Tikanga Ako
Teaching and Learning

Version 6.1
December 2020

Regulation Owner	Tumutaumatua
Regulation Holder	Senior Policy Analyst
Approved by	Te Mana Whakahaere
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Kia angitu te Tauira - Tauira success.

Ngā Uara – Our Values

Te Aroha	Having regard for one another and those for whom we are responsible and to whom we are accountable.
Te Whakapono	The basis of our beliefs and the confidence that what we are doing is right.
Ngā Ture	The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner.
Kotahitanga	Unity amongst iwi and other ethnicities; standing as one.

Kaupapa Wānanga

Kaitiakitanga: The constant acknowledgement that participants (including Te Wānanga o Aotearoa as an institution) at any time and place are always engaged in relationships with others, their environments and kaupapa.

Āhurutanga: The constant acknowledgement that quality spaces must be claimed and maintained to enable activities to be undertaken in an ethical and meaningful way.

Koha: The constant acknowledgement that valued contributions are to be given and received responsibly.

Mauri ora: The constant acknowledgement that pursuit of wellbeing is at the core of all Te Wānanga o Aotearoa kaupapa and activities.
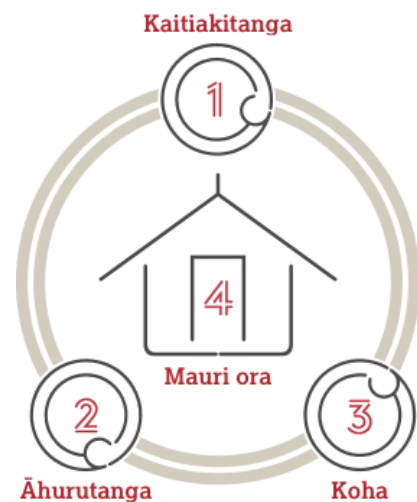
He Kupu Whakataki – Introduction

Background to Tikanga Ako

These Regulations specify the rules that govern the admission, enrolment, and study of a tauira, leading up to the completion of a programme, and award of a qualification.

Regulations of this type for Te Wānanga o Aotearoa were first provided through Te Whenu, and then Tikanga Mātauranga, before the introduction of Tikanga Ako in 2010. In 2011, Ngā Ture - Enrolment Regulations, were amalgamated into Tikanga Ako. In 2019, Tikanga Ako was redeveloped as *Tikanga Ako – Teaching and Learning.*

Tikanga Ako contributes to Te Kaupapa Kounga, the Te Wānanga o Aotearoa Quality Management System (QMS), supports Marau (including through Tikanga Ako Marau) and related tikanga whakahaere (Policy).

Meaning of Tikanga Ako

The name of these Regulations, *Tikanga Ako*, is derived from the words, "Tikanga" and "Ako".

Tikanga has as its root, "tika" which relates to that which is correct and right. The noun "tikanga" can be explained to mean 'the right things to do' and/or 'the correct way to behave' in a given situation.

While Te Wānanga o Aotearoa does not enforce a strict tapu (as Whare Wananga of old), we have principles that are tapu to us, and hold mana for the mauri of our organisation, such as our Kaupapa Matua which encapsulates our founding philosophy, vision and mission.

Ako, is generally explained to mean 'to learn, study, instruct, teach, or advise'. At Te Wānanga o Aotearoa, Ako, is generally explained as "Teaching and Learning".

Tikanga Ako are about 'the right things to do' and/or 'the correct way to behave', within the context of Ako; teaching and learning (and other associated areas). *Tikanga Ako* are intended to provide direction and ensure safety and wellbeing for Tauira, Kaimahi and other stakeholders.

Tikanga Ako are underpinned by Ngā Uara (as the Values that guide conduct) and Kaupapa Wānanga (the principles that help integrate Ngā Uara into daily practice).

To give effect to Ngā Uara and Kaupapa Wānanga, the provisions of *Tikanga Ako* are categorised by the takepū of Kaupapa Wānanga.

Scope

Tikanga Ako specify the rules that govern teaching, learning, and related matters at Te Wānanga o Aotearoa, and will take precedence over any tikanga whakahaere (policy) particularly in the case of any conflict or difference in provisions. However, the following the exceptions to that general precedence do apply, namely:

- Tikanga Ako Marau take precedence over Tikanga Ako in cases where there is a difference between them, unless Te Rautiaki Mātauranga determines otherwise.

- Where a programme leads to an award by a body external to Te Wānanga o Aotearoa, the regulations of the external body shall apply, unless Te Rautiaki Mātauranga determines otherwise.

Te Rautiaki Mātauranga may also grant exceptions (at its discretion) to any of the provisions of Tikanga Ako.

Tikanga Here

As comprehensive Regulations, *Tikanga Ako* covers activities undertaken across several Uepū (Divisions) of Te Wānanga o Aotearoa.

Tikanga Here (Codes of Practice, Procedures or Guidelines etc.) for Tikanga Ako will be prepared (by the Uepū responsible for implementing the provision) and approved, (by the corresponding responsible Tumu), in conjunction with the Tumutaumatua (as the Regulation Owner) and the Senior Policy Analyst (as the Regulation Holder).

Ngā Hononga - Related Documents

Ngā Ture Whakapai – Legislative Compliance

The following legislation specifically applies to Tikanga Ako:

- Children's Act 2014
- Education and Training Act 2020
- Human Rights Act 1993
- Official Information Act 1982
- Privacy Act 2020
- Public Records Act 2005

A full list of legislation can be accessed in the Te Wānanga o Aotearoa Ngā Ture Whakapai Register.

Tikanga Whakahaere – Policy

The following Tikanga Whakahaere are specifically related to Tikanga Ako:

- Auahi Kore
- Drug and Alcohol
- Health, Safety and Wellbeing
- Information and Communication Technologies
- Intellectual Property
- Library Network and Systems
- Management of Tauira Fees
- Privacy and Breach Management
- Records and Information Management
- Social Media
- Tauira Complaints
- Tiaki Tamariki - Child Protection

All Tikanga Wānanga (Tikanga Whakahaere and Tikanga Here) can be accessed by Kaimahi through Te Kōpua, with selected access to Tauira on the Student Portal.

Other Documents

The following resources support Tikanga Ako:

- Te Manu – Tauira Handbook
- What is a Wānanga?

Kaitiakitanga

The constant acknowledgement that participants (including Te Wānanga o Aotearoa as an institution) at any time and place are always engaged in relationships with others, their environments and kaupapa.

