



ACADEMIC REGULATIONS

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APPENDIX 1 WHARE WHAKAAKORANGA ACADEMIC REGULATIONS18

RECORD OF AMENDMENTS

Amend	Remove	Replace With	Add	Reference
01/3/	Reg 1.7	New Reg 1.7		Academic Board Minute 203 8.8. Kaihautū e ndorse ment 3 Feb 201 6
21/11			Appendix 1. Whare Whakaakoranga	Academic Board Minute 3962.4
21/11 /18			7.5 The use of others knowledge and information without acknowledgement. Using the knowledge and information of others without their permission or acknowledgement is unacceptable, a breach of Te Kawa o Te Ako and not in keeping with our kaupapa. Where this is detected, the person concerned will be asked to make themselves available for an interview with the relevant Kaihautū where the matter will be fully discussed and any action taken will be decided on an individual basis.	Academic Board Minute 3962.4
21/11	Reg 6.6 a. Pre- and post-	No re place		Academic Board

	noho activities; b. Attendance and participation in class including contributing to class discussion, leading and/or contributing to small group activities when directed; and	ment		Minute 3972.2
20/02	Application for entry to enrol in programmes of study can be done by completing and submitting the Te Wānanga o Raukawa enrolment form. The form may be accessed on the website, in person at Te Tomonga (Office of Enrolments) or by contacting Te Tomonga to request a form by mail or email.	Application for entry to enrol in programmes of study can be made by completing and submitting the Te Wānanga o Raukawa online enrolment form. The form may be accessed on the Te Wānanga o Raukawa website www.wananga.com .		Academic Board Minute
16/04			Appendix 1. 5.a be at least 20 years of age	Academic Board Minute 3997.7
16/04			6. Entry under 20 years of age for <i>the Poutuarongo Whakaakoranga, Poutuarongo Whakaakoranga Kōhungahunga and Poutuarongo Te Rangakura Kaiwhakaako</i> degree programmes	Academic Board Minute 3997.7

16/04		7. Entry over 20 years of age for <i>Whare Whakaakoranga</i> degree programmes	Academic Board Minute 3997.7
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NGĀ WHAKARITENGA ACADEMIC REGULATIONS

1.0 Application for entry to enrol in programmes of study can be made by completing and submitting the Te Wānanga o Raukawa online enrolment form. The form may be accessed on the Te Wānanga o Raukawa website www.wananga.com.

1.1 General Entry Requirements

- a. The applicant must be at least 17 years old.
- b. Those under 17 years of age require the approval of the Tumuaki subject to various conditions. The Matua / Caregiver Declaration and Hapū Support Declaration must be signed by the student, and a parent or caregiver, and a hapū representative before approval is given by the Tumuaki of Te Wānanga o Raukawa, to enrol the student.
- c. Those under 17 years of age and attending kura are to submit a Kura Student Approval and Support Form completed by the Tumuaki of the school or provide an MOE (Ministry of Education) exemption form if applicable.
- d. The applicant must be able to satisfy the kaihautū of the programme or alternate that he or she has the necessary skills and / or background or the ability to acquire the skills to successfully complete the programme of study.

Note: Further academic counselling by the academic area to reassess the student's commitment and capability can occur at any time thereafter.

1.2 Academic entry requirements for most academic programmes of study (other than those that lead to professional registration) do not require formal qualifications from other educational institutes or providers. Applicants are required to have a demonstrated interest in the field of study and will be assessed at academic counselling to ensure they are capable of engaging in an academic programme of study.

- a. For entry to **undergraduate study** applicants must commit to study and research of te reo Māori and Iwi and Hapū studies as part of an academic programme of study leading to a tohu.
- b. Students require research assistance from the hapū or iwi. Support from marae, hapū and iwi is necessary to undertake the Iwi and Hapū studies component.
- c. For entry to **postgraduate study** applicants must demonstrate competency in written and spoken te reo Māori. Where te reo Māori is an entry requirement of the programme of study, the te reo Māori assessment will be carried out by the appropriate staff.
- d. Applicants must have access to a computer, internet connectivity and an email address to study at Te Wānanga o Raukawa.

1.3 Entry requirements for undergraduate degree programmes of study that lead to professional registration are listed in the appendices. For entry requirements to undergraduate degree programmes in Whakaakoranga (teaching) see Appendix 1. For entry requirements to Toiora Whānau (social work) see Appendix 2.

