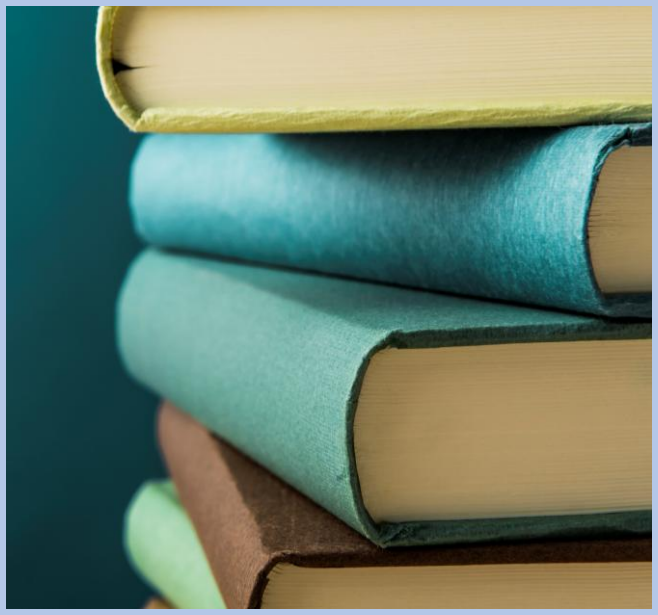

These regulations are effective from 1 January 2026 and supersede those in any prior format and/or document.

Note: Hardcopies of this document are considered copies of the original. It is recommended that you always use the online copy when referencing Tikanga-ā-Ākonga | Wintec Academic Regulations for the latest controlled version.

WINTEC RESERVES THE RIGHT TO CHANGE ITS POLICIES, PROCEDURES, AND REGULATIONS AT ANY TIME.

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Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
26.1	1 Mar 2026	QAU	First published.

Part 1: Tikanga-ā-Ākonga Framework

1.1. Structure of Tikanga-ā-Ākonga

Tikanga-ā-Ākonga | Wintec Academic Regulations (Tikanga-ā-Ākonga) is set out as follows:

Part 1. Tikanga-ā-Ākonga Framework
Part 2. Enrolment
Part 3. Recognising Prior Knowledge and Skills
Part 4. Programme Regulations
Part 5. Learning, Teaching, and Training
Part 6. Rangahau and Research
Part 7. Assessment
Part 8. Awards
Part 9. Graduation
Part 10. Glossary of Terms

1.2. Purpose of Tikanga-ā-Ākonga

(1) Tikanga-ā-Ākonga aims to ensure the integrity and quality of learning, teaching, and assessment at Wintec and the integrity and quality of the qualifications and educational outcomes which ākonga achieve.

(2) As a fit for purpose regulatory framework, Tikanga-ā-Ākonga:

a. encourages excellence, ensuring the principles of te Tiriti o Waitangi are reflected in educational practice.

b. ensures equity of opportunity, experience, and outcomes by consistently treating ākonga fairly, regardless of where and how they learn.

c. promotes a shared understanding of modes of learning and delivery requirements and expectations of ākonga and kaimahi.

(3) As a fit for the future regulatory framework, Tikanga-ā-Ākonga outlines the overarching regulatory standard for Wintec while providing space for regional contexts. The regulatory framework encourages flexibility and responsiveness to the emerging education needs of te Tiriti o Waitangi partners, community, and industry.

1.3. Scope of Tikanga-ā-Ākonga

(1) Tikanga-ā-Ākonga applies to all Wintec ākonga and kaimahi and to all learning, teaching, rangahau, research, and support activities delivered by and on behalf of Wintec. Additional regulations may apply and are detailed in programme regulations. Where there is inconsistency between Tikanga-ā-Ākonga and programme regulations, the programme regulations prevail.

(2) Tikanga-ā-Ākonga is consistent with relevant New Zealand legislation. In the event of any inconsistency between Tikanga-ā-Ākonga and legislation, the relevant legislative provisions prevail in regard to that inconsistency.

(3) Waivers or one-off variations to provisions of Tikanga-ā-Ākonga, and any inconsistencies with other regulatory or policy frameworks are decided by the Executive Director Academic Delivery with advice from the Quality and Academic Unit taking into account the best interests of ākonga. Any provisions that are mandated by an external regulatory body, New Zealand legislation, or the New Zealand Qualifications Authority (NZQA) cannot be waived.

1.4. Interpretation

(1) In this regulatory framework:

a. Any reference to Wintec means Waikato Institute of Technology.

b. The terms 'programme' and 'product' include all forms of education and training at Wintec.

c. Defined terms are set out in Part 10 of this framework.

d. Any reference to gender includes all genders, and a reference to the singular includes the plural and vice versa.

e. Unless the context otherwise requires, references to Parts and provisions are references to Parts and provisions in this framework.

f. Except where defined in this regulatory framework or where it is inconsistent with the context, words used mean the same as set out in section 10 of the Education and Training Act 2020.

1.5. Changes to Tikanga-ā-Ākonga

(1) Tikanga-ā-Ākonga is governed and approved by Komiti Akoranga, Wintec's Academic Committee.

(2) Wintec reserves the right to change its policies, procedures, and regulations at any time.

(3) Any such changes that affect ākonga and/or learning and delivery activities are included in published programme information and/or notified to all ākonga and kaimahi affected by the change.

(4) The electronic version of Tikanga-ā-Ākonga is the approved version and is available on Wintec's public website.

Part 2: Enrolment

General

Wintec aims to enable broad access to its learning and delivery and is committed to providing barrier-free access and enrolment processes to all ākonga, and in particular to Māori, Pacific, Disabled, and other priority equity groups.

2A: Enquiries, Information, and Identity Verification

This section applies to all ākonga enrolling or intending to enrol in Wintec.

2.1. Information

(1) Wintec provides prospective ākonga with complete and accurate information, to help them make well-informed decisions about study and training, including:

a. Programme information.
b. Programme regulations.
c. Fees and course-related costs.
d. Delivery mode(s).
e. Entry requirements and selection processes.
f. Additional programme requirements where applicable, e.g., Police vetting; Ministry of Justice checks, drug testing, health checks.
g. Opportunities for recognition of prior knowledge and skills.
h. Ākonga support services.
i. Further education pathways and employment options.
j. Additional information as stated in the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (Pastoral Care Code).

2.2. Application and Enrolment Support

(1) Wintec is committed to an enrolment process that is timely, equitable, and characterised by good communication, and provides prospective ākonga with appropriate support through the application and enrolment processes.

2.3. Advice about Recognition of Knowledge and Skills

(1) At the time ākonga apply, Wintec provides information on how knowledge and skills previously gained in formal and informal settings may be recognised, how to apply for recognition of knowledge and skills, and the recognition process.

2.4. Verification of Identity and Eligibility

(1) Wintec verifies ākonga identity and eligibility in accordance with current Tertiary Education Commission (TEC) Funding Conditions[1].

(2) Ākonga who have changed their name provide one or more of the following as applicable:

a. Marriage Certificate or Civil Union Certificate

[1] Refer Funding Conditions Catalogue for current year on TEC website

b. Dissolution of Marriage Certificate
c. Name Change Certificate (for ākonga whose births are not registered in New Zealand)
d. Statutory Declaration as issued by the Registrar of Births, Deaths, and Marriages
e. Birth Certificate

2B: Domestic Ākonga Application Process

This section is about the application process for domestic ākonga. For international ākonga, refer to 2E.

2.5. Admission and Entry Requirements

(1) Admission and entry requirements include general admission requirements, English language requirements, and any additional requirements as set out in the programme regulations.

(2) General admission provisions include:

a. Open Entry – no academic achievement is required.
b. Standard Admission – ākonga meet the academic requirements detailed in the programme regulations.
c. Discretionary Admission - Any ākonga who is not yet 20 years of age and has not reached the Standard Admission requirements for their intended programme may be eligible for Discretionary Admission. In assessing whether to grant Discretionary Admission, the relevant Group Director, or delegated authority focuses on ākonga level of preparedness for their intended programme.
d. Special Admission - Any ākonga who is 20 years of age or older and has not reached the Standard Admission requirements for their intended programme is eligible for Special Admission. Wintec works with ākonga to ensure they are prepared for their intended programme.

