

# NMIT STUDENT CHARTER AND STUDENT RULES

## MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

| Section       | Learner    |             |                                    |
|---------------|------------|-------------|------------------------------------|
| Approval Date | 24.02.2026 | Sponsor     | Director Māori and Learner Success |
| Next Review   | 01.01.2027 | Approved by | SLT                                |

## NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

| Version | Effective Date | Created/ Reviewed by | Reason for review / comment |
|---------|----------------|----------------------|-----------------------------|
| 1       | 01.01.2026     | Transition Lead      | New                         |

## Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- All NMIT ākonga engaged in campus-based learning at any location; and online or remote learning via any mode; and work based learning. This includes (eg.) managed apprentices, Trades Academy and other secondary-tertiary pathway learners, and any other non-standard enrolments, and encompasses all references to learners, ākonga or students.
- All employees of NMIT, including contracted staff and secondees providing services for NMIT; and those on fixed term contracts (may be collectively referred to as kaimahi in this policy)

## Te Pūtaki | Purpose

NMIT values its partnership with ākonga throughout their learning journey at NMIT, and is committed to ensuring a safe, rewarding, successful learning experience built on shared responsibilities and transparency.

This policy provides guidance for ākonga, to ensure understanding of

- their rights, responsibilities, rules and expectations regarding behaviour and ways of working while undertaking study-related activities at NMIT, and the consequences of any breaches
- the policy and procedures relevant to the ākonga learning experience and problem resolution
- services and avenues available for support, guidance and problem resolution

## Ngā Mātāpono | Principles

### Our Values

NMIT values are our central compass to guide our behaviour as an organisation and establish a foundation for how we all work as part of the NMIT community. Ākonga and kaimahi alike have a personal and collective responsibility to behave in ways that uphold our values and maintain integrity and quality in everything we do.

### ĀKONGA RIGHTS

1. To be treated equitably as mature, responsible individuals with respect to age, gender, culture or ethnic origin, gender diversity, sexual orientation, socio-economic status, family status, political or religious beliefs, and health conditions or impairments.
2. To be free and supported from harassment, victimisation and abuse by all members of the NMIT community, including physical, sexual, racial, or disadvantaged-based harassment, and verbal abuse.
3. To be recognised, supported and treated in ways that acknowledge individual and collective needs of all ākonga, including marginalised and under-served individuals and groups.
4. To receive full information about the programme they wish to enrol on, and the supports available to them, before enrolment.
5. To be given in writing within the first two weeks of commencing the programme, in respect of all internally assessed or examination courses, the following information:
  - subject outline, objectives and assessment criteria.
  - assessment timetable, textbook/resource list (including e-books) and other course requirements.
6. To have a workload that is clearly communicated, appropriate to the level of the programme or course, comparable with workloads in other parts of the programme, and achievable without compromising quality or accreditation.
7. To have barrier-free access to information, resources and NMIT learner services that support and enable them to complete their studies.
8. To receive effective teaching from competent staff.
9. To receive orientation that informs and shows them how to access programme specific pastoral care, tutors, support kaimahi, resources, information, regulations and support.
10. To have access to all policies and procedures relating to students, including guidance for having concerns resolved, and procedures for addressing complaints and appeals.
11. To engage in assessment that is relevant, up-to-date, accessible, valid, reliable, authentic and moderated.
12. To have formative and summative assessments marked, be given results, and receive feedback on assessments and progress within stated timeframes during their programme.
13. To have access to all assessments after marking.
14. To have adequate revision/study time to prepare for end-of-course examinations after the completion of prescribed course work.
15. To have their personal data stored securely and protected from unauthorised access, use or disclosure.
16. To have access to their personal information held by NMIT.
17. To provide feedback on courses and programmes including course content, delivery and teaching, and to receive feedback from NMIT on actions taken in response to student feedback.
18. To have their voice heard across different forums to ensure student input into policy development, rules and regulations governing the conduct of students, and decision-making where it affects them.

19. To have access to support and services that complement guidance offered by programme areas, including:
- Learning assistance
  - Wellbeing support
  - Counselling
  - Financial advice, including about loans and allowances
  - Website access
  - IT support
  - Independent support and advocacy from the Student Association
  - Student amenities
  - Māori and Pasifika support
  - Pastoral care
  - Equity support
  - Recreational spaces
  - Health services
  - Accommodation providers
  - English language support
  - Appropriate cultural or ethnic group support within the Institute or local community where possible
  - For disabled ākonga, barrier-free access to learning, support and social opportunities at NMIT
20. To have ownership of their work unless otherwise specified beforehand by the Curriculum Area in accordance with the [NMIT Intellectual Property and Copyright Policy](#).
21. To raise concerns or lodge complaints within approved procedures without being subject to subsequent harassment or victimisation.