1.4 Police Vetting is compulsory for all applicants to undergraduate degree programmes of study in Whakaakoranga and Toiora Whānau. A personal declaration about health and criminal convictions is also required for entry into these programmes of study.

1.5 Te Kawa o Te Ako applies to everyone present whenever and wherever Te Wānanga o Raukawa programmes of study are delivered. Information about Te Kawa o Te Ako including Te Ōhākī is available on the Te Wānanga o Raukawa website.

1.6 Students under 18 years of age must be accompanied by an adult caregiver.

1.7 Children on campus (under 18 years of age) must have a separate caregiver over the age of 18 years for the duration of the time they are on campus. Te Wānanga o Raukawa encourages students to make suitable arrangements for childcare at home to enable the student to fully engage and benefit from the teaching and learning experience.

1. 8 RESERVED

IDENTIFICATION REQUIREMENTS FOR ENROLMENT

2.0 Formal Identification is required from first time applicants to a Te Wānanga o Raukawa programme of study. Applicants must provide an accepted form of verification of identity, the following are accepted:

- a. A Current Passport; or
- b. A Birth Certificate; or
- c. A New Zealand Certificate of Citizenship; or
- d. A WINZ SWIFTT identification printout; or
- e. Verified identification letter from a government agency.

New Zealand citizens may supply other evidence of their legal name, for example marriage certificate or a letter from a bank, however they must still provide evidence of their date of birth, citizenship and residency.

Exceptions

- a. Applicants with a National Student Number (NSN) and a record status on the National Student Index (NSI) that is 'active' is suitable identification for enrolment.
- b. Applicants with a record status on the National Student Index that is 'active' can supply a Driver's License, Firearms License or Hospitality 18+ card as suitable identification for enrolment.

2.1 Applicants who cannot access formal identification may be able to provide a whakapapa statement signed by both the student and a kaumātua. This requires certain conditions to be met. Contact Ratonga Ākonga (Student Services) for advice.

2.2 Returning Students may not need to provide identification documents if already held by Te Wānanga o Raukawa. This will be confirmed at enrolment.

2.3 RESERVED

ENROLMENT

3.0 The Enrolment Declaration in the enrolment form must be dated and signed and/or accepted online confirming that the applicant has been informed of, and understands the requirements of study including:

- a. Attending and participating at scheduled noho and classes;
- b. Completing assessments by due dates;
- c. Paying student fees when they are due; and
- d. Having full and unrestricted access to a computer that meets the Te Wānanga o Raukawa specifications and the internet.

3.1 Enrolment requirements are met when the following documentation is received by Te Tomonga:

- a. Enrolment form indicating intended pathway of study;
- b. Dated and signed and/or accepted online declaration; and
- c. Formal Identification.

3.2 Non- Māori students, notwithstanding regulation 3.1, must be able to provide evidence in writing from an iwi or hapū that they will support that student in the Iwi and Hapū programme.