(3) Conditional entry – ākonga who apply before the results of their prior academic study are available may be considered for conditional entry on a case-by-case basis. Entry may also be granted conditional to supplying documentation, for example, ID. Conditional entry will be granted at the discretion of the relevant Group Director or delegated authority. Entry will cease to be conditional upon the applicant getting a satisfactory result or providing the required documentation.

(4) Ākonga for whom English or te reo Māori is not a first language provide acceptable evidence that they have the necessary English language proficiency.

(5) Additional entry and selection criteria may apply and are identified in the programme regulations.

(6) When ākonga with a history of repeated enrolments followed by withdrawal, non-completion, or unsuccessful completion apply to enrol, Wintec works with them to ensure that their intended study has a reasonable chance of success, or an alternative enrolment option may be proposed, or the application may be declined (refer to 2.15).

2.6. Application Documentation

(1) Ākonga provide a complete and accurate application and all necessary supporting evidence and documentation. Providing incomplete or inaccurate information or evidence may result in an application being declined or enrolment being cancelled.

(2) The following types of evidence may be required:

a. Previous qualifications (e.g., qualification certificate or academic record)
b. Police Vetting application form
c. Children's Act Safety Check

d. Ministry of Justice Criminal Conviction History Request application
e. References or referee contact details
f. Health declaration
g. Criminal declaration
h. Any other programme-specific requirements

(3) Wintec verifies ākonga identity as specified in 2.4.

2.7. Ākonga under 16 Years of Age

(1) Applications from ākonga who are 15 years old on the programme start date require an Early Leaving Exemption from the Ministry of Education and the support of a parent, guardian, or caregiver.

(2) To accept an application from ākonga who are 15 years old, the Executive Director Academic Delivery confirms that such ākonga are capable of successfully completing the intended programme.

(3) Ākonga applying for a Secondary Tertiary Partnership (STP) Arrangement, e.g., STAR, Trades Academy, Vocational Pathways, and other youth pathway initiatives, require support from their secondary school principal and do not need an Early Leaving Exemption certificate.

(4) Applications for enrolment from ākonga under 15 years of age require a 3-way agreement between the ākonga, their school, and Wintec, and the approval of the Executive Director Academic Delivery.

2.8. Alternative Enrolment Options

(1) If ākonga do not meet the entry requirements for their intended programme, Wintec may offer alternative pathways or programmes. Ākonga need to meet the entry requirements of the alternative programme.

2.9. Limits on Enrolments and Waitlisting

(1) Limits on enrolments may be applied to a programme due to health and safety reasons or the availability of resourcing or work experience places.

(2) If the number of applications for a programme exceeds the number of available places, ākonga are offered the opportunity to be placed on a waitlist, subject to programme regulations.

(3) Waitlisting takes place at the application stage and is clearly communicated to ākonga. While the default waitlisting prioritisation is the order in which complete applications are received, in recognition of Wintec commitment to inclusiveness and equity, preference may be given to priority equity groups in accordance with s255(4)(b) of the Education and Training Act 2020.

2.10. Application Acknowledgement and Offer of Place

(1) Wintec acknowledges receipt of applications as soon as possible and advises ākonga promptly and clearly about the outcome of their application.

(2) If successful, ākonga are sent an Offer of Place for their programme.

(3) As soon as practicable, ākonga are provided with key information on their programme, including:

a. Key programme dates
b. Date(s) for withdrawal without financial implications
c. Date(s) for withdrawal without implications for ākonga academic record

d. Tuition fees, ākonga services levies, payment options and due dates, and information about any course-related costs
e. Provisional timetable information
f. Links to information required for compliance with the Pastoral Care Code.

(4) If information is not available at the time of application, Wintec follows up with the remaining information as soon as practicable so that ākonga are well-informed before the programme start date.

2C: Domestic Ākonga Enrolment

This section is about enrolment and payment for domestic ākonga. For international ākonga, refer to 2E. By enrolling in Wintec, ākonga are agreeing to abide by these regulations, and the policies and rules of Wintec.

2.11. Acceptance of Offer

(1) To be enrolled into their intended programme, ākonga accept the Offer of Place in writing (e.g., text, email, signature, as applicable) by the specified due date or their place may be offered to ākonga on the waitlist.

2.12. Payment

(1) Ākonga are liable for all fees related to their enrolment unless a fee waiver has been approved by the delegated authority.

(2) By confirming their intention to study, ākonga undertake to pay or make arrangements to pay (e.g., by applying for StudyLink) their tuition fees, course-related costs, and any other applicable fees in full prior to the programme start date.

(3) Ākonga follow the procedures relating to fees and resolving issues in relation to fees as set out in the Fees & Refunds procedures.

2.13. Late Enrolment

(1) Ākonga can be accepted for late enrolment by the delegated authority up to ten working days or 10 per cent of the course duration (whichever is the lesser). In making the decision, a desire to be flexible is balanced against the likelihood of ākonga success following late enrolment.

(2) To be accepted for late enrolment, ākonga need to have completed the application and enrolment process and paid any fees.

(3) Ākonga are advised of the implications of a late start and confirm in writing that they have been advised:

a. about course requirements, expectations, and any other relevant information applicable to a late start; and
b. that the regular withdrawal date applies and ākonga are not entitled to a refund if they withdraw after this date.

2.14. Transfer of Enrolment

(1) Subject to availability, ākonga may transfer their enrolment, normally within 10 working days of the new course/programme start date or 10 per cent of the course duration (whichever is the lesser) with the approval of the delegated authority.

(2) Ākonga complete the Change to Enrolment and Withdrawal Form[2] and provide any additional documentation required to transfer, including meeting any differing entry requirements.

(3) Ākonga are advised of the implications of a transfer and confirm in writing that they have been advised:

a. of the course requirements, expectations, and any other relevant information applicable to the transfer; and

b. that the regular withdrawal deadline applies and ākonga are not entitled to a refund if they withdraw after this deadline.

2.15. Refusal or Cancellation of Enrolment

(1) Wintec may refuse to enrol or may cancel the enrolment of ākonga in accordance with s255(5) of the Education and Training Act 2020. The delegated authority may refuse to enrol or may cancel the enrolment of ākonga who:

a. have breached any policies or regulations of Wintec; or

b. have a history of unpaid debt with Wintec; or

c. have a history of repeated enrolments followed by withdrawal, non-completion, or unsuccessful completion.

2D: Domestic Ākonga Withdrawals and Refunds

This section refers to the 'withdrawal period', which is normally the lesser of one month (30 days) from the start date or 10 per cent of the duration of a programme, or a course within the programme. Other withdrawal timeframes may apply, refer 2.22.

2.16. Advice for Ākonga on Implications of Withdrawal

(1) Wintec advises ākonga contemplating withdrawal about possible consequences for loans and allowances, their academic record, and implications for those planning to enter professions governed by professional regulations. Wherever possible, support is provided to ākonga to avoid withdrawal. Wintec recognises that, in some cases, withdrawal may be the appropriate option.

2.17. No-show

(1) If ākonga do not attend or otherwise engage within the withdrawal period (except waitlisted programmes) and do not respond to any communications, the delegated authority may cancel their enrolment.

(2) For waitlisted courses or programmes, ākonga may be treated as a no-show on the third working day following the start date of the programme or course, or after three attempted contacts, to allow waitlisted ākonga to join the programme.

(3) No academic record is created for no-show ākonga.

(4) The tuition fees of ākonga who do not attend within the withdrawal period of their programme/course are refunded (if applicable) to the person or organisation that paid the fees.

2.18. Withdrawal within the Withdrawal Period

(1) Ākonga may withdraw within the withdrawal period without financial or academic disadvantage.

[2] Student Resources: Forms

(2) If ākonga withdraw from their first-course enrolment(s) in a multi-course programme, the withdrawal request is assumed to also apply to the second and subsequent course enrolments, unless ākonga advise otherwise.