1. Tauira Recruitment, Engagement and Induction

1.1 Te Wānanga o Aotearoa is responsible for supporting Tauira to make well-informed enrolment decisions and have the information required to understand their interests and obligations.

1.2 Tauira will be informed about Tikanga Ako during recruitment and/or induction, with particular reference to:

   a. Kaupapa Wānanga,

   b. Fees and Refunds,

   c. Changes to Enrolment and Withdrawals,

   d. Credit Recognition and Recognition of Prior Learning (i.e. to identify kōnae/unit standards which may be eligible for credit recognition and the range of evidence that Tauira may present to support any application),

   e. Tauira Expectations of Behaviour (including Assessment Misconduct),

   f. Attendance, and

   g. Assessment and Extensions.

1.3 Tauira will have information regarding enrolment eligibility and entry criteria for each programme made available through the applicable Te Wānanga o Aotearoa marketing and promotional materials and resources.

Tauira Communications

1.4 Te Wānanga o Aotearoa will actively communicate with Tauira, and in particular, will communicate in writing (including via email), to confirm enrolment, changes to that enrolment (including withdrawals or early withdrawals), and with regard to any action taken by Te Wānanga o Aotearoa, or application made by the Tauira, under Tikanga Ako.

2. Enrolment

2.1 Tauira must meet all applicable enrolment eligibility requirements, including those specified by regulatory agencies, namely the New Zealand Qualifications Authority (NZQA) and Tertiary Education Commission (TEC), under Funding Conditions.

2.2 Tauira can enrol in one full time programme (or the equivalent of one full time programme) at a time, but may enrol in an additional part-time programme.

2.3 Tauira may only enrol in an additional part-time programme if the academic workload has been considered achievable (as determined by the Takiwā Academic Committee), and the additional enrolment does not exceed EFTS limits in accordance with TEC Funding Conditions.

2.4 Tauira enrolments have a Provisional status until all enrolment eligibility requirements and programme entry criteria have been met, and programme delivery is approved to begin, whereupon the enrolment status becomes Current.

2.5 Only Tauira with a Current Status will have access to computer, library and learning resources.

2.6 Applications to enrol in programmes after the Cut-Off Period will not be accepted. Tauira who have engaged in teaching and learning during the Cut-Off Period, may be enrolled in the programme.

Fees

2.7   Tauira enrolment is dependent on the payment of fees (as applicable), as provided for by the Management of Tauira Fees Tikanga Whakahaere (Policy).

2.8   Tauira who do not pay the required fees, will have their ability to attend classes, noho, or one-day Wānanga; access to online learning platforms; or receipt of programme resources or materials, restricted or withheld.

2.9   Tauira who have outstanding fees, charges or resources (including from the library), from a previous year, will not be enrolled until all outstanding fees or charges are paid (or arrangements made for payment), and/or property or resources returned.

Rangatahi Enrolments (aged 15 to 18 years)

2.10   Full-time enrolment of 15 year olds – Youth Guarantee and SAC.

   a.   Te Wānanga o Aotearoa cannot enrol any 15 year old as a Tauira unless they have a current exemption, from the Ministry of Education, under Section 39 of the Education and Training Act 2020.

   b.   If the exemption is approved by the Ministry of Education, the Tauira may be enrolled. If the exemption is not approved, enrolment will be declined.

   c.   For fee paying programmes, parental consent to enrol Tauira under 18 years of age (as per the Terms and Conditions of Enrolment) still applies.

2.11   Enrolment of individual secondary students.

   a.   Te Wānanga o Aotearoa may enrol secondary students, however it is not encouraged.

   b.   Enrolments may occur only for part-time study (i.e. up to a maximum of 0.5 EFTS in any one year) and with the appropriate application of funding.

   c.   Before a secondary student is enrolled in a programme, the Aukaha Ako must approve the Kaiako as having completed Police Vetting and being suitable to provide pastoral care and support. Tauira must be interviewed by the Kaiako to ensure they understand the demands of the programme, and that they are likely to successfully complete.

   d.   If Te Wānanga o Aotearoa is satisfied that the Tauira is capable of completing the academic requirements, has a letter of approval from their school Principal (even if learning is outside of school hours), and otherwise meets all other policy provisions, then the Tauira may be enrolled in part-time study.

3.   Change of Enrolment

3.1   Tauira may apply for a Change of Enrolment if they wish to change; programme, delivery site, or kōnae/unit/module/course (add or remove).

3.2   Tauira who apply for a change in programme must meet the entry requirements of the new programme they wish to enrol in, with the change of enrolment to be completed within the Cut-Off Period.

3.3   Tauira already enrolled, where a programme is being replaced, discontinued or cancelled, will have the right to complete the programme within the time specified in the Marau or be offered an alternative pathway to a similar programme.

3.4   Tauira will be advised as soon as possible prior to their start date, where an offering of a programme is cancelled at a specific site, and any fees paid, will be refunded (*See Regulation 6. Withdrawals - Refunds*).

4. Re-Enrolment to Complete a Programme

4.1 Tauira may re-enrol to complete a programme, subject to approval, based on:

    a. the enrolment history and commitment (of the Tauira) to complete;

    b. any outstanding fees or any matters related to Expectations of Tauira Behaviour (including whether any disciplinary action has been taken previously); and

    c. the opportunity for placement (as applicable).

4.2 First-time applications to re-enrol are approved by the Kaiarataki Ako, with applications for re-enrolment (after previous re-enrolments to complete in the same programme) being approved by the Takiwā Academic Committee.

4.3 Takiwā Academic Committees, in addition to the criteria at 4.1, must also consider NZQA programme timeframes, and may also apply special conditions to a re-enrolment to complete.

4.4 For fee paying programmes, applicable tuition fees will be charged for all re-enrolments to complete.

5. Credit Recognition and Transfer and Recognition of Prior Learning

5.1 Te Wānanga o Aotearoa provides for Credit Recognition and Transfer and Recognition of Prior Learning to assist learners to have their relevant learning recognised and credited, and as being equivalent to a part(s) of a programme.

5.2 Credit Recognition and Transfer and Recognition of Prior Learning Applications for programmes at Level 7 and above are subject to special criteria, including being assessed by and subject to Kairuruku approval (to ensure the requirements of the Marau), and obligations under Section 454 of the Education and Training Act 2020, are properly met.

Credit Recognition and Transfer (Credit Recognition) Criteria

5.3 Credit Recognition and Transfer at Te Wānanga o Aotearoa is completed through either Cross Credit or Credit Transfer.