- 3.3 Confirmation of enrolment** is sent by mail or email. Students are fully-enrolled when they receive their confirmation of enrolment.
- 3.4 Applying to make changes to a confirmed enrolment** can occur at any point during the year. Students are urged to fully check their enrolment details on receipt of their confirmation of enrolment.
- 3.5 Returning students with incomplete studies** who wish to re-enrol in a programme of study that they have not completed will have the opportunity to:
- Discuss reasons for non-attendance or non-completion of courses in which they were previously enrolled; and
 - Discuss how they will fulfil the requirements of study for which they are seeking re-enrolment.
- Applications will be considered on a case-by-case basis and will only be approved where the kaihautū is confident that the study commitment will be fulfilled.
- 3.6 Enrolment into a programme of study that exceeds 120 credits in an academic year** requires approval from the kaihautū of the academic area. A full programme of study is 120 credits. As a rule, a student enrolment should not exceed 120 credits in an academic year. Applicants who wish to enrol in a programme of study that exceeds 120 credits in an academic year must:
- Discuss their intended programme of study with the academic area and associated plan to successfully achieve the requirements;
 - Applications will be considered on a case-by-case basis and will only be approved where the Kaihautū is confident that the commitment will be fulfilled; and
 - Any variation to this procedure is to be approved by the Pou Akoranga.
- 3.7 Enrolment into more than one level of study in an academic year** is dependent on the recommendation of the kaihautū of the programme of study and in discussion with the student.
- 3.8 Pre-requisite requirements** are listed in the Ngā Akoranga (programme prospectus) and must be completed. Any variation is to be approved by the kaihautū of the programme.
- 3.9 Withdrawals** may be effected following discussions with the kaihautū.
- Student requests withdrawal from:
 - a full programme of study. The student to advise relevant kaihautū in writing.
 - a particular course. The student to advise relevant kaihautū in writing.
 - Students can be withdrawn by Te Wānanga o Raukawa from:
 - a course that they have not yet attended or where pre-requisites are not met.
 - a full programme of study.
- 3.10 Effective Withdrawal from a programme of study** is the process of withdrawing a non-engaging student from a programme of study despite all attempts to contact.
- 3.11 Non-engagement** is the where a student is no longer actively participating in a course, in a programme or across the programme of study. Indicators of student non-engagement are where the student:
- Does not attend noho or engage in online activity;
 - Does not make contact to provide a reason for their absence;
 - Is uncontactable or contactable but dis-engaged; and
 - Has incomplete papers.
- 3.12 Regulations that are tohu specific** are appended to these regulations.
- Whare Whakaakoranga Academic Regulations for the:
 - Poutuarongo Whakaakoranga
 - Poutuarongo Whakaakoranga Kōhungahunga
 - Poutuarongo Te Rangakura Kaiwhakaako
 - Poutāhū Whakaakoranga Akorau
 - Poutuarongo Toiora Whānau

3.13 RESERVED

CROSS CREDIT, CREDIT RECOGNITION AND TRANSFER, RECOGNITION OF PRIOR LEARNING (RPL)

- 4.0 An administration fee** of \$50 may be required from the student, payable to Tiaki Rawa (Finance), at the time of the application. This fee is non-refundable.
- 4.1 Cross-Crediting** is the awarding of credits from another programme within Te Wānanga o Raukawa.
- 4.2 Credit Recognition and Transfer** is a formal process whereby credit for outcomes already achieved by a learner elsewhere in relation to a qualification is recognised as credit for comparable outcomes in another qualification.
- 4.3 Recognition of Prior Learning (RPL)** is a process that involves formal assessment of a learner's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification. This is to award credit towards that qualification. It does not include credit recognition and transfer.
- 4.4 In the event of an unsuccessful application**, the applicant may appeal to the Pou Akoranga for further consideration by the Academic Board.
- 4.5 Supporting graduates wishing to study elsewhere** - Where a graduate or student of Te Wānanga o Raukawa wishes to engage in tertiary study elsewhere, the Pou Akoranga may provide written support for their application.
- 4.6 Establishing Grades for entry into programmes at other institutions** - Where applicants are seeking credit for entry to degree and doctoral studies elsewhere and require a grade-point average they can make a written application to the Pou Akoranga.

4.7 RESERVED

ATTENDANCE REGULATIONS

- 5.0 Course attendance** includes participating in a noho (residential seminar) and/or an online course. Participating requires actively engaging in all course requirements. The *study contract* states the courses that students are enrolled in and required to attend. Noho is a culturally rich face to face delivery method which can be between 2 to 7 days.
- 5.1 Evidence of attendance** is required at noho and online.
- At noho** the student must sign the attendance sheet against their name morning and afternoon for each day of the noho.
- Online attendance** is electronically generated at login and at various stages in the course. It is monitored by the pūkenga.
- 5.2 Reporting timeframes for attendance sheets** must be adhered to. The completed attendance sheet, signed by the tutor is to be lodged with Ratonga Ākonga within 48-hours of the end of the noho. There are no exceptions.

5.3 RESERVED

GENERAL

- 6.0 Health and Safety** practices must be observed in all activities conducted at Te Wānanga o Raukawa. A register of attendance/occupation is to be kept. Any incidents, accidents or hazards that may occur or be observed at any time must be reported to Ngā Kaitiaki.
- 6.1 Education outside the classroom** is any teaching that is done off campus or at other delivery sites as part of the learning and requires a Risk Assessment Management Statement (RAMS). RAMS requirements must be completed and approved prior to departure. Copies are to be left with Pou Akoranga, Reception and Security. This includes requirements from:
- Health and Safety legislation;
 - Vulnerable Children's Act; and
 - Te Wānanga o Raukawa student travel requirements.
- 6.2 Academic support and assistance** is available from both the academic whare and Te Hiringa.
- 6.3 Assessment Due Dates** must be provided to students on Mūrau, in programme schedules and reiterated at noho. Completed assessments must be submitted for marking on or before the due date.