2.19. Withdrawal after the Withdrawal Period

(1) If ākonga withdraw after the withdrawal period, they are not entitled to any refund, unless they can prove to the delegated authority that they were affected by exceptional circumstances (refer to 2.22).

(2) If ākonga withdraw after the withdrawal period up to 80 per cent of the course duration, a 'Withdrawn' (WD) grade is recorded on their academic record for the relevant courses.

(3) If ākonga withdraw after 80 per cent of the course duration, a Did Not Complete (DNC) grade is recorded on their academic record for the relevant courses.

2.20. Withdrawal by Wintec of Disengaged Ākonga

(1) Where ākonga have disengaged after the withdrawal period, i.e., ceased to attend or participate, and have not responded to reasonable attempts to contact them, the delegated authority may treat their non-engagement as a withdrawal and withdraw them on their behalf.

(2) Wintec makes at least three attempts to contact ākonga who have disengaged before withdrawing their enrolment.

(3) Wintec notifies ākonga in writing that their enrolment has been withdrawn on their behalf and advises the person or organisation that paid the fees. Ākonga remain liable for fees except with the approval of the delegated authority.

(4) If ākonga cease to participate or engage and cannot be contacted:

a. after the withdrawal period and up to 80 per cent of the course duration, a 'Withdrawn' (WD) grade is recorded on their academic record for the relevant courses.

b. after 80 per cent of the course duration, a Did Not Complete (DNC) grade is recorded on their academic record for the relevant courses.

2.21. Other Withdrawals

(1) Ākonga enrolled in a short course may withdraw without financial penalty until the start date.

(2) Ākonga enrolled in a micro-credential may withdraw without financial penalty until 10 per cent of the course duration, and without academic penalty until 80 per cent of the course duration.

(3) If enrolled ākonga withdraw after attending a workshop or accessing/engaging in online resources that form part of a funded micro-credential or full cost recovery course, they are not entitled to any refund.

2.22. Withdrawal due to Exceptional Circumstances

(1) If ākonga withdraw or are withdrawn on their behalf (refer to 2.20) and believe they have been affected by exceptional circumstances (i.e., circumstances beyond their control), they may apply for consideration through the exceptional circumstances process.

(2) Under the Ākonga Appeals Policy, if ākonga are dissatisfied with the outcome of the exceptional circumstances process, they may appeal the outcome following the appeals procedures.

2E: International Ākonga Application Process

This section applies to international ākonga which means an International Student as defined in the Education and Training Act 2020 (section 10).

2.23. International Ākonga Application and Offer of Place

(1) Wintec assesses applications from international ākonga or their agents in accordance with these regulations, the relevant programme regulations, English language requirements, the Pastoral Care Code guidelines, and Immigration New Zealand requirements.

(2) Wintec may accept international ākonga between 16 and 18 years of age subject to the approval of their parent, caregiver, or guardian and an assessment of ākonga support systems, in addition to the other assessment criteria stated above.

(3) Exemptions from proof of English language proficiency criteria comply with NZQA rules.

(4) If international ākonga meet the relevant requirements, an international Offer of Place is provided to the ākonga and/or their agent, as applicable.

(5) The international Offer of Place and accompanying information covers:

a. English language requirements.
b. tuition and other fees (fees may be indicative at the time the Offer of Place is made).
c. international ākonga withdrawal regulations (refer to 2.25).
d. breaches of enrolment conditions and disciplinary action and the process to be followed in these circumstances.
e. key programme dates.
f. homestay and other accommodation options.
g. insurance.
h. other information required for compliance with the Pastoral Care Code.

2.24. Acceptance of Offer of Place and Enrolment

(1) International ākonga accept their Offer of Place. Payment of the specified tuition fee is considered acceptance of the Offer of Place.

(2) Where international ākonga are under 18, their parent, guardian, or other caregiver accepts the Offer of Place on their behalf.

(3) To be fully enrolled, international ākonga provide evidence of receipt of an appropriate visa and of meeting the terms of that visa.

(4) By enrolling in Wintec, international ākonga are agreeing to abide by the statutes, regulations, policies, and rules of Wintec.

2.25. International Ākonga Transfers and Withdrawals

(1) International ākonga may transfer their enrolment as specified in 2.16. In this case, international ākonga on a Student Visa must apply for a Variation of Condition.

(2) If international ākonga request withdrawal, Wintec responds promptly, fairly, consistently, and in accordance with Pastoral Care Code guidelines.

(3) International ākonga who withdraw before their programme start date are entitled to a full refund of fees paid, minus an administration fee. The administration fee varies in relation to the proximity to the start date and is advised on the Offer of Place.

(4) If international ākonga withdraw after the programme start date, no refund is payable by Wintec, unless ākonga can provide evidence they were subject to exceptional circumstances beyond their control (refer to 2.25 (9) below).

(5) New international ākonga who are not granted a visa by Immigration New Zealand receive a full refund of fees paid, minus an administration fee.

(6) Returning international ākonga who are not granted a subsequent visa by Immigration New Zealand on the basis of poor attendance, a breach of academic integrity, unsatisfactory academic performance, and/or late submission of visa application may receive a partial refund, minus an administration fee. The delegated authority decides the amount to be refunded (if any). The agent commission is not refunded.

(7) Where Wintec withdraws an Offer of Place or is unable to provide the programme and there is no suitable alternative, the person or organisation that paid the fees receives a full refund.

(8) Refunds are not paid for any Wintec discounts, scholarships, or awards where international ākonga withdraw from a programme.

(9) If international ākonga withdraw because they believe that they have been affected by exceptional circumstances beyond their control, and can provide evidence of this, they may apply for a refund of their tuition fees. Tuition fees for a programme or course that has already started are seldom refunded. The agent commission is not refunded.

(10) International ākonga who gain Permanent Residency after the programme start date are not eligible for a refund for courses they have already started. Domestic fees and charges apply to courses that they have not yet started, and Wintec refunds the fee difference, minus agent commission.

(11) International ākonga with a valid work visa who are enrolled in a programme or course are subject to the withdrawal and refund regulations of the relevant enrolment contract.

(12) Where international ākonga are due a refund, the funds are paid to the account from which the fees were paid. The refund is denominated in New Zealand dollars, or the equivalent of the New Zealand dollar amount converted into foreign currency at the current exchange rate.

(13) Wintec is not liable for any exchange rate loss or bank fees charged upon repayment of a refund.

(14) Wintec may cancel or refuse the enrolment of international ākonga as specified in 2.15.

2F: Programme Approval, Changes, and Cancellation

This section relates to programmes and courses offered by Wintec.

2.26. Programme Approval Pending

(1) The following applies to all ākonga:

a. Ākonga may apply for programmes pending approval from the relevant regulatory and funding bodies; however, enrolments are only accepted into the programme after it has been approved.

b. Where an existing programme is replaced by a new version programme or a new programme, Wintec gives ākonga appropriate advice and assistance either to complete their current programme or, where appropriate, to transition to the new programme, in accordance with the new programme regulations.

c. Ākonga applying for a programme for which regulatory approval is pending are informed of the pending status and assisted to submit an expression of interest and/or an application.

d. As soon as the new programme becomes available, the expression of interest and/or application is transferred promptly to the new programme:

i. Where ākonga submitted an expression of interest only, Wintec assists them to submit an application.

ii. Where ākonga submitted an application, if the application meets the entry requirements, ākonga are sent the appropriate Offer of Place.

(2) If regulatory approval is not achieved before the intended programme start date(s), Wintec provides ākonga with information on alternative programmes or dates.

2.27. Cancellation or Postponement of a Programme or Course

(1) Wintec may cancel or postpone a programme or course. Cancellation decisions are made by the delegated authority as early as possible to enable ākonga to make informed choices. Cancellation of programmes in which international ākonga are enrolled must be discussed with the delegated authority prior to action.

(2) As far as is practically possible, Wintec avoids cancelling or making other significant changes to an advertised programme or course less than two weeks before it starts (or five working days for short courses).