5.4 Cross Credit (CC) applies where Tauira have successfully completed an identical kōnae/unit standard at Te Wānanga o Aotearoa or another recognised education organisation. Cross Credits are identified during pre-enrolment and applied without the need for an Application by the Tauira.

5.5 Credit Transfer (CT) applies where Tauira have successfully completed a sufficiently comparable kōnae/unit standard at Te Wānanga o Aotearoa or another recognised education organisation. Criteria for Credit Transfers are as follows:

    a. Credit Transfers for Achievement-Based assessments (*See Regulation 19. Assessment*) require a minimum 80% match between the previously achieved kōnae/unit standard and the target kōnae/unit standard be established in order for it to be judged as sufficiently comparable.

    b. Credit Transfers for Competency-Based assessments (*See Regulation 19. Assessment*) require a 100% match between the learning outcomes and all evidence requirements / performance criteria of previously achieved kōnae/unit/ standard and the target kōnae/unit standard be established in order for it to be judged as sufficiently comparable.

5.6 The verified official academic record/transcript or the New Zealand Record of Achievement of the Tauira must be provided as evidence in support of a Credit Recognition

Recognition of Prior Learning (RPL) Criteria

5.7 Recognition of Prior Learning applies where Tauira have relevant and current knowledge and skills gained through prior learning (e.g. life experiences or non-formal learning) that meets the learning outcomes for particular kōnae/unit standard(s) of a programme.

5.8 Criteria for Recognition of Prior Learning will depend on the credit sought and the nature of the prior

learning of the Tauira. To determine achievement of learning outcomes, the Tauira will be required to undertake, in support of their Application, one or more of the following:

a. Challenge Test / Practical Assessment, or

b. Interview / Professional Conversation, or

c. Presentation and review of a Portfolio evidence (in digital and/or physical format).

Combination Credit Recognition and RPL Criteria

5.9   Credit recognition that includes a combination of credentialed learning and non-credentialed (e.g. work and life experience etc.) learning will be classified as an RPL.

5.10   Where the application for credit recognition uses evidence of Achievement Based assessment and the Target Kōnae/Unit standard is Competency-Based (or vice-versa) credit recognition is not possible unless the previous assessment has a mark of 100% (due to the difference of marking schemes).

Overseas Qualifications

5.11   Tauira with overseas qualifications who apply for credit recognition are required to complete an International Qualification Assessment with the New Zealand Qualifications Authority to determine the equivalence of their overseas qualifications against the New Zealand Qualifications Framework.

Assessment of Credit Recognition and RPL Applications

5.12   Applications for Credit Recognition and Recognition of Prior Learning must be supported by evidence which will (as required) be verified to ensure authenticity. Applicants will be advised (as far as practicable) if verification will have cost and timeframe implications.

5.13   Takiwā Academic Committees will decide on Credit Recognition Applications, and will consider (as applicable) equivalence in:

a. Learning Outcomes and content,

b. Credit value and its equivalent notional hours,

c. New Zealand Qualification Framework Level,

d. Industry Practice or Professional Body requirements,

e. Demonstrated Competency, and

f. Recency of learning (i.e. the date or period in which the previous learning was achieved to ensure the learning continues to reflect current practice or expectations).

5.14   One third (1/3) of the total amount of credits of the programme is the maximum that can be awarded through Credit Recognition and/or RPL and only for complete Kōnae, Papers or Unit Standards. Partial credits will not be awarded.

5.15   Variations to the 1/3 provision may be applied where qualification specific requirements are included in the Marau or in response to Professional / Registration Body requirements for programmes which lead to professional registration.

5.16   Tauira will be informed of the decision of the Takiwā Academic Committee, and all Credit Recognition documentation will be sent to Tauira Registry at Te Puna Mātauranga for secure storage (*See Regulation 24 Academic and Tauira Recordkeeping*).

6. Withdrawals (including Early Withdrawals)

6.1   Tauira may withdraw from their enrolled programme. Withdrawals are designated as either a:

a. Early Withdrawal – where a Tauira withdraws within the Cut-Off Period, or

b. Withdrawal – where a Tauira withdraws after the Cut-Off Period.

Early Withdrawals

6.2   Tauira who wish to early withdraw must apply in person, by phone or online.

6.3   Kaimahi may apply to early withdraw a Tauira, if the Tauira no longer wishes to complete the programme, has not participated / completed induction, is uncontactable, and/or does not meet Expectations of Tauira Behaviour.

6.4   Tauira who early withdraw, will have no fees charged, no results recorded, and no funding claimed.

Withdrawals

6.5   Tauira who wish to withdraw must apply in person, by phone or online.

6.6   Kaimahi may apply to withdraw a Tauira, if the Tauira has ongoing or unexplained absences (as per the Marau), no achievement progression, is uncontactable, and/or does not meet Tauira Expectations of Behaviour.

6.7   Tauira who withdraw may be liable for fees (as applicable), have any completed results recorded, and funding claimed.

Refunds

6.8   Tauira are entitled to a refund for fees for early withdrawals (during the Cut-Off Period).

6.9   No refunds will be considered after the finish date of the programme, except where a Tauira is withdrawn due to an exceptional circumstances or where the programme is cancelled.

6.10   Refunds for fees will be returned to the original payer.

Mauri Ora

The constant acknowledgement that pursuit of wellbeing is at the core of all Te Wānanga o Aotearoa kaupapa and activities.

7. Compassionate Consideration

7.1   Te Wānanga o Aotearoa is committed to support Tauira to achieve including through providing for compassionate consideration in circumstances where Tauira, as the result of medical, bereavement or some other exceptional circumstances beyond their control, are prevented from preparing, completing or attending an assessment and are unable to complete an alternative assessment.

7.2   Compassionate consideration does not apply to placements or home-based learning programmes.

7.3   Tauira who apply for compassionate consideration will need to have completed at least 30% of the total assessable work, and supply relevant evidence (including evidence of completed work).

7.4   Takiwā Academic Committees will decide on applications for compassionate consideration on a case-by-case basis, including for Programmes at Level 7 or above.

7.5   Tauira granted compassionate consideration will be awarded no higher than an 'achieved' result, with compassionate consideration being limited to a total of three assessments per enrolment.

8. Expectations of Tauira Behaviour

8.1   Te Wānanga o Aotearoa is committed to providing a safe learning environment for Tauira, Kaimahi, and other members of the Te Wānanga o Aotearoa community, regardless of location or medium (whether on campus, off campus, online or via other electronic media) through Expectations of Tauira Behaviour.