6.4 Applications for extension to an assessment due date are to be made to the pūkenga of the course at least one week before the assessment is due.

The pūkenga is to respond within one week of receiving the request.

Any extension granted will be for **no more than two weeks** from the date of receiving approval. Only one extension will be granted for any one course.

6.5 The return of marked assessments with a completed marking guide in most cases is **no later than three weeks** after the assignment due date or the date when the assignment is received.

Assessments with high word count requirements, e.g. theses or teaching folders, will be returned **no later than one month** after the assessment due date or the date when the assignment is received.

Any delay in the return of an assessment beyond the stated dates for return must be discussed with the student and reported to the Pou Akoranga.

6.6 Course assessments will include:

Submission of essays, reports, artworks, performance and / or presentations according to the course statement(s).

6.7 Presentations or other performance assessments may be set for a group of students by an academic area to encourage the sharing of knowledge. Students are to submit and/or attend and present on the date set by the respective academic area.

6.8 Mātairua is the Te Wānanga o Raukawa activity for reviewing our marking process. Permission may be sought from students to use assessments for mātairua purposes. If permission is given the marking guide and associated documentation will be anonymised. The documents will be handled securely, stored for 3 years and then disposed of.

6.9 RESERVED

MARKING

7.0 Marking Guides contribute to the formal student record of achievement or otherwise for any one course or part of a course. The marking guide is a summary of a student's:

- a. Coverage and understanding of the assignment topic;
- b. Research and referencing; and
- c. Structure, expression and grammar.

7.1 Student achievement will be attributed through ascending marking grades in each of the three content areas based on the comments in each panel. It is an act of manaakitanga to comment critically and constructively in each panel and markers **must do so**. If comments have been made on the student's assignment markers should indicate so in the appropriate panels. Markers' comments on the marking guide and / or the student's assignment must be clear and helpful to the student in understanding the mark that has been awarded. This is especially important where an overall result of 'Me Mahi Anō' (Revise & re-submit) has been awarded. Students are encouraged to seek advice and resubmit their work.

7.2 Me Mahi anō is an invitation to a student to revise the work and re-submit it for further consideration. - If a mark of '**Kāore anō kia eke**' is given in the '**Coverage and Understanding of the Assignment Topic**' panel, the student will automatically be awarded an overall result of '**Me Mahi Anō**'.

7.3 An application to appeal a mark is available for those students who feel that the circumstances of assessment have caused them to suffer academic disadvantage. Students may write to the kaihautū of the programme outlining their situation. The kaihautū will consider the circumstances and if appropriate, moderate the assessment.

7.4 The rangatiratanga of the information source must be acknowledged. Where the content of ākongā work, or, material that is used by pūkenga in the teaching process; paraphrases, quotes or otherwise draws on ideas, words, phrases, images or other forms of information from another source, the original source is to be cited as a footnote and listed as a source of

information in accordance with the writing conventions expressed in 'He Aratohu Tuhi.' In this way manaakitanga is expressed in its fullness in recognising the rangatiratanga of the source.

7.5 The use of others knowledge and information without acknowledgement. Using the knowledge and information of others without their permission or acknowledgement is unacceptable, a breach of Te Kawa o Te Ako and not in keeping with our kaupapa. Where this is detected, the person concerned will be asked to make themselves available for an interview with the relevant Kaihautū where the matter will be fully discussed and any action taken will be decided on an individual basis.

7.6 RESERVED

THE ACADEMIC YEAR

8.0 The duration of the Academic Year for undergraduate and postgraduate degree programmes of study is 36 weeks and consists of two 17 week huringa (semesters) with a two-week break between each.

8.1 The duration of the Poutāhū Whakaakoranga Akorau Academic Year is 43 weeks and consists of two 20 week huringa with a two-week break between each.

8.2 The Academic Model of the undergraduate and postgraduate degrees, with very few exceptions, have a credit value of 120-credits in any one year of study. This translates to 1200-hours teaching, investigatory activity and writing or equivalent assessment requirements. Fifty percent (600 credits) are attributed to the specialist subject and the remaining 600 credits are attributed to te reo Māori and Iwi and Hapū studies.

