

# TEMPORARY STUDENT POLICY AMENDMENTS (ACADEMIC RESPONSE TO CRITICAL INCIDENTS)

Document Control			
<b>Policy Manager:</b>	Quality & Academic Director	<b>Date First Approved:</b>	September 2020
<b>Policy Owner:</b>	Executive Director – Products & Planning	<b>Authorised by:</b>	Chief Executive
<b>Category:</b>	Organisational Frameworks	<b>Date Last Revised:</b>	N/A
<b>Wintec Taxonomy:</b>		<b>Next Review Date:</b>	1 Jan 2021
<b>Relates to <a href="#">NZQA Tertiary Evaluation Indicator(s)</a>:</b>	4. Governance & Management 5. Compliance		

## 1. Purpose & Scope

In response to a critical incident the academic regulatory and policy landscape at Wintec needs to adapt. The purpose of this document is to outline the learner regulations and policy that have been impacted by the critical incident and detail the temporary measures that have been put in place. The safety and security of our Wintec community is our priority and we are committed to supporting our learners during this time.

This policy applies to all Wintec learners and staff.

## 2. Policy Statement

Through the policy Wintec will:

- 2.1.** Check all learner regulations and policies and ensure consideration has been given to the impacts of the critical incident. Specifically, that none of the existing policy statements restrict the approaches that were adopted to respond to the critical incident.
- 2.2.** Ensure there is a consistent, learner-centred approach to any critical incident temporary policy-based amendments.
- 2.3.** Ensure there is a robust approvals process put in place to give confidence to learners, staff and external bodies that evidence-based decisions have been made.
- 2.4.** Enable the Coordinated Incident Management System (CIMS) team to determine the start and end dates of critical incidents and the period for which this policy is effective.
- 2.5.** Take into consideration the impacts of the critical incident on the learner to across **all** academic decisions and the application of academic processes, whether specified in this policy or not.

# TEMPORARY STUDENT POLICY AMENDMENTS (ACADEMIC RESPONSE TO CRITICAL INCIDENTS)

## 2.6. Learner Regulations and Policies

<a href="#">Academic regulations</a>	
Academic Decisions, Conduct and Integrity	<i>No change</i>
Admissions and Enrolment	<p>Appendix Two</p> <p>The NCEA entry requirements will be temporarily amended to align with the NZQA changes to NCEA and University Entrance for 2020. This means the <b>minimum entry</b> criteria to degree level study, <b>for learners who apply on the basis of 2020 NCEA results</b>, will be as follows:</p> <p>NCEA Level 3 (60 credits at NCEA Level 3 or above and 20 credits at NCEA Level 2 or above), including:</p> <ul style="list-style-type: none"> <li>- 12 credits each at NCEA Level 3 in three approved subjects; and</li> <li>- UE Literacy (10 credits at NCEA Level 2 or above made up of 5 credits each in reading and writing); and</li> <li>- UE Numeracy (10 credits at NCEA Level 1 or above) made up of specified achievement standards or a package of specified unit standards.</li> </ul> <p>Programme specific criteria may be higher than this minimum. A table of programme specific entry criteria will be made available.</p> <p>Learners who apply on the basis of NCEA level 3 results gained prior to 2020 will need to meet the standard NCEA entry criteria detailed on the specific programme regulations.</p> <p>The 2021 academic and programme regulations will be annotated with these changes to ensure learners with NCEA level 3 achieved in 2020 are assessed under the right conditions.</p>
Transfer of Credit	<i>No change</i>
Programme Regulations	<i>No change</i>

# TEMPORARY STUDENT POLICY AMENDMENTS (ACADEMIC RESPONSE TO CRITICAL INCIDENTS)

Assessment	Section 11	Wintec acknowledges that these are extra-ordinary times and that dealing with this critical incident creates “extenuating circumstances” that lead to impairments/barriers to learning. While all efforts are being made to ease the barriers Wintec feels strongly that this understanding is demonstrated through the application of an assessment concession across the whole organisation. This means that teaching staff will automatically take into account the current situation when marking. If learners feel there are other ‘extenuating circumstances’ that should be taken into account then the standard process should be followed.
	Section 12	Refer <a href="#">Assessment and Moderation Policy Part B1</a>
Completions	<i>No change</i>	
Academic and Student Misconduct	<i>No change</i>	
Academic Appeals	<i>No change</i>	
Appendix Five: Assessment Concessions	Refer Assessment above for the blanket special consideration being applied for all learners. If learners have non-critical incident related impairments that they would like Wintec to consider they are welcome to submit an individual application. During this time the “evidence and application” requirements are temporarily suspended. Meaning learners are not required to complete the Application for Special Consideration form and can submit their request via email. It also means that the evidence to support their request, e.g. from their medical practitioner, can also be submitted via email.	
<a href="#">Anti-bullying &amp; Harassment</a>		
<i>No change</i>		
<a href="#">Assessment and Moderation Policy Part A 2018</a>		
<i>No change</i>		
<a href="#">Assessment and Moderation Policy Part B1 2018</a>		
Section 8.5.i	The short-term extension limit in this section is temporarily suspended. Teaching staff may apply an extension of no longer than two weeks as is appropriate. Teaching staff should take into account what is appropriate to the assessment and ensure that the length of the extension is applied to all learners within the module. Teaching staff should also ensure the extension does not inadvertently cause the “bunching” of assessments. Extensions that go beyond the end-date of the programme OR learner’s enrolment need to be reported to the Dean’s Office to ensure StudyLink entitlements are not impacted.	