8.2   Expectations of Tauira Behaviour reflect Ngā Uara (as the values that guide conduct) and Kaupapa Wānanga (the principles that help integrate Ngā Uara into daily practice).

8.3   Tauira behaviour that does not meet Expectations, or Tauira behaving in any way without reasonable cause in the circumstances, specifically includes, but is not limited to:

   a.   Insulting, threatening or bullying someone;

   b.   Sexually harassing someone;

   c.   Harassing someone because of their age, ethnicity, cultural beliefs and practices, gender, gender identity, sexual orientation, disability, religious or spiritual beliefs;

   d.   Disobeying reasonable directions or instructions;

   e.   Bribery;

   f.   Damaging or stealing property belonging to Te Wānanga o Aotearoa, Kaimahi or other Tauira;

   g.   Breaching the Te Wānanga o Aotearoa Drug and Alcohol Tikanga Whakahaere;

   h.   Possessing a weapon;

   i.   Breaching the Te Wānanga o Aotearoa Information and Communication Technologies Tikanga Whakahaere; or

   j.   Any other behaviour which is likely to bring Te Wānanga o Aotearoa into disrepute.

8.4   Behaviour that does not meet Expectations will be addressed by Te Wānanga o Aotearoa and may result in disciplinary action, which may include but is not limited to:

   a.   Reprimand;

   b.   Restitution in respect of property stolen, lost, or damaged, or costs otherwise incurred by Te Wānanga o Aotearoa;

c.   Unpaid community service; and/or

d.   Limits or restrictions on programme participation.

8.5   Restrictions on programme participation may also be applied while Tauira behaviour is being investigated.

8.6   Serious instances of behaviour that does not meet Expectations can result in the cancellation of enrolment, and the Tauira being withdrawn or early withdrawn (as applicable). Matters may also be referred to external agencies (including the Police).

8.7   Other matters which arise or are discovered, as a result of investigating and/or resolving behaviour that does not meet Expectations, and which may be reportable as required by law, will also be referred to external agencies.

9.   Assessment Misconduct

9.1   Assessment Misconduct involves any behaviour to obtain credit in assessment without complying with the requirements of that assessment. Assessment Misconduct includes but is not limited to:

a.   plagiarism (e.g. copying text, ideas, concepts, images, etc., without providing accurate acknowledgment of the source of the information);

b.   dishonest practices (e.g. working with others when it is not permitted, using or stealing assignments or work which belong to another Tauira); and/or

c.   non- compliance with assessment instructions (e.g. using unauthorised notes or materials in assessments).

9.2   Restrictions on programme participation may also be applied while assessment misconduct is being investigated.

9.3   A finding of assessment misconduct will result in penalties affecting the assessment as well as other disciplinary action, which can include but is not limited to:

a.   a reduction in marks or disallowing an assignment(s),

b.   not being able to complete the kōnae,

c.   not being able to continue or complete the programme, and/or

d.   other disciplinary action under Tauira Expectations of Behaviour.

9.4   Serious instances of assessment misconduct can result in the cancellation of enrolment, and the Tauira being withdrawn.

10. Tauira Feedback

10.1   Tauira Feedback on satisfaction with their programme and the organisation will be invited and the findings communicated to Tauira, Kaimahi and stakeholders.

10.2   Tauira Feedback captures the learner's voice and informs the organisation of the opportunities, challenges and improvements required to ensure the quality of Tauira experiences and outcomes.

10.3   Tauira Feedback will be sought from current Tauira and graduate Tauira at least once a year, with an annual reporting schedule of national Tauira Feedback initiatives being maintained by the National Tauira Services Team. Collected data will be used to support and contribute to programme reviews, consistency reviews, reaccreditation, and programme audits, alongside organisational strategies.

10.4   Tauira Feedback will also be undertaken as part of Programme Monitoring (*See Regulation 13: Programme Monitoring and Reviews*) through Programme Evaluations that are administered by Kairuruku and Kaiako. Any findings will be properly communicated to Tauira, Kaimahi and other stakeholders (as appropriate).

10.5   All Tauira Feedback (including associated data and findings) will be properly and appropriately analysed, disseminated and kept secure.

11. Police Vetting and Safety Checks

11.1   Te Wānanga o Aotearoa undertakes police vetting and safety checks, to reduce the risk of harm to children and others, provide confidence to stakeholders (in particular external professional bodies), and to ensure graduate Tauira are placed to meet and complete programme requirements. Police Vetting is carried out through the New Zealand Police Vetting Service (NZPVS).

11.2   Police vetting and safety checks only apply to programmes which require it as part of entry criteria.

11.3   Te Wānanga o Aotearoa reserves the right to decline enrolment should an applicant's NZPVS results or corresponding safety check be such that they are considered unsuitable for the programme.

11.4   Te Wānanga o Aotearoa does not accept any liability where a Tauira is unable to complete the programme due to the implications of information disclosed through police vetting.

11.5   Te Wānanga o Aotearoa does not represent Tauira or accept liability associated with Tauira applying for professional registration with any external professional bodies.

Vetting Process

11.6   All applicant Tauira are allocated a Police Vetting category (1-4) according to the Te Wānanga o Aotearoa NZPVS Results Matrix. The Te Wānanga o Aotearoa NZPVS Results Matrix is reviewed annually in consultation with the Senior Policy Analyst and Senior Legal Adviser.

11.7   Applicants at Category 1 and 2 may proceed to complete enrolment while applicants at Category 3 and 4, are required to undergo further review by a Te Mata Whāiti Kuhu Committee to consider the suitability of the applicant to enrol.

11.8   All information relating to police vetting will be kept secure and confidential, in accordance with the police vetting approved agency agreement and the Privacy Act 1993.

Te Mata Whāiti Kuhu – Police Vetting Committees

11.9   Te Mata Whāiti Kuhu Committees are established by Te Rautiaki Mātauranga for each programme which requires police vetting. Programme specific Te Mata Whāiti Kuhu Committees are established to ensure appropriate professional subject matter expertise. The Terms of Reference and membership of the respective Te Mata Whāiti Kuhu Committees are approved by Te Rautiaki Mātauranga.