With very few exceptions undergraduate programmes of study delivered in any one year are as follows:

- a. Two 6 week blended learning modules per semester;
- b. 1 Noho of 3 days during each six week module;
- c. One Hui Rūmaki Reo of 6 days duration per semester;
- d. One kura tautoko (completions period) per semester.

8.3 Te Maramataka (Schedule of academic events for every tohu) contains the schedule of noho for all academic whare and their programmes. This publication will also include all non-academic activity that will occur during the year

8.4 Ngā Akoranga (Programme prospectus) contain programme information on the delivery of the programme, programme content and assessment requirements.

8.5 The length of an academic programme of study has been approved by NZQA (the New Zealand Qualifications Authority) in the programme approvals process to be delivered over a set length. Programmes also receive funding from the Tertiary Education Commission for that period.

8.6 Changes to the length of an academic programme of study require internal and external approval.

- a. Academic areas that wish to vary the length of a programme of study must submit a proposal to the Academic Board.
- b. An application must be made to NZQA to change the length of the programme of study. No changes are to be made until approval has been received from NZQA.

8.7 Programme of study Start and End Dates are set by academic area, submitted to and approved by the Academic Board. Activity must have occurred and be recorded as having occurred at the programme of study start date. When setting programme of study end dates academic areas must set this date to allow for all administrative action to be taken before graduation.

8.8 Kura Tautoko will be scheduled at delivery sites, in addition to the scheduled noho, to allow students to complete unfinished or overdue work under supervision. The length of kura tautoko may vary.

8.9 Kura Raumati is an opportunity for staff (and invited others) enrolled for study to attend courses for which they have enrolled, before the academic year starts. Provision is made

in Te Maramataka for Kura Raumati (Summer School) which may be scheduled before Huringa One.

8.10 RESERVED

PROGRESSION AND COMPLETION OF QUALIFICATIONS

9.0 Conferral of a qualification is made when all of the requirements are met, all completed assessments have been given a grade of 'Kua Tutuki', all fees have been paid and all library resources returned.

9.1 Academic Awards at Te Wānanga o Raukawa do not follow classes of honours, merit or distinction with respect to the award of poupou (certificates), heke (diplomas), poutuarongo (undergraduate degrees), poutāhū (postgraduate diplomas), and tāhuhu (postgraduate degrees).

9.2 Further Study Options for students who have completed a programme of study at Te Wānanga o Raukawa include:

- a. On completion of a poupou tohu, application may be made to pursue a one-year heke tohu.
- b. On completion of the heke, students may apply to engage in a further two-years of study (three years for Poutuarongo Toiora Whānau) to complete an undergraduate degree.
- c. Alternatively, a student having completed a heke may seek direct entry or be recommended by a kaihautū to be admitted into one of the tāhuhu programmes of study. This recommendation is to be considered by the Pou Akoranga who will make a further recommendation to be approved by the Tumuaki.
- d. Direct entry into a tāhuhu programme of study is only approved in exceptional circumstances. Such approval will normally be made where the applicant has a history of research output that indicates an ability to realistically achieve the Iwi and Hapū studies, and the applicant must have an advanced level of te reo Māori, both oral and written.
- e. Respective kaihautū of Iwi and Hapū Studies, Reo Studies and the specialisation components must collaborate to ensure that that neither the applicant nor the programme or elements of the programme are compromised. It may be decided that further evidence of te reo Māori capacity and research capability is required before entry is granted.

9.3 He Whiwhinga Aroha (Compassionate Passes) may be allowed in the following cases:

- a. Compassionate Consideration leading to Course Completion
 - i. Applications for compassionate consideration may be made where students have been prevented from completing an assessment or requirement of their programme of study due to illness, injury or other exceptional circumstance beyond their control.
 - ii. On the recommendation of the Pou Akoranga and approval by Te Mana Whakahaere, the Tumuaki will confirm the compassionate pass.
- b. Compassionate Award leading to graduation
 - i. Where the application for a compassionate pass is made in order to complete work that will allow the applicant to graduate, at least 80% of the total credits allocated in the last year of study for each programme must have been attended and completed.

9.4 He Whiwhinga ā-Murimate (Posthumous Award) applications can be made by a family member of a deceased student. In order to be eligible, at least 80% of the total credits allocated in the last year of study for each programme must have been attended and completed.