# TEMPORARY STUDENT POLICY AMENDMENTS (ACADEMIC RESPONSE TO CRITICAL INCIDENTS)

<a href="#">Assessment and Moderation Policy Part B2 2018</a>	
The Assessment and Moderation Policy Part B2 is temporarily suspended during the critical incident. All assessments that have been changed or developed to suit an emergency remote delivery environment must be approved by the programme’s Moderation and Assessment Committee. Changed and new assessments must also undergo post-moderation. All approved changes must be ratified by the relevant Programme Committee and recorded on the Centre’s tracking sheet for collation by QAU and submission to NZQA.	
<a href="#">Awards &amp; Statements of Achievement Part A and Part B</a>	
<i>No change</i>	
<a href="#">Child Protection (Student Placements) Policy Part A and Part B</a>	
<i>No change</i>	
<a href="#">Code of Conduct for Students, Peer Tutors and Student Mentors</a>	
<i>No change</i>	
<a href="#">Equal Education Opportunity Part A and Part B</a>	
<i>No change</i>	
<a href="#">Graduations and Academic Regalia Part A and Part B</a>	
<i>No change</i>	
<a href="#">Parking Management</a>	
<i>No change</i>	
<a href="#">Prevention of and Response to Family Violence</a>	
<i>No change</i>	
<a href="#">Prevention of and Response to Sexual Harassment</a>	
<i>No change</i>	
<a href="#">Privacy Policy Part A and Part B</a>	
The Privacy policy is temporarily expanded to include the use of Zoom in the delivery of teaching and learning during critical incident – specifically the recording of Zoom session and contact tracing.	
<p><b><u>Zoom</u></b> All learners must be notified of the intention to record Zoom sessions and a notice must be supplied in the waiting room prior to the session. Learners who are not comfortable with being recorded are advised to turn their camera and/or microphone off and advise the teaching staff. Staff are required to upload the recorded sessions through Medial to ensure privacy is maintained. Recorded sessions are available for learners enrolled in the relevant module to access within the semester their specific class is delivered. Post-delivery recorded sessions will be stored for up to two years on a secured site and access will be limited to staff.</p>	
<p><b><u>Contact Tracing</u></b> For more information about Contact Tracing visit this <a href="#">site</a>.</p>	

# TEMPORARY STUDENT POLICY AMENDMENTS (ACADEMIC RESPONSE TO CRITICAL INCIDENTS)

<a href="#">Safety and Wellbeing Policy PartA 2017 and Part B</a>			
No change			
<a href="#">Smokefree Part A and Part B</a>			
No change			
<a href="#">Student Fees and Refunds - Domestic 2020 Part A and Part B</a>			
A three-stage pre-withdrawal approach has been established to ensure Wintec is supporting learners as much as possible before they consider withdrawing from their programme. Staff are required to enter details of how they are engaging learners in all three stages in the Contacts tab of the Student Management System (ARION). Withdrawals will not be processed without evidence staff have engaged learners in the pre-withdrawal approach.			
<a href="#">Student Fees and Refunds - International 2020 Part A and Part B</a>			
A three-stage pre-withdrawal approach has been established to ensure Wintec is supporting learners as much as possible before they consider withdrawing from their programme. Staff are required to enter details of how they are engaging learners in all three stages in the Contacts tab of the Student Management System (ARION). Withdrawals will not be processed without evidence staff have engaged learners in the pre-withdrawal approach. As well, during critical incident the Dean, or delegate, will replace the International Director as the “approval body” for all withdrawals. The following sections are temporarily replaced:			
Section 2.5j	In cases of medical, compassionate or other special circumstances such as serious illness, the learner can apply for a fee refund and must do so within one (1) month of the last recorded day of attendance of the programme. SEIC will present the refund, which must be supported by the appropriate documentation e.g. fees receipt and offer of-place letter or medical certificate, to the <u>Dean</u> for a decision.		
Section 3	International learners are treated equitably and fairly under this policy; however, each refund request is treated on a case by case basis and the decision is at the discretion of the Dean (or delegated authority).		
Refund Table	The decision on the outcome of each application is at the discretion of the <u>Dean</u> .		
Refund Table	<b>Exceptional circumstances (e.g. serious personal illness)</b>	At the discretion of the <u>Dean</u> (or delegated authority).	Authorised documentation proving the situation (e.g. medical certificate) - SEIC will inform learner if any further documentation is required.
Refund Table	<b>Learner is withdrawn by Wintec documentation is required.</b>	At the discretion of the <u>Dean</u> (or delegated authority).	SEIC will inform learner if any documentation is required.