11.10   Te Mata Whāiti Kuhu Committees consider the suitability of applicants at Category 3 and 4 (through a review of documents and interviews). If after consideration, the relevant Te Mata Whāiti Kuhu Committee considers the applicant to be suitable for enrolment, applicants at Category 3 may be enrolled, subject to any special conditions. For applicants at Category 4 who are considered suitable by Te Mata Whāiti Kuhu Committees, approval to enrol must be requested and received from Te Rautiaki Mātauranga.

11.11   Applicants at Category 3 or 4 viewed or assessed as being a high risk or unsuitable (by the relevant Te Mata Whāiti Kuhu Committees), or who have results related to restrictions included in the Children's Act 2014, will not be enrolled in the respective programme.

11.12   Appeals of decisions made by Te Mata Whāiti Kuhu Committees will be referred to Te Rautiaki Mātauranga as an Appeal under Regulation 16 – Education Reviews and Appeals.

Ongoing Disclosure

11.13   Police vetting and safety checks for enrolled Tauira are undertaken each year (or at intervals specified in the Tikanga Ako Marau) to ensure Tauira information remains current.

11.14   Tauira are also required to agree to disclose or notify Te Wānanga o Aotearoa (from enrolment) of any involvement of any kind they may have in any investigation or criminal activity (including history) that may impact on their ongoing eligibility for enrolment, placement or continuation on the programme.

11.15   Te Wānanga o Aotearoa may withdraw a Tauira from a programme (subject to Police Vetting) at any time should any information of this nature be obtained, and which is deemed to adversely impact the safety risk assessment of the Tauira, regardless of how the information was obtained.

11.16   If Tauira do not provide information directly, this will be included as a relevant factor when considering whether to withdraw a Tauira. However, Te Wānanga o Aotearoa will endeavour to reasonably verify the information with Tauira before making such a decision.

Āhurutanga

The constant acknowledgement that quality spaces must be claimed and maintained to enable activities to be undertaken in an ethical and meaningful way.

12. Attendance Monitoring

12.1   Tauira are expected to meet the attendance requirements for their programme (as outlined in the Marau or Tauira programme information), including the need to participate in their programme.

12.2   Tauira who are unable to attend, must advise their Kaiako as soon as possible, and engage in processes to cover any missed programme activities or assessments. Ongoing absenteeism may result in an application for the Tauira to be withdrawn (*See Regulation 6. Withdrawals*).

12.3   Tauira attendance is monitored and reported by Kaiako using Attendance Registers, with the need for Tauira to personally sign or otherwise attest to, their attendance.

12.4   Attendance Registers must be kept up-to-date and be reported regularly to ensure compliance with programme and funding requirements.

13. Programme Monitoring and Reviews

13.1   Te Wānanga o Aotearoa is committed to the continual quality improvement of our programmes through a systematic approach to monitoring and reviews. Monitoring and reviews are undertaken as a collaborative approach to programme self-reflection, self-assessment and self-improvement.

13.2   Consistency Reviews demonstrate to NZQA, that graduates of Te Wānanga o Aotearoa programmes meet the graduate profile outcomes of the New Zealand Qualifications Framework for Levels 1- 6 qualifications. Te Wānanga o Aotearoa seeks a Sufficient/Consistent rating for every consistency review it undertakes. NZQA publishes the consistency review schedule bi-annually.

13.3   Programme Reviews are undertaken to provide opportunities for self-assessment and improvement, and include the following types:

a.   quality reviews centred on a particular focus area or programme undertaken to meet any external quality assurance requirements,

b.   tenured reviews undertaken on all programmes after the first year of delivery, and

c.   cyclical reviews undertaken as part of Te Wānanga o Aotearoa programme review schedule.

13.4   Programme Monitoring is undertaken to provide evidence for, and give assurance to, stakeholders (including NZQA) in relation to programme implementation, including for degree and postgraduate programmes. Programme Monitoring activities may also include Tauira feedback (*See Regulation 10: Tauira Feedback*) and academic achievement and educational performance reporting, in order to identify the opportunities, challenges and improvements required to ensure quality Tauira experiences and educational outcomes.

Stakeholder Engagement

13.5   Te Wānanga o Aotearoa is committed to establishing and maintaining effective ways to engage with stakeholders (including for programme development and delivery) and will consult regularly with stakeholder groups (including through national and takiwā Komiti Āwhina) for all programmes.

13.6   Komiti Āwhina will meet at least once as per year, with further hui as and when required, as otherwise determined.

14. Moderation

14.1   Te Wānanga o Aotearoa commits to undertake moderation as a process that confirms Kaiako assessment decisions and judgments are fair, valid, and consistent. In addition, moderation aims to reduce variations of interpretation of an assessment and/or unit standard over time.

14.2   Te Wānanga o Aotearoa participates in moderation to give confidence to our Tauira that our Kaiako are making accurate and consistent judgements about Tauira assessment and/or performance. Moderation also facilitates collaboration between Kaiako to establish a shared understanding of what Quality Evidence looks like.

14.3   Moderation at Te Wānanga o Aotearoa will take indicators of best practice into consideration at every step, and align clearly to Ngā Takepū me Ngā Uara, in particular:

   a.   A culture of professional dialogue, support and risk taking is fostered by Whanaungatanga, Āhurutanga and Kotahitanga, and through the establishment of Kāhui Ako – Communities of Best Practice in Teaching and Learning,

   b.   The roles, responsibilities and expectations of Kaiako and Kairuruku are clearly defined. Kaimahi Hāpai are also an integral part of supporting Kaiako in their moderation,

   c.   Planning and resourcing occurs in the first step in the Moderation process, laying out clear and consistent expectations for all who engage in moderation,

   d.   Moderation provides opportunities for review, feedback and feedforward regarding assessment design and assessment and moderation practices.

14.4   All programmes will be subject to moderation, including for Pre-Assessment and Post-Assessment (Internal and External) in accordance with the respective Moderation Plans and Tikanga Here.

14.5   Assessment Materials and other moderation related records will be kept and secured in accordance with external quality assurance or Tauira recordkeeping requirements.

15. Kaimahi relationships with Tauira

15.1   Kaimahi are expected to maintain professional relationships with Tauira. A personal relationship between a Kaimahi (and in particular a Kaiako) and a Tauira has the potential for, or could be perceived as, compromising the fundamental duties inherent in teaching and learning.

15.2   Kaiako have a responsibility to Tauira to assess their work fairly, objectively and consistently throughout the duration of their particular programme.