9.5 RESERVED

FINANCE

10.0 Fees are set according to the component costs of the programme of study. Fees may vary according to the resources and activities of the particular programme. For a full break down and explanation of the total fee, contact the Student Fees Officer 0800 WANANGA (0800 9262642).

10.1 Payment of Fees must be made in full, within six weeks of the invoice date.

10.2 Student Fees, Loans and Allowances information is available from Te Tomonga (Office of Enrolments) including where and how these can be applied for.

10.3 Scholarship information is available from Te Tomonga.

10.4 Fees refunds can be processed in the following circumstances:

- a. Prior to the start date - If the withdrawal is received prior to the start date of the programme of study the fees will be fully refunded to the payer.
- b. Within 28 days of start date - If the withdrawal is received within 28-days of the start date of the programme of study or enrolment date, whichever is the latter, the fees will be refunded to the payer less a 10% administration fee plus all noho one related costs.
- c. After 28 days of start date – withdrawals received after 28-days from the start date of the programme of study or enrolment date, whichever is the latter, will be actioned but will not be eligible for a fees refund.
- d. Fees queries - Any queries or special requests regarding refund of fees must be made in writing to:

Student Fees Officer
Ratonga Ākongā (Student Services)
Te Wānanga o Raukawa
PO Box 119
ŌTAKI 5542
studentfees@twor-otaki.ac.nz

10.5 RESERVED

Glossary of Terms	
Academic Area	Refers to one of the three components of study at Te Wānanga o Raukawa. Specialist Studies, Iwi and Hapū Studies or Te Reo Studies.
Course	A course is an individual paper that makes up a programme of study
Credit	The credit value relates to the amount of learning in the qualification.
Heke	Diploma (Level 5)
Kaihautū	Director
MOE	Ministry of Education
Ngā Akoranga	Programme Prospectus (one for each year of study)
Pou Akoranga	Executive Director Academic Provision
Poupou	Certificate
Poutuarongo	Undergraduate Degree (Level 7)
Poutāhū	Postgraduate Diploma (Level 8)

Poutuarongo Whakaakoranga	Bachelor of Teaching (Māori Medium)
Poutuarongo Whakaakoranga Kōhungahunga	Bachelor of Teaching (Early Childhood)
Poutuarongo Te Rangakura Kaiwhakaako	Bachelor of Teaching (Bilingual)
Poutāhū Whakaakoranga Akorau	Postgraduate Diploma in Blended Teaching and Learning (Pre-service, Māori Medium, Primary)
Poutaurongo Toiora Whānau	Bachelor of Social Work
Programme of study	The selection of courses a student is enrolled into in one academic year. Can also refer to the sum total of courses over one or a number of years to achieve a tohu.
Programme	Refers to one of the three components of study. Specialist Studies, Iwi and Hapū Studies or Te Reo Studies
Programme Schedule	A calendar of academic year including the total courses required to achieve a programme of study in a tohu, dates when attendance or online activity is required, assessment due dates and assessment return dates.
Pūkenga	Tutor
Pūkenga Matua	Lead Academic
Ratonga Ākonga	Student Support
Tāhuhu	Masters Degree (Level 9)
Te Maramataka	Schedule of events at the Ōtaki Campus associated with academic deliveries
Te Whare Hāpai Akoranga	The Office of Academic Matters
Te Tomonga	Student Enrolments
Tohu	Formal qualification gained by completing a programme of study
Tumuaki	Chief Executive Officer

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APPENDIX 1 WHARE WHAKAAKORANGA ACADEMIC REGULATIONS

These regulations should be read in conjunction with *Te Wānanga o Raukawa General Academic Regulations*.

1. The Poutuarongo Whakaakoranga (PW), Poutuarongo Whakaakoranga Kōhungahunga (PWK) and Poutuarongo Te Rangakura Kaiwhakaako (PTRK) are bachelor degrees set at level 7 on the New Zealand Qualifications Framework consisting of 360 credits.
2. The Poutāhū Whakaakoranga Akorau (PtWA) is a postgraduate diploma set at level 8 on the New Zealand Qualifications Framework consisting of 120 credits.