(3) Wintec assists affected ākonga with other options, including, where appropriate, transferring their application to another offering, subject to any additional requirements specific to the alternative offering.

(4) Wintec advises and assists international ākonga when changes to offerings affect their visa status.

(5) Wintec notifies Immigration New Zealand when programme changes affect international ākonga.

(6) Ākonga unable to enrol in an alternative course or programme offered by Wintec are provided with a full refund to the account that paid their fees.

2.28. Change to Published Date or Time

(1) Wintec may reschedule the published date or time of a course or programme where there is a genuine need to do so, e.g., unavailability of kaiako, rooms, equipment, or placements.

(2) Where dates/times of a course or programme are altered, Wintec contacts all enrolled ākonga as soon as practically possible to inform them of the change.

Part 3: Recognising Prior Knowledge and Skills

General

Recognising prior knowledge and skills (RPKS) allows credit to be granted towards a qualification, programme, micro-credential, course, or standard, where ākonga have already acquired, and can demonstrate, current relevant skills and/or knowledge.

3.1. Recognising Prior Knowledge and Skills

(1) Wintec recognises prior knowledge and skills through Credit Recognition and Transfer (CRT) which includes Credit Transfer, Cross Credit, Recognition of Prior Learning, and Advanced Standing processes.

(2) Ākonga are supported to provide evidence of their prior knowledge and skills relevant to the qualification they seek to achieve. Evidence may come from formal or self-directed study, workplace, community, or marae-based learning or experience, hobbies, or participation in rangahau and research.

(3) There are no limits on the number of credits that may be granted towards a qualification or programme from RPKS unless otherwise stated in the programme regulations.

(4) Where restrictions for credits are imposed, e.g., by legislative, industry and regulatory body requirements, they must be based on specific, documented, and clear academic, legal or industry requirements.

3.2. Applying for RPKS

(1) Ākonga are encouraged and supported to apply for RPKS either before the beginning of their intended programme or at any appropriate stage thereafter by completing the published forms and following relevant process.

(2) RPKS may be undertaken in te reo Māori. Assessment of such an application is undertaken and/or supported by a te reo Māori capable assessor.

(3) Decisions throughout the RPKS process are timely, transparent, robust, consistent, and defensible. The focus is for the maximum benefit of ākonga and to ensure that the quality, integrity, cohesion and standing of qualifications is upheld.

(4) The RPKS assessment process may incur fees, and these are detailed in RPKS information.

3.3. Awarding Credit

(1) Learning credited through RPKS has the same value as formal learning. Credit is recorded based on Wintec grade table, with the previous grade carried forward for any Cross Credit or Credit Transfer, and the Pass (P) grade given where a grade cannot be stated.

(2) Assessment standards that are recognised through RPKS are awarded a CT grade.

3.4. Appealing Decisions

(1) Where credit is not awarded, either in total or in part, clear reasons for the decision are recorded. Under the Ākonga Appeals Policy, ākonga have the right to appeal the outcome or decision of an RPKS process following the appeals procedures.

3.5. Records

(1) All RPKS records are kept with other ākonga records, in accordance with NZQA rules, Wintec's Information and Records Management Policy, and general disposal authority.

Part 4: Programme Regulations

General

Every Wintec programme leading to a qualification or micro-credential is supported by an approved programme document, including programme regulations, and programme and course information. Programme regulations outline the programme structure and requirements for entry, progress, completion, and award.

4.1. Waiver of Programme Regulations

(1) The Executive Director Academic Delivery may in exceptional circumstances approve a waiver of, or variation to, provisions within programme regulations except where noted in 4.1. (2) below.

(2) Wintec cannot waive or approve a variation to the English language requirements in the programme regulations. The New Zealand Qualifications Authority (NZQA) sets the minimum requirement by level, and this cannot be changed.

(3) When making a decision, the Executive Director Academic Delivery considers any professional or registration body requirements.

(4) Waivers of course pre-requisites or co-requisites can be determined by the relevant Group Director or their nominated delegate.

4.2. Programme Regulations

(1) Tikanga-ā-Ākonga provides the minimum expected requirements for ākonga. Programme regulations may set specific requirements, e.g., for entry, require credits in specific subjects such as science, or higher requirements than Tikanga-ā-Ākonga to meet the expectations and requirements of an external regulatory or standard setting body.

(2) Programmes may include exceptions to or restrictions on provisions in Tikanga-ā-Ākonga, e.g., limits on assessment resits or resubmissions. Any such exceptions or restrictions are clearly stated in approved programme regulations and/or relevant programme information, e.g., programme handbook or course outline.

(3) Where a higher standard is set or restrictions or exceptions apply, the programme regulations override the provisions in Tikanga-ā-Ākonga.

(4) Ākonga are enrolled and complete under the programme regulations in place when they first enrol, except where change is required by an external regulatory or standard setting body. In such cases, Wintec works with ākonga to ensure they are aware of the changes being made, the impact on their programme, and to ensure they are not disadvantaged by the change. All changes, discussions, and agreements are notified to ākonga in writing.

Part 5: Learning, Teaching, and Training

General

Wintec aims to provide learning environments that help ākonga reach their full potential, empower them to be active in their own learning, and ensure they have access to the resources, and learning and pastoral supports necessary for their success.

5.1. Participation and Engagement

(1) In addition to Tikanga-ā-Akonga and Wintec's policies and rules, ākonga are expected to comply with their programme regulations and participate in all learning activities that are part of their programme or course.

(2) Participation requirements, including any attendance requirements, are set out in the programme and/or course information provided to ākonga at the start of their programme or course.

(3) Where attendance is specified as a condition of a visa (for international ākonga) or other formal contract or agreement, ākonga must notify their kaiako of any absence or non-participation.

(4) Where ākonga do not meet the participation or attendance requirements, they may be withdrawn from their programme and declined re-enrolment.

5.2. Progress

(1) Wintec provides ākonga with timely, sufficient, and constructive feedback on their progress and connects ākonga with the appropriate supports where needed.

(2) Ākonga who have passed at least half of the courses in which they were enrolled in a year are considered to have made satisfactory progress and may proceed with their programme as set out in the programme regulations.

(3) Ākonga who have not passed at least half of the courses in which they were enrolled in a year, or who repeat a course and again do not pass are considered to have made unsatisfactory progress.

(4) Where ākonga make unsatisfactory progress, they may be withdrawn from their programme and declined re-enrolment.

(5) Ākonga who have had their enrolment withdrawn or reenrolment declined and who wish to reenrol apply to the delegated authority prior to the programme or course start date. To be approved, they must satisfy the delegated authority that they have a reasonable chance of success. Wintec may put conditions or limitations on the reenrolment to ensure the ākonga has a reasonable chance of success.

(6) Ākonga who repeat a course and do not pass may not enrol for a third time, except with the permission of the delegated authority. Where a third enrolment in a course is allowed, Wintec may put conditions on the reenrolment to ensure the ākonga has a reasonable chance of success.

(7) Wintec aims to assist postgraduate ākonga to complete their studies by arranging extensions where appropriate and with the approval of the delegated authority. If this is not possible, a Did Not Complete grade is recorded.

5.3. Standards of Behaviour

(1) To ensure a safe, inclusive, equitable, and effective learning environment, Wintec sets out the standards of behaviour in ākonga codes of conduct. The expectations in the codes of conduct apply to ākonga when they are on campus, when they are undertaking Wintec learning or social activities off-campus or online, and when they are representing or engaging with Wintec in the community or on social media.

(2) Unacceptable behaviours include:

a. Breaking any New Zealand laws
b. Any form of violence or threat of violence
c. Any form of harassment, bullying or discrimination (including on social media)
d. Endangering yourself or others
e. Being intoxicated or under the influence of drugs on Wintec premises or when involved in activities organised by Wintec (formal or informal)
f. Smoking (including vaping) on any Wintec campus
g. Showing disrespect for people's personal, social, and cultural differences
h. Showing disrespect for the needs, rights, and freedoms of others
i. Engaging in dishonest academic practices (e.g., cheating or plagiarism)
j. Misusing technology, software, hardware, or communication systems provided by Wintec
k. Vandalism or other misuse/abuse of Wintec facilities and buildings
l. Disruptive or disrespectful behaviour in class that interferes with the ability of kaiako to provide a safe and respectful learning environment for all ākonga.