15.3   Depending on the circumstances, a Kaimahi having an intimate personal relationship with a Tauira may also be viewed as unethical. Relevant factors to consider when determining whether a Kaimahi has behaved unethically by entering into an intimate personal relationship with a Tauira includes, but are not limited to, the following:

   a.   Whether there is an imbalance of power or status,

   b.   If the relationship is detrimental to the Tauira,

   c.   Risks unacceptable disruption to the study or work or the living environment of the Tauira, or

   d.   Undermines the trust and confidence Te Wānanga o Aotearoa has in the Kaimahi.

15.4   An intimate personal relationship between a Kaimahi and a Tauira seriously risks taking advantage of the intrinsic trust, power and status differential implicit in the Kaimahi-Tauira relationship. Intimate personal relationships are relationships characterised by a significant level of intimacy between the participants and include situations involving sexual activity of any kind.

15.5   Te Wānanga o Aotearoa strongly discourages, and Kaimahi should avoid entering into, an intimate personal relationship with any Tauira, particularly a Tauira for whom they have responsibility or with

whom they have involvement through any kind of activity with Te Wānanga o Aotearoa.

15.6   Where a Kaiako or Kaiwhakahaere Ako enters into or has an intimate personal or personal relationship with a Tauira, the relationship must be declared and managed as a conflict of interest.

15.7   Where a personal relationship between a Kaimahi and a Tauira creates a conflict of interest (including where an intimate personal relationship is not considered unethical), then that relationship must be declared and managed as a conflict of interest.

15.8   Kaimahi must adhere to conflict of interest processes to manage or remove the conflict of interest in the best way possible and in a transparent manner. For Kaiako, this may include not being involved in the supervision or assessment of that Tauira (where possible).

16. Educational Reviews and Appeals

16.1   Te Wānanga o Aotearoa is committed to providing a clear and transparent process (involving takiwā and Te Puna Mātauranga) for Tauira to challenge decisions made in relation to teaching and learning. Concerns that do not directly relate to Tikanga Ako are considered through the Tauira Complaints Process.

16.2   Tauira may request that a decision made (under Tikanga Ako) be reconsidered, including by their Kaiako. Kaiako will provide feedback to the Tauira to clarify why the decision was made and may, if appropriate, revise their decision and or result.

16.3   Tauira who are not satisfied with a decision, may apply for an Education Review, to investigate whether the process followed and judgement applied, in making the decision, was proper and appropriate, with recommendations being made for a decision by the Takiwā Academic Committee.

16.4   Aukaha Ako (as Convenors of Takiwā Academic Committees) will advise the Tauira of the outcome of the Review and the decision of the Takiwā Academic Committee, including any actions to be taken as a result.

16.5   Tauira who are not satisfied with the Education Review outcome, may then appeal the Review outcome to Te Rautiaki Mātauranga. The grounds for appeal will solely consider:

a.   additional information that was not available to the Takiwā Academic Committee (or other Committee),

b.   material defects in the application of the review and appeals process to the Tauira,

c.   material irregularity in the conduct of assessments or in the resulting process.

16.6   Te Rautiaki Mātauranga may request additional information from the Tauira or Kaimahi in making its decision.

16.7   Te Rautiaki Mātauranga will advise the Tauira of the outcome of the appeal, including any actions to be taken as a result, with the decision of Te Rautiaki Mātauranga being final.

16.8   Te Rautiaki Mātauranga may by resolution, assign the consideration and decision-making in relation to appeals (under this Regulation), to a panel of members.

17. Tauira Privacy and Information Protection

17.1   Te Wānanga o Aotearoa is committed to protecting Tauira information and privacy, and will meet and comply with all applicable legislative requirements and Te Wānanga o Aotearoa policy (including for information available via online platforms).

17.2   Tauira information will only be released to a third party (except as provided for in the Terms and Conditions of Enrolment) upon receipt of written consent (or attestation) from the Tauira.

17.3   The recording and/or use of Tauira for audio or visual purposes must be properly approved by Takiwā senior management, and comply with Te Wānanga o Aotearoa Privacy policy.

Koha

The constant acknowledgement that valued contributions are to be given and received responsibly.

18. Assessment

18.1 Provisions for Aromatawai (assessment) including any related methodology or tasks will be included in the Marau for each programme.

18.2 Assessments may be competency or achievement based and consider evidence of performance, knowledge and understanding of the learning outcomes of the programme.

18.3 All assessments will be pre-moderated before first delivery to ensure alignment with the learning outcomes.

18.4 In preparation for assessment, Tauira should utilise all programme learning resources and materials including any online tools or platforms which assist, support and monitor programme learning.

18.5 Written advice regarding the method of assessment will also be included in Tauira programme information.

18.6 Assessments must be presented according to assessment conditions and any material presented by the Tauira for assessment must be the work of the Tauira or appropriately referenced.

19. Assessment in Te Reo Māori

19.1 Tauira may use Te Reo Māori in assessments and Te Wānanga o Aotearoa will make available an assessor with the required subject matter expertise and the required proficiency in Te Reo Māori.

19.2 Where no assessor with the subject matter expertise and/or proficiency in Te Reo Māori is immediately available, Kaiako in consultation with their Kaiwhakahaere Ako, will provide for a Kaimahi with proficiency in Te Reo Māori to assist the Kaiako with the assessment. This approach must be approved by the Aukaha Ako and Kairuruku (for the programme) before being undertaken.

20. Results

20.1 Tauira will receive results of assessments within timeframes as specified in the Marau and as may be referenced in the Tauira programme information. If no timeframe is specified, then results should be received within 1 month of the assessment date. Kaiako will notify Tauira of any delay in the marking of assessments.

20.2 For competency-based assessment, results are generally reported as follows:

ACH – Achieved	*Tauira has successfully achieved the evidence requirements / performance criteria of the assessment.*
YTA – Yet to Achieve	*Tauira has yet to achieve the evidence requirements / performance criteria of the assessment.*
CC - Cross Credit	See Credit Recognition
CT - Credit Transfer	
RPL - Recognition of Prior Learning	

20.3 Achievement-based assessments for degree programmes are generally reported as follows:

Grade	Letter Grading	Mark (%)
Achieved with Excellence	A+	90% - 100%
Achieved with Excellence	A	85% - 89%
Tauira has met all evidence requirements / performance criteria to grant the kōnae ako, with Excellence.		
Achieved with Merit	A-	80% - 84%
Achieved with Merit	B+	75% - 79%
Achieved with Merit	B	70% - 74%
Tauira has met all evidence requirements / performance criteria to grant the kōnae ako with Merit.		
Achieved	B-	65% - 69%
Achieved	C+	60% - 64%
Achieved	C	55%-59%
Achieved	C-	50% - 54%
Tauira has successfully achieved the evidence requirements / performance criteria of the assessment.		
YTA – Yet to achieve:		
Tauira has yet to achieve the evidence requirements / performance criteria of this assessment.		

