  
- the analysis, reformatting and evaluation of a wide range of information  
- the formulation of appropriate responses to resolve both concrete and abstract problems | Applied:  
- within broad parameters for defined activities  
- with complete accountability for determining and achieving personal and/or group outcomes | • qualify for further study towards completion of undergraduate or equivalent tertiary education  
• qualify for further study towards completion of professional certification |
| 7     | Carry out processes that:  
- require a command of highly specialised technical or scholastic and basic research skills across a major discipline  
- involve the full range of procedures in a major discipline  
- are applied in complex, variable and specialised contexts | Requiring:  
- knowledge of a major discipline with areas of specialisation in depth  
- the analysis, transformation and evaluation of abstract data and concepts  
- the creation of appropriate responses to resolve given or contextual abstract problems | Applied:  
- within broad parameters and functions  
- with complete accountability for determining, achieving and evaluating personal and/or group outcomes | • qualify for entry to honours, postgraduate or equivalent tertiary education  
• qualify for entry to research based occupations  
• be certificated for professional or middle managerial occupations |
<table>
<thead>
<tr>
<th>Level</th>
<th>Involves skills and knowledge that enable a learner to:</th>
<th>UCOL purpose statement</th>
</tr>
</thead>
</table>
| 8     | • provide a systematic and coherent account of the key principles of a subject area; and  
       • undertake self-directed study, research and scholarship in a subject area, demonstrating intellectual independence, analytic rigour and sound communication. | • qualify for academic leadership, occupations in advanced research, or senior managerial employment |
| 9     | • demonstrate mastery of a subject area; and  
       • plan and carry out - to internationally recognised standards – an original scholarship or research project. | Demonstrated by:  
• The completion of a substantial research paper, dissertation or in some cases a series of papers. |
| 10    | • Provide an original contribution to knowledge through research or scholarship, as judged by independent experts applying international standards. | |
A. General Provisions on Delegations

1.1 Pursuant to Section 222 of the Act, the Council hereby delegates:

(i) To the Chief Executive (including his delegates),
(ii) To the Academic Board (including its delegate),
(iii) To the Committees (including its delegates),

those functions specified in this Statute on the terms specified.

1.2 Nothing in this Statute affects any delegations already given from the Council to the Chief Executive.

1.3 The Chief Executive by signing page 2 of this Statute delegates to those staff members defined in this Statute on the terms and conditions specified in this Statute the performance of the Chief Executive’s functions and exercise of the Chief Executive’s powers, whether or not those functions or powers are the Chief Executive’s functions and powers by delegation or whether they are matters within the Chief Executive’s jurisdiction at law.

1.4 Nothing in this Statute affects any delegations already given from the Chief Executive to UCOL staff.

1.5 For the avoidance of doubt, by this Statute, the Council continues the Academic Board and Committees already constituted, establishes the new Committees specified in this Statute and directs that those Committees report to the Academic Board.

1.6 Any delegations in this Statute to a committee shall be deemed to be a delegation to the persons from time to time constituting a committee.

1.7 All delegations by Council and by the Chief Executive in this Statute do not affect or prevent the performance of any function so delegated or the exercise of any power by Council or by the Chief Executive as the case may be.

1.8 All delegations in the Statute are revocable at will in the manner required at law and until revoked continues in force according to their tenor.
B. **Delegations by Council**

1.1 To the Chief Executive (including his delegate)
   - To set a fee for exit awards (3.2.2).
   - With the Dean/Campus Principal to confer certificates (3.3.3 i)).
   - With the Chair of Council to confer Graduate Certificates, Diplomas, Graduate Diplomas, Degrees and Post Graduate Degrees.
   - To withdraw or refuse to grant an award in certain circumstances (3.3.5).
   - To refuse to admit students to UCOL (6.1.2).
   - Specify enrolment requirements (6.3).
   - To cancel the enrolment of students (8.2.2).

1.2 To the Academic Board
   - To approve programme regulations which provide for students to receive exit awards (3.2.1)).
   - To review the membership of all committees pursuant to 4.2.11.
   - To approve programmes leading to awards (5.1.1).
   - Where numbers are capped by Council and when applicants for places exceed the number of places available to establish a selection criteria (6.3.2).

1.3 To Committees
   - To the Academic Approvals Committees for the approval of new programmes, curricular and qualifications and changes to existing programmes, curricular and qualifications (4.3.1 – via the Academic Board).
   - To the Academic Improvement Committee to promote excellence in teaching and assessment (4.4.1).
   - To the Research Committee to foster quality research in terms of 4.5.1.
   - To the Degree Monitoring Committee maintain and enhance quality of degree delivery at UCOL in terms of 4.6.1.
   - To hear appeals on academic matters to the Faculty Board of Studies in terms of 4.7.1.
C. **Delegations by the Chief Executive**

1.1 From time to time a member of the Academic Board to Chair the Academic Board in accordance with 4.2.5.

1.2 To specified academic staff to take disciplinary proceedings in terms of 8.2.1 a).

1.3 To take disciplinary action in terms of 8.2.1 b) and c) to the Dean or Professional Head of Nursing as the case may be in terms of 8.2.1.