# TEMPORARY STUDENT POLICY AMENDMENTS (ACADEMIC RESPONSE TO CRITICAL INCIDENTS)

<a href="#">Student Voice</a>	
The Evaluation Kit schedule has been adapted during critical incident to integrate the Student Pulse surveys. The Student Pulse surveys are centred on ensuring learners are well supported at all levels during this difficult time.	
<a href="#">Surveillance Cameras</a>	
<i>No change</i>	

## 3. Records Management

In line with the Public Records Act 2005, Wintec is required to provide a records management programme to ensure that authentic, reliable, and usable records are created, captured and managed to a standard of best practice and to meet business and legislative requirements. All records relevant to a specific policy need to be listed in every policy in the following format:

Record	Minimum Retention Period	Disposal Action	GDA Reference #
<b>Temporary Student Policy Amendments (Academic Response to Critical Incidents).</b> This policy document.	Until superseded and administratively no longer required for reference purposes.	Retain as a public archive	5.1.1
<b>Issue monitoring (significant)</b> Records that outline the ongoing monitoring of issues that resulted in significant changes to policies, procedures, strategy, risk and compliance, including Critical Incident Management	10 years after date of last action	Retain as a public archive	5.1.6
<b>Application: Successful</b> Enrolment records, including all supporting applications, confirmation of a student's eligibility to study, and other documentation filed within a student's enrolment application.	10 years after date of last action	Destroy	2.2.1
<b>Assessment management</b> The entire process of managing assessments including examinations	7 years after date of last action	Destroy	4.3.1
<b>Monitoring and moderation (external)</b> Records relating to major monitoring and moderation conducted to ensure Wintec is compliant with requirements by statutory bodies and internal QMS	10 years after date of last action	Destroy	4.2.6

# TEMPORARY STUDENT POLICY AMENDMENTS (ACADEMIC RESPONSE TO CRITICAL INCIDENTS)

<b>Record</b>	<b>Minimum Retention Period</b>	<b>Disposal Action</b>	<b>GDA Reference #</b>
<b>Temporary Student Policy Amendments (Academic Response to Critical Incidents).</b> This policy document.	Until superseded and administratively no longer required for reference purposes.	Retain as a public archive	5.1.1
<b>Issue monitoring (significant)</b> Records that outline the ongoing monitoring of issues that resulted in significant changes to policies, procedures, strategy, risk and compliance, including Critical Incident Management	10 years after date of last action	Retain as a public archive	5.1.6
<b>Application: Successful</b> Enrolment records, including all supporting applications, confirmation of a student's eligibility to study, and other documentation filed within a student's enrolment application.	10 years after date of last action	Destroy	2.2.1
<b>Assessment management</b> The entire process of managing assessments including examinations	7 years after date of last action	Destroy	4.3.1
<b>Monitoring and moderation (external)</b> Records relating to major monitoring and moderation conducted to ensure Wintec is compliant with requirements by statutory bodies and internal QMS	10 years after date of last action	Destroy	4.2.6
<b>Monitoring and moderation (internal)</b> Records relating to internal monitoring and moderation conducted to ensure Wintec is compliant with requirements by statutory bodies and internal QMS	7 years after date of last action	Destroy	4.2.7
<b>Programme and class delivery</b> The administrative activities involved in maintaining or running a course, module, class or programme, including recordings made during critical incidents	12 months after date of last action	Destroy	4.5.2
<b>Payments</b> Invoicing and receipting of student fees and changes for other services, e.g. applications for recounts	7 years after date of last action	Destroy	2.2.4
<b>International pastoral care</b> Monitoring of international students	7 years after date of last action	Destroy	3.1.3

## TEMPORARY STUDENT POLICY AMENDMENTS (ACADEMIC RESPONSE TO CRITICAL INCIDENTS)

Record	Minimum Retention Period	Disposal Action	GDA Reference #
<b>Student record administration</b> Records relating to addition/amendments to the student record between the period of admission and graduation	7 years after date of last action	Destroy	2.3.1
<b>Complaints and issues (significant)</b> Records of complaints, issues, events and incidents that result in the setting of significant precedent when it comes to Wintec's strategies, policies, business practice etc., major changes in policies, procedures, high level discussion within the Wintec, legal action or wide media coverage	10 years after event resolved and all legal and administrative requirements completed	Retain as a public archive	5.1.4
<b>Complaints and issues (minor)</b> Records that document reportable complaints, issues, events and incidents (and how they are resolved) that do not have an ongoing / significant effect on policy, practice, precedent, or strategy	7 years after event resolved and all legal and administrative requirements completed	Destroy	5.1.5

### 4. Version History

Version	Date Approved	Details
1	September 2020	First Published.