20.4   National Achievement standard results will be reported in accordance with NZQA requirements.

20.5   Takiwā Academic Committees are responsible for approving the final results for Tauira and programmes (*See Regulation 23: Awards and Graduation*).

21. Extension

21.1   Extensions to complete assessments may be requested and/or applied for by Tauira.

21.2   Tauira who are unable to meet the due date for an individual assessment may request an extension from their Kaiako.

21.3   Tauira may apply for extensions beyond the programme completion date, for a period of no more than 10% of the programme length, which must be approved by the Kaiako and the Kaiwhakahaere Ako.

21.4   Tauira granted an extension will be awarded no higher than an 'achieved' result, with up to three extensions being available in any one programme year.

22. Re-submission / Re-assessment

22.1   Tauira who do not successfully achieve an assessment will be able to resubmit the assessment or be re-assessed, as specified in the Marau, and as may be referenced in Tauira programme information. If no re-submission or re-assessment provision is specified in the Marau (i.e. the number of reassessments a Tauira may undertake), then Tauira will be allowed two re-assessment or re-submission opportunities.

22.2   Kaiako will provide written feedback to Tauira, who are eligible for re-submission or re-assessment, indicating areas for improvement.

23. Awards and Graduation

23.1   Te Rautiaki Mātauranga has delegated authority from Te Mana Whakahaere to grant awards for Te Wānanga o Aotearoa. Every degree, diploma and certificate will be awarded subject to a resolution of Te Rautiaki Mātauranga.

23.2   An award will be granted to Tauira who have successfully met all the requirements of the qualification or programme, including in relation to excellence grades.

23.3   Tauira Registry at Takiwā will provide Takiwā Academic Committees with the names of those Tauira qualified to receive awards, for the Takiwā Academic Committee to endorse, before being submitted to Tauira Registry at Te Puna Mātauranga.

23.4   Tauira Registry at Te Puna Mātauranga is responsible for ensuring that the names of all Tauira qualified to receive awards are submitted to Te Rautiaki Mātauranga for approval, before the awards are granted or otherwise conferred. Awards may not be granted or otherwise conferred without the approval of Te Rautiaki Mātauranga.

23.5   Tohu and results may be withheld if the Tauira has any fees or charges or resources or property (including from the library) outstanding to Te Wānanga o Aotearoa. Tauira will also be unable to participate in any graduation ceremony, until all outstanding fees or charges are paid (or arrangements made for payment), and/or property or resources returned.

Posthumous Award

23.6   Te Wānanga o Aotearoa may award qualifications (including tohu) or otherwise recognise programme completions posthumously.

23.7   If the death of a Tauira occurs after the Tauira has met all the requirements for the grant of an award, then the grant of the tohu (and related obligations as applicable) are unaffected.

23.8   If the death of a Tauira occurs before meeting all the requirements for the grant of an award, an application may be made for an award to be made posthumously.

23.9   For a posthumous award to be considered the following criteria must be met:

a.   Certificates and diploma – the Tauira has successfully completed 75% of the programme.

b.   Degrees - the Tauira was enrolled in the final year of the degree.

23.10   All applications must be supported by evidence to demonstrate the criteria has been met and that the Tauira had been progressing successfully toward completing all requirements.

23.11   Applications for posthumous awards are considered and decided at the discretion of Te Rautiaki Mātauranga on a case-by-case basis, with any decision being final.

24. Academic and Tauira Recordkeeping

Tauira Academic Records

24.1   Academic records are distributed to Tauira prior to graduation by Tauira Registry at Te Puna Mātauranga. Tohu will be distributed to Tauira at their graduation ceremony.

24.2   Tauira who do not attend graduation will have their tohu sent to their last known address within a month of their graduation ceremony. If there is no known address, then the tohu (and academic record) will be available to the Tauira, at the Takiwā, for up to 12 months, from the date of their graduation ceremony.

24.3   Tohu (and academic records) for Tauira, which remain uncollected after the 12 months, can be destroyed or otherwise securely disposed of.

24.4   Tohu may also be revoked by approval of Te Rautiaki Mātauranga.

Tauira Records Management

24.5   Te Wānanga o Aotearoa will retain records relating to Tauira enrolment and learner assessment, in keeping with its obligations under the Public Records Act 2005, Tertiary Education Commission Funding Conditions, and New Zealand Qualification Authority Rules.

24.6   All records pertaining to Tauira enrolments, assessment and results (and including those in the Kaiako File Box and Class File Box), must be retained as provided for under the Te Wānanga o Aotearoa Classification Schedule (for Records Management).

24.7   Other documentation (which does not relate to Tauira enrolments, assessment and results) must be kept at Takiwā and may be destroyed twelve months after completion of the programme or qualification.

Papakupu

Assessment	The process of gathering and judging evidence in order to decide whether a person has achieved a standard or objective.
Assessment Materials	For the purposes of Tikanga Ako, includes, but are not limited to: assessment tasks and instructions, assessment schedules, evidence collection documentation.
Completion	The final outcome of a programme. It is a measure of whether Tauira succeed in meeting all the programme requirements as specified in the curriculum document.
Credit	Refers to the numerical value assigned to a kōnae, module, unit standard, which represents the estimated time needed for a typical Tauira to demonstrate that all specified outcomes have been met.
Cut-Off Period	The period of time covering 10% of the total number of weeks of a programme's duration from the start date of the Tauira.
Enrolment	For the purposes of Tikanga Ako, the formal approval and acceptance of a Tauira to study at Te Wānanga o Aotearoa after having met all the enrolment eligibility and entry criteria
Excellence Grades	Honours, Distinction, and Merit grades
Graduation	A ceremony that acknowledges and awards Tauira who have met all requirements and achievement standards of their programme of study.
Home Based Learning	The delivery of a programme through extramural learning with assessment by Kaitiaki.
Kaimahi	All persons employed by, seconded to, volunteering to, and authorised contractors of Te Wānanga o Aotearoa.
Kaiako	For the purposes of Tikanga Ako, the person responsible for teaching, tutoring, and or assessing for a programme, including for Home Based Learning.
Kaiwhakahaere Ako	Manager Educational Delivery.
Kaiarataki Ako	Lead Educational Delivery.
Marau	Curriculum documents.
NSN	National Student Number - A unique identifier used as a form of identification for a Tauira enrolled on a programme, with reference to the National Student Index (NSI).
NZQA	New Zealand Qualifications Authority.
Programme	A prescribed set of unit standards, kōnae, courses or modules offered