(3) Breaches of conduct and unacceptable behaviours are dealt with confidentially, fairly, and in a culturally appropriate manner following Wintec's ākonga misconduct process.

(4) Under the Ākonga Appeals Policy, ākonga may appeal an ākonga misconduct decision following the Wintec appeals process.

5.4. Concerns and Complaints

(1) Wintec takes ākonga concerns and complaints seriously and is committed to providing ākonga with access to fair, effective, and culturally appropriate procedures for raising and resolving issues.

(2) The process for raising and resolving concerns and complaints is set out in the Ākonga Concerns and Complaints Policy.

5.5. Appeals

(1) Under the Ākonga Appeals Policy, ākonga may appeal a decision, academic, non-academic, or disciplinary, that affects their study if:

a. They have followed all relevant procedures to resolve the issue, and
b. Additional information has become available since the decision was made or
c. There is evidence of a flaw in the process followed

(2) The process for appealing a decision is set out in Wintec's appeals process.

Part 6: Research and Rangahau

General

Wintec is committed to providing ākonga engaged in research or rangahau with appropriate guidance, supervision, and support.

6.1. Rangahau and Research

(1) Where ākonga undertake research or rangahau as part of their learning activities, they obtain ethics approval if required following the relevant ethics approval process.

(2) Ākonga engaged in research or rangahau are entitled to appropriately qualified and experienced supervision and academic mentorship that supports them academically, culturally, and pastorally.

(3) Ākonga own the output and intellectual property arising from their research or rangahau unless there is an agreement to the contrary.

(4) Ākonga undertaking research or rangahau have access to resources including library resources, statistical advice, support in te reo Māori as required, additional specialist software, and subject matter expertise as required to support their progress and completion.

(5) Where needed and guided by their supervisors/mentors, ākonga undertake with relevant iwi stakeholders a consultation process that aligns with the kaupapa and methodology of their project.

(6) Ākonga engaged in research or rangahau are expected to comply with policies, procedures and processes relating to research or rangahau.

Part 7: Assessment

General

Assessment provides information for ākonga and kaiako about ākonga learning progress; provides evidence of the achievement of learning outcomes and standards outcomes and requirements; and contributes to the attainment of competencies identified in graduate profiles.

7.1. Assessment Information

(1) Wintec provides ākonga with assessment information at the start of their course; where appropriate, information includes the number, types, and weightings of assessment, assessment requirements, conditions, and expectations, including the parameters for the use of AI where allowed, assessment dates, criteria for success, and how to access further assessment and appeal provisions.

(2) No changes may be made to summative assessment requirements and conditions after the course start date unless approved by the relevant Group Director and notified in writing to all affected ākonga.

(3) It is the responsibility of ākonga to ensure they are familiar and comply with all assessment requirements and conditions for their course.

(4) Ākonga must attempt and submit all summative assessment items within the timeframe or by the due date indicated in the course outline unless an extension has been granted (refer to 7.5 Variations to Assessment).

7.2. Assessment in te reo Māori

(1) Except where assessments require English or other language capability, Wintec supports ākonga to submit or undertake their assessment in te reo Māori. Other exceptions may apply, must be approved by the delegated authority, and indicated in the programme handbook and course outline.

(2) Ākonga should discuss their intention to submit in te reo Māori with their kaiako in advance so that arrangements can be put in place where needed.

(3) Marking or grading of an assessment in te reo Māori is undertaken or supported by a te reo Māori capable assessor.

7.3. Supported Assessment

(1) To ensure equitable assessment opportunities, Wintec makes alternative supported assessment arrangements for ākonga with particular needs, e.g., cultural or disability, wherever possible. Ākonga discuss their needs ahead of time with their kaiako or learning advisor and the relevant ākonga services unit (e.g., Pacific support, accessibility support). Supported assessment arrangements may include:

a. Adapted learning materials and assessments that enable fair and valid assessment, do not affect the integrity of the assessment, and meet the same learning outcomes

b. Additional assessment time as necessary for a fair assessment to take place

c. The services of a reader and/or writer

d. New Zealand Sign Language communicators and interpreters

e. Assistive technology

f. Specialised equipment and furniture
g. Alternative dates, spaces, and/or times for participating in assessment activity.

7.4. Conduct of Examinations

(1) Where examinations are subject to regulations set by external agencies, the examinations must be conducted according to the relevant regulations.

(2) In all cases, examinations are conducted under conditions that are fair, equitable, and ensure academic integrity.

7.5. Variations to Assessment

Variations to assessment are provided to support ākonga needs and circumstances[3], where needed. Kaiako and ākonga work together to determine the appropriate support or variation for their particular needs or circumstances. Variations to assessment are approved by the delegated authority.

(1) Due date extensions

a. Ākonga who anticipate difficulty in submitting assessments by the due time and date may request an extension. The extension must be agreed to prior to the assessment due date.
b. The kaiako or programme committee with responsibility for the course has the authority to approve extensions that are within the course dates:
   i. Kaiako can approve extensions up to two working days past the assessment due date.
   ii. Programme committees can approve extensions up to five working days past the assessment due date.
c. Extensions that fall outside of the course end date can only be approved by the Executive Director Academic Delivery.

(2) Alternative arrangements

a. Ākonga who have a particular need, e.g., a temporary or permanent disability or impairment, or an exceptional circumstance may request alternative arrangements.
b. Alternative arrangements enable fair and valid assessment without affecting the integrity of the assessment and may include an alternative assessment that meets the same learning outcomes, or an alternative time and/or location.
c. Requests for alternative arrangements should be made at least two weeks prior to the assessment date or due date.

(3) Resits or resubmission of assessment tasks

a. Unless otherwise indicated in the programme regulations or unit standard assessment conditions, and if appropriate for the programme level and assessment type, ākonga who have attempted and failed an in-course assessment task are allowed one resubmission or resit of the assessment task.
b. A request for a resit or resubmission is made to relevant kaimahi no later than five working days after the marked assessment has been returned to the ākonga.
c. Unless otherwise indicated, the maximum mark or grade available for a resubmission or resit is the minimum pass mark or grade.

[3] This provision is to support ākonga who may need additional time, alternative arrangements, or who have failed their assessment and wish to request a resit or resubmission opportunity. Ākonga impacted by exceptional circumstances (e.g., illness, injury, bereavement) should apply for an Assessment Concession (refer 7.6).

d. Any fees, restrictions, or limitations on the number of resits or resubmissions of assessment allowed are detailed in the programme regulations or programme handbook, and, where appropriate, in the relevant course outline.

(4) If ākonga submit an assessment after the due date and/or time without an approved extension, the assessor may:

a. Mark the assessment and apply a penalty to the mark for each day the assessment is late; or,

b. After discussion with the relevant team manager, not accept the assessment and assign a Not Passed (NP) or equivalent failing grade.

(5) If ākonga do not attempt or submit an assessment, the assessor assigns a Not Passed (NP) or equivalent failing grade.

(6) Penalties for late submission of assessment are documented in the programme information and communicated to ākonga.

7.6. Assessment Concession

(1) Ākonga who are unable to complete a summative assessment or whose performance in or preparation for the assessment is affected by any circumstance or situation beyond their control, e.g., illness, injury, bereavement, family crisis, or other unpredictable events, are eligible to apply for an assessment concession.

(2) Assessment concessions may include any of the variations set out in provision 7.5 or an Aegrotat.

(3) Where alternative arrangements are approved as an assessment concession, the mark given is the true mark the ākonga achieves for the assessment task.

(4) Assessment concession decisions are made using the Wintec assessment concession procedures and approved by the delegated authority.