Entry Criteria

3. In order to be admitted to the **Poutuarongo Whakaakoranga** or **Poutuarongo Whakaakoranga Kōhungahunga** applicants must:
 - a. demonstrate an intermediate to advanced level of te reo Māori and have a strong commitment to progress te reo Māori me ōna tikanga in their teaching practice
 - b. complete a literacy assessment in accordance with the literacy competency assessment
 - c. complete a numeracy assessment in accordance with the numeracy competency assessment
 - d. complete an ICT assessment in accordance with the ICT competency assessment
 - e. criteria *3b*, *3c* and *3d* will also be used to assess applicants English language competency
 - f. have a strong desire to teach in a kaupapa Māori environment
 - g. demonstrate maturity, life experience and an ability to meet the disposition to teach, integrity and potential to meet expectations outlined in Our Code Our Standards
 - h. complete a health and conduct self-declaration form
 - i. declare any criminal convictions
 - j. complete the standard police vet process
 - k. undergo confidential referee checks
 - l. attend a selection interview with a panel from the relevant sector (face to face or via visual technologies)
 - m. meet all criteria of the *Te Wānanga o Raukawa General Academic Regulations*
4. In order to be admitted to the **Poutuarongo Te Rangakura Kaiwhakaako** applicants must:
 - a. have a strong commitment to develop te reo Māori me ōna tikanga and incorporate te reo into their teaching practice
 - b. complete a literacy assessment in accordance with the literacy competency assessment
 - c. complete a numeracy assessment in accordance with the numeracy competency assessment
 - d. complete an ICT assessment in accordance with the ICT competency assessment
 - e. criteria *4b*, *4c* and *4d* will also be used to assess applicants English language competency
 - f. have a strong desire to teach in a bilingual teaching Māori environment
 - g. demonstrate maturity, life experience and an ability to meet the disposition to teach, integrity and potential to meet expectations outlined in Our Code Our Standards
 - h. complete a health and conduct self-declaration form
 - i. declare any criminal convictions
 - j. complete the standard police vet process
 - k. undergo confidential referee checks

- l. attend a selection interview with a panel from the relevant sector (face to face or via visual technologies)
 - m. meet all criteria of the *Te Wānanga o Raukawa General Academic Regulations*
5. In order to be admitted to the **Poutāhū Whakaakoranga Akorau** applicants must:
- a. be at least 20 years of age
 - b. have completed:
 - i.a Bachelor’s degree at level 7 on the New Zealand Qualifications Framework (NZQF) consisting of at least 360 credits; or
 - ii.a Bachelor’s degree with Honours at level 8 on the NZQF consisting of at least 480 credits; or
 - iii.a Master’s degree at level 9 on the NZQF consisting of 240 credits
 - c. demonstrate an intermediate to advanced level of te reo Māori and have a strong commitment to progress te reo Māori me ōna tikanga in their teaching practice
 - d. demonstrate an intermediate to advanced level of te reo Māori in accordance with the Te Reo Māori competency assessment
 - e. demonstrate an intermediate level of ICT in accordance with the ICT competency assessment
 - f. complete a literacy and numeracy assessment in accordance with the numeracy and literacy competency assessments
 - g. have a strong desire to teach in a kaupapa Māori environment
 - h. demonstrate maturity, life experience and an ability to meet the Disposition to teach, integrity and potential to meet expectations outlined in Our Code Our Standards
 - i. complete a health and conduct self-declaration form
 - j. declare any criminal convictions
 - k. complete the standard police vet process
 - l. undergo confidential referee checks
 - m. attend a selection interview with a panel from the relevant sector (face to face or via visual technologies)
 - n. students must gain a minimum mark of 50% in any individual assessment item
 - o. meet all criteria of the *Te Wānanga o Raukawa General Academic Regulations*

6. Entry under 20 years of age for the Poutuarongo Whakaakoranga, Poutuarongo Whakaakoranga Kōhungahunga and Poutuarongo Te Rangakura Kaiwhakaako degree programmes

Students under the age of 20 must have university entrance (UE) or the equivalent to UE.

7. Entry over 20 years of age for Whare Whakaakoranga degree programmes

The literacy, numeracy and ITC competency assessments will be used to ensure that students over the age of 20 meet comparable literacy and numeracy requirements as those entering with UE.

8. Candidates with matters that may impact on their ability to register as a teacher

Any matters arising from the health and conduct self-declaration form, police vetting or ongoing disclosure must be made in writing by pūkenga of the programme in consultation with the kaihautū to the Education Council.