	towards a qualification for which a certificate, diploma or degree may be awarded.
Student Portal	For the purposes of Tikanga Ako, the online resource that provides programme, learner and organizational information to Tauira, which includes the Te Wānanga o Aotearoa Website and other secure learner platforms as available (e.g. iAkoranga).
Tauira	For the purposes of Tikanga Ako, all persons currently enrolled in Te Wānanga o Aotearoa programmes and courses, leading to a qualification.
Tohu	Award Certificate. The document awarded to Tauira by Te Wānanga o Aotearoa as evidence of successfully completing the requirement of a qualification or programme.
Tumu	Executive Director
Te Rautiaki Mātauranga	The Academic Committee of Te Wānanga o Aotearoa established by Te Mana Whakahaere pursuant to Clause 18 Schedule 11 of of the Education and Training Act 2020.

Tikanga Here Index

Regulation	Tikanga Here
1. Tauira Recruitment, Induction and Engagement	• Pre-Enrolment Procedure • Tauira Induction and Orientation Procedure (incl. Tauira ID)
2. Enrolment	• Enrolment Procedure (incl. In Person / Online Applications / Re-enrolments)
3. Change of Enrolment	• Changes to Enrolment Procedure (incl. Personal Details and Tauira Transfer and HBL)
4. Re-Enrolment to Complete a Programme	• Re-Enrolment to Complete a Programme (HBL) Procedure
5. Credit Recognition and Transfer and Recognition of Prior Learning	• Credit Recognition and Recognition of Prior Learning Procedure
6. Withdrawals (including Early Withdrawals)	• Tauira Withdrawals Procedure • Tauira Withdrawals (HBL) Procedure
7. Compassionate Consideration	• Compassionate Consideration Procedure
8. Expectations of Tauira Behaviour	• *Tauira Behaviour Code of Practice*
9. Assessment Misconduct	• *Assessment Misconduct Procedure*
10. Tauira Feedback	• Tauira Feedback Code of Practice
11. Police Vetting and Safety Checks	• Police Vetting and Safety Checks Procedure
12. Attendance Monitoring	• Attendance Monitoring – 101 SISS Procedure
13. Programme Monitoring and Reviews	• Ngā Whetū Arataki – Programme Monitoring and Evaluation Framework • Programme Evaluation and Review – Ngā Whētu Arataki Procedure • Aroturuki – Degree and Post Graduate Programme Monitoring Framework • Consistency Review Guidelines • Komiti Āwhina Procedure
14. Moderation	• Moderation Framework • External Post-Assessment Moderation Procedure • Internal Post-Assessment Moderation Procedure • Pre-Assessment Moderation Procedure
15. Kaimahi relationships with Tauira	• Declaration of Relationship Procedure

16. Educational Reviews and Appeals	• Educational Review and Appeals Procedure
17. Tauira Privacy and Information Protection	See *Privacy and Breach Management Tikanga Whakahaere and Tikanga Here*
18. Assessment	• Assessment Submission and Re-submission Code of Practice • Verification and Reporting of Tauira Achievement (HBL) Procedure • Assessment (Online Delivery) Guidelines for Kaiako • Programme Adaption (Online Delivery) Guidelines for Kaiako
19. Assessment in Te Reo	• *Assessment in Te Reo Procedure*
20. Results	• Recording of Tauira Achievement on 101 SISS
21. Extension	• Tauira Extensions Procedure
22. Re-submission/Re-assessment	*See Assessment*
23. Awards and Graduation	• Graduation Approvals Procedure (incl. Reprints and Revocations) • *Graduation Ceremonies Code of Practice* • Posthumous Award Procedure • Excellence Awards Code of Practice
24. Academic and Tauira Recordkeeping	• Kaiako File Box Management Guidelines

Appendix 1: Specific Responsibility Reference Summary

Te Rautiaki Mātauranga

- Tikanga Ako Application
- Te Mata Whāiti Kuhu
- Educational Reviews and Appeals
- Awards and Graduations
- Posthumous Awards
- Tauira Academic Records (Revocation of Award)

Tumu

- Tikanga Here

Kairuruku

- Credit Recognition
- Tauira Feedback
- Moderation
- Assessment in Te Reo Māori

Takiwā Academic Committees

- Enrolment (additional part-time programmes)
- Re-enrolment to Complete
- Credit Recognition
- Compassionate Consideration
- Educational Reviews and Appeals
- Results
- Awards and Graduations

Aukaha

- Enrolment (Rangatahi Enrolments)
- Educational Reviews and Appeals
- Assessment in Te Reo Māori

Kaiarataki Ako

- Re-enrolment to Complete
- Educational Reviews and Appeals

Kaiako

- Rangatahi Enrolments
- Tauira Feedback
- Attendance Monitoring
- Moderation
- Kaimahi Relationships with Tauira
- Educational Reviews and Appeals
- Assessment in Te Reo Māori
- Results
- Extensions
- Resubmissions
- Tauira Records Management

Appendix 2: Document History

No.	Document area	Amendment summary	Date	Author
1	Regulation 15: Police Vetting and Safety Check	Specific details included to align with legal requirements under the Children and Young Persons Act 1989.	12/2016	Melanie Taiaroa
2	All document	Formatted to Style Guide	10/2018	Rodney Young
3	All document	Reviewed and refined through Te Ohu	09/2018 10/2018	Melanie Taiaroa
4	All document	Reviewed and refined through Ngā Tumu and Janet Calder	02/2019	Amber Hughes
5	Partial document	Updated from Te Rautiaki Mātauranga feedback	03/2019	Amber Hughes
6	All document Version 6.0	Full revision with resulting change in version (to 6.0)	12/2019	Shayne Wihongi
7	Partial document Version 6.1	Amendments to correct typographical errors and to include amendments in relation to Regulations: • 2 (in relation to enrolment workload); • 10 and 11 (in relation to appeals); • 13 (in relation to Stakeholder Engagement); • 14 (in relation to moderation cover); • 16 (in relation to the assignment of decision-making); • 23 (in relation to excellence grades); • Papakupu to include new definitions for Assessment Materials and Excellence Grades; and • Tikanga Here Index.	12/2020	Shayne Wihongi