(5) Any programme-specific restrictions or limitations on assessment concessions are detailed in the programme regulations, programme handbook, and, where appropriate, in the relevant course outline.

7.7. Academic Integrity

(1) Wintec requires ākonga to be honest and act with integrity in their learning and assessments. Ākonga are required to:

a. present their own original work for assessment

b. acknowledge contributions from other sources by using the referencing format required for the programme (failure to do this correctly may be regarded as plagiarism); this includes direct copying, paraphrasing, summarising, and the rearranging of, another person's words or idea/s

c. not cheat in tests or examinations

d. ensure they follow all instructions and the correct procedures (e.g., no use of mobile phones or personal electronic devices)

e. not collude on assessments with other ākonga

f. collaborate only as permitted

g. not over- or misrepresent the individual contributions of members of any group assignment

h. not knowingly help others to cheat

i. not present another person's assessment as their own (this includes purchased and AI-generated assessments)

j. not recycle their own previously submitted work for another assessment (self-plagiarism)

k. not act or behave in a way that prevents others from completing their assessments

l. keep written and electronic work secure to prevent others from accessing and copying work.

(2) Any exceptions to the above are clearly stated in the information and requirements for the course.

(3) By enrolling at Wintec, ākonga agree to their work being reviewed by various means to confirm an assessment is their own work. This includes the use of similarity detection software.

(4) Any breaches of academic integrity follow the process set out in the Academic Integrity Policy and Procedures.

7.8. Notification of Assessment Results

(1) Wintec normally notifies summative assessment results to ākonga within 15 working days of the assessment due date.

(2) Marking of postgraduate assessments and large assessments, such as capstone projects, may require more time. In such cases, timeframes for the return of assessment results are indicated in the course outline or programme handbook.

7.9. Access to Marked Assessments

(1) Ākonga are entitled to access to their written work submitted for assessment. Where assessed work is to be returned, time limits for collection may be set for individual programmes. Ākonga may view copies of their examinations but these are retained by Wintec. Any time or access limitations are set out in the programme information, e.g., programme handbook or course outline.

7.10. Moderation of Summative Assessments

(1) Assessments are moderated in line with Wintec Moderation Policy and Procedures.

7.11. Retention of Assessment Evidence

(1) Wintec complies with relevant legislation and NZQA rules on retention of assessment.

(2) Wintec retains copies of marked assessment evidence for 12 months after the end of the course unless a longer period is required by an external authority.

(3) Once no longer required by Wintec or any external agency, assessment evidence is securely destroyed except where:

a. The assessment is subject to an appeal or a disciplinary procedure

b. The ākonga has given permission for the assessment to be held by Wintec.

(4) Copies of ākonga assessment evidence may be retained by Wintec for moderation purposes.

(5) Moderation materials, including ākonga assessment evidence, are retained by Wintec for a period of no less than seven years.

7.12. Approval of Final Course and Programme Results and Outcomes

(1) Final results and outcomes for courses and programmes are approved through the relevant programme committee.

(2) Course and programme decisions are based on ākonga performance in the summative assessment tasks in the course and the overall achievement across all courses in a programme.

7.13. Notification of Final Course or Programme Outcomes

(1) Final course and programme outcomes are normally provided to ākonga within 15 working days of the end date of the course or programme. Any exceptions to the return of outcomes timeframe are specified in the course outline or programme handbook or approved by the delegated authority and ākonga are notified in writing.

7.14. Reassessment Opportunities

(1) Unless otherwise specified in the programme regulations, ākonga who gain a failing grade in a course with a mark of 40% or more or have failed to achieve all learning outcomes or meet all competency-based assessment requirements, are provided with one opportunity to undertake a reassessment of the course at the discretion of the relevant programme committee.

(2) Ākonga are advised of the reassessment opportunity within one week of the final grade being known to kaiako and before the results are finalised.

(3) The reassessment takes place within one month of the course end date under an approved extension as in provision 7.5. (1) c.

(4) Ākonga passing the reassessment gain the minimum grade available as a pass for the course.

(5) Any programme-specific restrictions or limitations on reassessment opportunities are detailed in the programme regulations, programme handbook, and, where appropriate, in the relevant course outline.

7.15. Grading

(1) The following tables set out the grades that are used for assessments and courses at Wintec.

7.16. Assessment Grades

(1) The following tables set out the grades that are used for assessments within a course:

a. Courses using competency-based assessment: In courses with competency-based assessment, grades against an assessment or assessment standard are recorded as follows:

GRADE	DESCRIPTION
A	Achieved The ākonga has demonstrated competency in the assessment.
N	Not Achieved The ākonga has not demonstrated competency in the assessment
CT	Credit Transfer The ākonga has completed the same assessment or assessment standard in another qualification or institution. In the case of an assessment standard, credit is not be reported to NZQA.
Exempt	Where an equivalent Assessment Standard is recognised by the programme and approved by the relevant Industry Skills Board (ISB) or NZQA

b. Courses using competency-based assessment: In courses with competency-based assessment that recognises higher levels of performance, grades against an assessment or assessment standard are recorded as follows:

GRADE	DESCRIPTION
A	Achieved The ākonga has met the criteria of the assessment at a satisfactory performance level.
M	Achieved with Merit The ākonga has met the criteria of the assessment at a very good performance level.
E	Achieved with Excellence The ākonga has met the criteria of the assessment at an outstanding performance level.
N	Not Achieved The ākonga has attempted but not met the criteria of the assessment
CT	Credit Transfer The ākonga has completed the same assessment or unit standard in another qualification or institution. In the case of a unit standard, credit is not reported to NZQA.
Exempt	Where an equivalent Assessment Standard is recognised by the programme and approved by the relevant ISB or NZQA

c. Courses using grade point marking for assessments: For each assessment in the course, a mark or a percentage is entered.

GRADE	MARK (%)	DESCRIPTION
A+	90 – 100	Pass
A	85- 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 – 74	Pass
B-	65 – 69	Pass
C+	60 – 64	Pass
C	55 – 59	Pass
C-	50 – 54	Pass
D	40 – 49	Not Passed
E	0 – 39	Not Passed

7.17. Course Grades

(1) The following tables set out the grades that are used for reporting final course achievement.

a. Competency-based courses result in the following course grades:

GRADE	DESCRIPTION
A	Achieved
N	Not Achieved

b. Competency-based courses: In competency-based courses that recognise higher levels of performance, the following course grades apply:

GRADE	DESCRIPTION
A	Achieved
M	Achieved with Merit
E	Achieved with Excellence
N	Not Achieved

c. Other grades: Other grades that may be awarded for particular circumstances in competency-based courses:

GRADE	DESCRIPTION
P	Ungraded Pass – course credit awarded through an RPKS process or where a graded level of achievement cannot be applied (Unit standards recognised through RPKS are awarded a CT grade.)
DNC	Did not complete course, i.e., did not complete a compulsory requirement or formal withdrawal after 80% of the duration of the course or informal withdrawal at any time
WD	Withdrawn - Formal withdrawal after the no academic penalty period (10% of the duration of the course) and up to 80 per cent duration of the course.
GP	Grade pending completion of assessment or course component beyond course end date with approved extension
AO	Met course attendance requirements

d. Courses using grade point marking: In courses in which grades are allocated on a specified grade point level of achievement, grades are awarded as follows:

GRADE	MARK (%)	DESCRIPTION
A+	90 – 100	Pass
A	85- 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 – 74	Pass
B-	65 – 69	Pass
C+	60 – 64	Pass

GRADE	MARK (%)	DESCRIPTION
C	55 – 59	Pass
C-	50 – 54	Pass
D	40 – 49	Not passed
E	0 – 39	Not passed

e. Other grades that may be awarded for particular circumstances

GRADE	DESCRIPTION
P	Ungraded pass – may be used for the outcome of an RPKS process or anywhere a graded level of achievement cannot be applied
RP	Restricted pass – may be awarded instead of 'D' in the range 45%-49% to ākonga whose narrow fail has been compensated by good grades in their other courses in the same programme. Note: A course for which a Restricted Pass (RP) has been awarded is not normally accepted as meeting the prerequisite requirements for any other course.
NP	Not passed
AS	Advanced Standing - award of a block of approved prior learning credits to allow entry to a programme with exemptions
AEG	Aegrotat - successful outcome of an Assessment Concession process
DNC	Did Not Complete - where a compulsory element of a course is not submitted, or the ākonga formally withdrew after 80% or informally withdrew at any time.
GP	Grade Pending - ākonga has an approved extension to complete an agreed portion of work or assessment beyond the course end date.
WD	Withdrawn - Formal withdrawal after the no academic penalty period (10%) and up to 80 per cent duration of the course.
AO	Attendance Only - met course attendance requirements

7.18. Reconsideration of Assessment Decisions

(1) Ākonga who believe their mark or grade for an assessment is incorrect should first discuss this with their kaiako within five working days of the return of assessment.