9. Poutuarongo Whakaakoranga, Poutuarongo Whakaakoranga Kōhungahunga and Poutuarongo Te Rangakura Kaiwhakaako Completion Requirements

- a. A student will have two opportunities to pass each practicum requirement.

- b. Practicum requirements must be successfully completed as detailed in the Practicum Handbook.
- c. Course requirements must be successfully completed as detailed in the course statements.
- d. The maximum time for completion of a three year programme is 6 years.
- e. In the case of exceptional circumstances that preclude the student from completing refer to *9.3 of the General Academic Regulations, Compassionate Passes*.
- f. Students who take 6 years to complete the qualification must complete the standard police vet process in each year of enrolment
- g. Ongoing disclosure: Students will be required to ensure the pūkenga matua is informed immediately of any defamation of good character, health, police or legal issues that arise during the course of study that may impact on your 'fit to be a teacher' status and therefore the ability to become a registered teacher. Further police vetting may be carried out throughout the year.
- h. Students who take longer than 6 years to complete will be required to:
 - i. write a proposal to the kaihautū of Whare Whakaakoranga
 - ii. undertake a currency of knowledge assessment
- i. The kaihautū of Whare Whakaakoranga is to notify the Education Council of students where 9.h. applies.

10. Poutāhū Whakaakoranga Akorau Completion Requirements

- a. A student will have two opportunities to pass each practicum requirement.
- b. A student must successfully complete the full 120 credits of the qualification as per Table 1.
- c. Practicum requirements must be successfully completed as detailed in the Practicum Handbook.
- d. Course requirements must be successfully completed as detailed in the course statements.
- e. The maximum time for completion of the qualification is 2 sequential years.
- f. Students who take 2 years to complete the qualification must complete the standard police vet process in each year of enrolment
- g. In the case of special circumstances student teachers may apply to enrolled part time in the Poutāhū Whakaakoranga Akorau. The maximum time for completion of the qualification with special circumstances is 3 sequential years. Students are required to:
 - i. write a proposal to the kaihautū of Whare Whakaakoranga
 - ii. undertake a currency of knowledge assessment
- h. The kaihautū of Whare Whakaakoranga is to notify the Education Council of students where 8.g. applies.
- i. In the case of exceptional circumstances that preclude the student from completing see *9.3 of the General Academic Regulations, Compassionate Passes*.
- j. Ongoing disclosure: Students will be required to ensure the pūkenga matua is informed immediately of any defamation of good character, health, police or legal issues that arise during the course of study that may impact on your 'fit to be a teacher' status and therefore the ability to become a registered teacher. Further police vetting may be carried out throughout the year.
- k. Students must gain a minimum mark of 50% in any individual assessment item

11. Recognition of Prior Learning

- a. Refer to the *General Academic Regulations*.

- b. Where RPL is awarded all details including the process by which it was determined must be clearly documented and a copy of the documentation given to the student to provide to the Education Council when they apply for teacher registration.
- c. No RPL will be awarded for the *final year* of the Poutuarongo Whakaakoranga, Poutuarongo Whakaakoranga Kōhungahunga or Poutuarongo Te Rangakura Kaiwhakaako.
- d. No RPL will be awarded for the Poutāhū Whakaakoranga Akorau

12. Credit recognition and transfer

- a. Refer to the *General Academic Regulations*.
- b. Where Cross Crediting is awarded all details must be clearly documented and a copy of the documentation given to the student to provide to the Education Council when they apply for teacher registration.

13. Progression Requirements

- a. Students must complete a te reo Māori competency assessment prior to graduation
- b. Where course requirements are consistently not being met in the required timeframes, students will be required to meet with the pūkenga for academic counselling.
- c. Where students have been unable to meet course requirements within the academic year, they will be required to meet with the pūkenga for academic counselling to plan a pathway to complete the qualification.

14. Assessment Procedures

- a. Refer to 7.4 general regulations for the presentation of non-authentic work

15. Practicum Completion

- a. Students who have been identified as not meeting practicum requirements during the practicum are required to meet with the kaihautū. A student may be eligible for a pathway to complete practicum requirements within the academic year at the discretion of the placement organisation and kaihautū.
- b. Students who do not complete practicum requirements within an academic year will receive counselling from the pūkenga of the programme and a plan for completion for the following year.
- c. The pūkenga of the programme is responsible for the sign off on the completion of practicum requirements.