(2) The kaiako provides feedback to the ākonga to clarify why the grade or mark was awarded and may, if justified, amend the result.

(3) If the ākonga still believes that the mark or grade is incorrect, they may apply for a reconsideration following the complaints process set out in the Ākonga Concerns and Complaints Policy.

(4) Reconsideration requests are investigated, and appropriate action decided by the delegated authority. Actions may include a recount, re-mark, reconsideration or review of evidence, reassessment, or no action. Reconsideration may lead to no change or to a raising of a grade or mark.

7.19. Reconsideration of Course Final Grade

(1) Ākonga may request a reconsideration of their course final grade following the complaints process set out in the Ākonga Concerns and Complaints Policy. There needs to be grounds for the reconsideration, e.g., an irregularity in the conduct of summative assessment or in the results reporting and approval process, and ākonga need to identify the grounds in their application.

(2) Final grade reconsideration requests are investigated, and the appropriate action or outcome decided by the delegated authority. This may include a reconsideration of one or more assessment grades or assessment evidence, or amendment of the final grade.

7.20. Appeal of Reconsideration Decision

(1) Under the Ākonga Appeals Policy, if ākonga do not agree with a reconsideration decision, they may appeal that decision following the appeals procedures.

Part 8: Awards

General

Awards include Formal Awards, Micro-credentials, and Non-formal Awards.

8.1. Formal Awards

(1) Formal Awards are for NZQA-approved qualifications. Wintec offers the following formal awards:

a. Master's Degree
b. Postgraduate Diploma
c. Postgraduate Certificate
d. Bachelor Honours Degree
e. Graduate Diploma
f. Graduate Certificate
g. Bachelor's Degree
h. New Zealand Diploma (Levels 5 – 6)
i. New Zealand Certificate (Levels 1 – 6)
j. Micro-credential

8.2. Non-formal Awards

(1) Wintec offers a mix of assessed and non-assessed educational products or packages of learning that lead to the issuance of non-formal awards or recognition of achievement on successful completion. Wintec offers the following non-formal awards:

a. Statement of Achievement or Certificate of Participation - given for Adult and Community Education (ACE) programmes, professional development or personal interest short courses, or other non-formal products.

8.3. Eligibility for Formal Awards

(1) A formal qualification is awarded to ākonga who successfully complete the programme requirements.

(2) Where completion of the programme leads to an award by another authority, the regulations of that authority apply.

(3) Formal qualification completion and award is confirmed and conferred through the qualification completion procedures.

(4) Ākonga who are awarded a formal qualification are eligible to receive their graduation certificate and academic record/transcript upon confirmation and conferral. Ākonga can elect to have their graduation certificate mailed, picked up, or awarded at a graduation ceremony.

(5) Ākonga with unpaid fees who are eligible for a formal award are eligible to have their award confirmed and conferred but their graduation certificate and academic record/transcript is withheld until any outstanding fees have been paid.

8.4. Award of Merit, Distinction, or Honours

(1) Merit and distinction may be awarded for Bachelor degrees, graduate certificates, graduate diplomas, postgraduate certificates, postgraduate diplomas, and Master degrees.

(2) The programme regulations identify which degrees can be awarded with merit or distinction and the following criteria apply:

a. Merit is awarded for an overall credit weighted grade average in the B to B+ grade range (70 – 79%)
b. Distinction is awarded for an overall credit weighted grade average in the A- to A+ grade range (80-100%).

(3) Where the programme regulations allow, a Master degree may be awarded with a level of Honours and the following criteria apply:
a. First class pass is awarded for a credit weighted grade average in the A- to A+ grade range (80-100%)
b. Second class pass is awarded for a credit weighted average in the B to B+ grade range (70-79%)
c. Pass is awarded for a credit weighted average in the C- to B- grade range (50-69%).

8.5. Graduation Certificates and Academic Records

(1) Graduation certificates (also known as 'parchments') are issued in English and/or te reo Māori. In both cases, the name of the award being granted is printed as approved by NZQA.

(2) The format and wording of the graduation certificates is set out in Wintec award procedures.

(3) The graduate's legal name, as recorded in Wintec records, appears on their graduation certificate and academic record.

(4) Ākonga may apply for reissue of their graduation certificate or academic record/transcript.

8.6. Posthumous Awards

(1) Wintec may award a qualification or otherwise recognise programme completion posthumously where ākonga have met all the requirements and are eligible for the award.

(2) If ākonga have not met all the requirements of the award, Wintec may award the qualification or recognise completion posthumously where ākonga:
a. had completed at least 75% of the qualification; or
b. were in the final year of a degree and had been progressing successfully toward completing all requirements of the award.

(3) Posthumous award decisions are made in discussion with the whānau of the ākonga.

(4) Posthumous awards are approved on a case-by-case basis by Komiti Akoranga under delegation from Wintec Council.

8.7. Granting of Honorary Degrees and Recognition Awards

(1) Honorary degrees and recognition awards may be granted by Wintec as a mark of esteem and to recognise outstanding contributions to Wintec or the wider community or outstanding scholarship.

(2) Honorary degrees and recognition awards are decided by Wintec Council on recommendation from Komiti Akoranga.

8.8. Cancellation of Awards

(1) Wintec may refuse to confirm an award or may revoke an award if satisfied that
a. the requirements were not fully met
b. the award was affected by a learning integrity matter, serious breach or dishonest practice in relation to the award
c. ākonga made a materially untrue or misleading statement related to gaining the award.

(2) Wintec may revoke any award conferred or issued in error.

(3) Revoking an award is regarded as final and ākonga records are amended.

(4) Cancellation of awards decisions are made by Komiti Akoranga under delegation from Wintec Council.

Part 9: Graduation

General

All ākonga who have successfully met the requirements of and been confirmed for a Formal Award (refer to Awards, provision 8.1) are eligible to celebrate the award of their qualification at a Wintec graduation event.

9.1. Graduation Events

(1) Winter graduation events follow traditional academic conventions and reflect Wintec's regional and cultural identity.

(2) Graduation events may include:

a. Formal graduation ceremonies – academic dress required where appropriate.

b. Informal graduation celebrations for graduates of specific programmes, e.g., foundation and bridging programmes, English Language, etc.

(3) Wintec graduation information is available online.

(4) Graduates register to attend a Wintec graduation event normally within two years of their award being conferred.

9.2. Academic Dress

(1) Where applicable, graduates attending a Wintec graduation event wear the academic dress (regalia) associated with their award and/or as described in Wintec's graduation information online.

(2) Graduates may wear clothing or garments of honour from their own traditions, cultures, or countries, e.g., korowai, ta'ovala. Where academic dress is required, the clothing or garments of honour may be worn either over or under the academic dress.

Part 10: Glossary of Terms

Term	Description
Academic Integrity	Academic integrity is a belief in, and commitment to, the values of honesty, trust, fairness, respect, and courage in relation to learning, teaching, rangahau, research, and assessment.
Advanced Standing	Award of a set of pre-approved prior learning credits to allow entry to a programme with exemptions for identified courses.
Aegrotat	Successful outcome of an Assessment Concession process
Ākonga	A (current, past, and future) domestic tertiary learner, international tertiary learner, or industry trainee or apprentice. A person who is involved in learning and/or assessment
Domestic ākonga	A domestic ākonga is someone who is either a) a New Zealand citizen, b) the holder of a residence class visa, or c) required by the Minister or Gazette notice to be treated as if they are not an international student.
International ākonga	An international ākonga means an International Student as defined in the Education and Training Act 2020 (section 10)
Appeal	A formal application to a higher authority for a decision to be reversed.
Assessment standard	Unit standards and achievements standards listed on the Directory of Assessment Standards. Refer to NZQA website.
Assessor	A person who evaluates the assessment evidence presented by ākonga
Award	Award means a certificate, diploma, degree, or other qualification that is listed on the NZQCF; or a certificate or other document granted in recognition of ākonga achievement and completion of a micro-credential or other package of learning.
Bachelor's degree	A level 7 qualification with the purpose to provide individuals with systematic and coherent introduction to bodies of knowledge of a recognised major subject (or subjects in the case of a double degree or double major) as well as problem-solving and associated basic techniques of self-directed work and learning.
Certificate of Proficiency	Not an award, but a funding mechanism which enables ākonga who do not intend to complete an approved programme to take individual courses from that programme or programmes.
Competence	The ability to apply particular knowledge, skills, attitudes, and values to the standard of performance required in specified contexts.
Complaint	An expression of dissatisfaction where the ākonga seeks some form of redress or change in a situation; where the ākonga considers that they have been directly or adversely impacted, which requires a formal process of resolution.
Components	Parts of a programme or micro-credential (or "short course"), which together make up a coherent arrangement of learning or training. Components are usually courses but may sometimes be called papers, units, modules, and skill or assessment standards.
Concern	A matter where it is likely that resolution can be obtained by direct, informal consultation with the people concerned. A situation where the ākonga considers appropriate standards have not been met but the impact on them has not been great.

Term	Description
Confirmed (award)	A committee confirms that all programme requirements have been successfully completed and the ākonga is eligible for award of the qualification
Conferred (award)	A qualification is formally awarded to an ākonga
Course	The smallest component of a programme that contributes credit towards an award (qualification or micro-credential). Refer also to "Components"
Credit	One credit represents a notional 10 hours of learning, practice, and assessment time with respect to the outcomes and contexts of a course or standard. One full-time year of study (1 EFTS) equates to 120 credits.
Credit Recognition and Transfer (CRT)	A process where credit for outcomes already achieved by an ākonga through formal study is recognised as credit for comparable outcomes in another qualification. Encompasses both Credit Transfer and Cross Credit.
Credit Transfer (CT)	Credit for previous formal learning passed at Wintec or at another educational institution.
Cross Credit (CC)	Credit at course or standard level for a course or standard awarded towards another programme at Wintec or another educational institution.
Delegated authority	Kaimahi with the right or delegation to make decisions on specific matters
Delivery	The various aspects of a provided learning experience, including the content and context of the programme, resources, kaimahi, teaching and learning strategies and assessment activities.
Distance online	Delivery through an online learning management system [LMS] which may include webinars / virtual lectures (recorded or live), online tutorials and discussions (synchronous or asynchronous), individual and group work
Education Code of Practice	The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
EFTS	Equivalent full-time student (EFTS) is a measure of the size or workload associated with a course, programme, or qualification. One EFTS unit is defined as the ākonga workload that would normally be carried out in a single academic year (12-month period) by ākonga enrolled full-time and generally equates to 120 credits.
Formal Award	A Qualification or Micro-credential achieved on successful completion of a programme approved by NZQA.
Graduation Certificate	A document that shows a qualification has been awarded to an individual ākonga. Also known as 'parchment'.
Iwi	Extended kinship group or tribe or people. Often refers to a large group of people descended from a common ancestor and associated with a distinct territory.
Kaiako	Teacher or facilitator of learning
Kaimahi	Wintec staff member, includes kaiako, ākonga support, and allied services
Kaupapa	The purpose and goals of an organisation.
Kaupapa Māori	Initiatives, elements, or ideas, that reflect a Māori world view.
Legacy	Used to identify a Wintec programme or system or process developed prior to 2023.

Term	Description
Level	The ten levels of the New Zealand Qualifications Framework. Levels are based on complexity, with Level 1 the least complex and Level 10 the most complex. All qualifications on the NZQCF are assigned on the 10 levels.
Mātauranga	Knowledge
Mātauranga Māori	Māori knowledge in its widest and broadest terms and includes all aspects of Māori culture.
Micro-credential	A stand-alone education product intended to enable ākonga to access specific knowledge and skills in a cost-effective and time-efficient way. They are smaller than qualifications, with a tight focus on developing skills to meet the immediate needs of industry, employers, iwi and/or community.
New Zealand Record of Achievement	An individual ākonga transcript of unit standards and achievement standards credited and national qualifications completed, provided by NZQA from a national database (More details).
Notional Learning Hours	Notional learning hours comprise all planned learning activities leading toward the achievement of programme or qualification learning outcomes. Ten notional learning hours equals one credit.
NSI	National Student Index. The system maintained by the Ministry of Education that contains registration details for all ākonga known to the Ministry. The NSI assigns a lifetime identification number (NSN, National Student Number) to each ākonga.
NZQA	New Zealand Qualifications Authority
NZQCF	New Zealand Qualifications and Credentials Framework
Outcome	Refer to learning outcome.
Parchment	A document that shows a qualification has been awarded to an individual ākonga. Also known as Graduation Certificate
Programme (of study)	A coherent arrangement of learning or training that is based on clear and consistent aims, content, outcomes, and assessment practices, and which leads to a qualification on the NZQCF.
QMS	Quality Management System
Qualification	A certificate, diploma, or degree approved and accredited by NZQA and listed on the NZQCF.
Rangahau	Kaupapa Māori research that challenges the 'ordinary' or notion of normal that has been constructed by the dominant culture, and seeks to identify and uphold Māori views, solutions, and ways of knowing. It is about empowering Māori people, voice, processes, and knowledge.
Recognising Prior Knowledge and Skills **Recognition of Prior Knowledge and Skills**	Wintec overarching term for assessing and recognising prior knowledge, skills, and learning to award credit towards a qualification, course, or standard. The credit may be from previously credited or non-credited learning. Recognising prior knowledge, skills, and learning and awarding credit is undertaken by evaluating ākonga skills and knowledge in relation to the graduate profile or other learning outcomes of a programme, component of learning, or assessment standard.
Recognition of Prior Learning (RPL)	A process of assessing and awarding credit at qualification, course, or standard level for learning which is current and relevant, regardless of where and how that learning has occurred, e.g., through self-directed study, workplace learning, life experience, hobbies, marae-based learning, within community wānanga or participation in rangahau projects.

Term	Description
Stakeholders	Individuals, groups, or organisations with an interest (or 'stake') in the outcome of a qualification.
Summative Assessment	Assessment activities that contribute to ākonga final results for a course. Summative assessment provides students with a specific measure of their achievement in relation to course learning outcomes. Successful completion of a summative assessment demonstrates that students have met the requirements for specific learning outcomes which may lead to progression and/or completion within the programme.
Tikanga-ā-Ākonga	Wintec Academic Regulations
Komiti Akoranga	Wintec Academic Board established by Wintec Council in accordance with clause 18(2) of Schedule 11 of the Education and Training Act 2020
TEC	Tertiary Education Commission (Go to the TEC website).
Transcript	A formal record of enrolment and/or achievement issued by an education or training provider.
Unit standard	A nationally registered, coherent set of learning outcomes and associated evidence requirements, together with technical and management information that supports delivery and assessment. All unit standards are registered on the Directory of Assessment Standards assigned a level and a credit value, and may contribute to the award of a qualification.
Withdrawal Period	The lesser of one month (30 days) from the start date or 10 per cent of the duration of a programme, or a course within the programme.
Work-Integrated Learning (WIL)	An umbrella term that describes a range of approaches that facilitate learning by connecting or integrating experiences across educational and workplace contexts in which feedback from clients and others from industry and community is integral to the experience.