## ĀKONGA RESPONSIBILITIES

1. To act as mature, self-directing, autonomous, and responsible individuals.
2. To abide by the rules and regulations governing student conduct at NMIT, as specified in the [Student Rules](#)
3. To abide by the principles of Academic Integrity as detailed in [NMIT Academic Integrity and Academic Misconduct Policy](#) and procedures.
4. To apply the fundamental values of honesty, trust, fairness, respect and responsibility to every aspect of their learning.
5. To contribute to ensuring a safe, healthy, welcoming and dynamic learning environment at NMIT.
6. To respect the rights, views and diversity of all members of the NMIT community.
7. To respect the environment and property of NMIT and the NMIT community.
8. To refrain from physical, sexual or racial harassment, discrimination, disability-based harassment, victimisation or verbal abuse directed at any member of the NMIT community.
9. To refrain from making unjustifiable allegations against other members of the NMIT community.
10. To refrain from behaviour that is illegal, unethical or immoral.

## STUDENT RULES

The [Student Rules \(Appendix 1\)](#) were developed in consultation with ākonga to provide clarity about their obligations while enrolled on any NMIT course or programme.

## PROBLEM RESOLUTION

NMIT will attempt to resolve concerns raised by ākonga through informal means wherever possible. This approach relies on early intervention, open discussion and collaboration to address issues.

Ākonga are encouraged to raise issues and seek guidance as early as possible through any of the avenues available to them, including:

- Their kaimahi, tutors, or Curriculum Area Manager, who support the programme
- Their Programme Representative(s)
- Learner Success kaimahi
- Independent support and advocacy staff
- NMIT's learner voice options, including programme/tutor evaluations, focus groups, feedback sessions, surveys
- Online avenues such as [Have Your Say - Kōrero Mai](#)
- Student Help Centre [What to do when there's a problem](#)

Where attempts to address concerns through low-level or informal means are not successful, or where issues are considered to expose any party to risk, ākonga are encouraged to [make a formal complaint](#).

## BREACHES

Ākonga and kaimahi have a responsibility to uphold the expectations of this Charter and to seek resolution of any issues that arise as a result of any breaches.

NMIT kaimahi may invoke disciplinary procedures in response to breaches of the Student Charter and Student Rules.

## POLICIES AND PROCEDURES THAT GUIDE ĀKONGA

NMIT Academic Integrity and Academic Misconduct Policy

NMIT Academic Regulations

NMIT Ākonga Misconduct Policy

NMIT Assessment Policy

NMIT Concerns and Complaints Policy

NMIT Student Fees, Charges and Refunds Policy

NMIT ICT Security Policy

## TURE WHAI TAKE | RELEVANT LEGISLATION

[Human Rights Act \(1993\)](#)

[Privacy Act 2020](#)

[The Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#)

[Health and Safety at Work Act 2015](#)

[Education and Training Act 2020](#)

[The Treaty of Waitangi Te Tiriti o Waitangi](#)

[Dispute Resolution Services](#)

[Ombudsman New Zealand](#)

## NGĀ TAPIRITANGA | APPENDICES

**Appendix 1:** NMIT Student Rules

# NMIT STUDENT RULES

The following rules have been developed in conjunction with students, to ensure that all students are clear about their obligations during their time at NMIT.

Further information to guide ākonga can be found at [Ākonga | Student Information](#) and in the [Student Guide](#).

## ENROLMENT and PAYMENT OF FEES

Enrolment fees must be paid in full, or an approved alternative arrangement in place **by the end of the second week of the course** to confirm a place on the course or programme; refer [Help Centre - Fees, costs and financing](#).

Where additional costs apply (eg. for course-related materials, products, projects), those items remain the property of NMIT and cannot be removed from NMIT premises until payment is made and approval is given.

## PROGRAMME REGULATIONS

Every programme has a set of specific Programme Regulations that apply to that programme and will be made available to learners.

It is the responsibility of learners to familiarise themselves with these Programme Regulations and abide by them throughout the programme.

## ATTENDANCE and ABSENCES

The Programme Regulations or student handbook for your programme will outline attendance requirements, how to report absences and potential implications of absences.

International learners, nursing students, directed apprentices and any other learners who are subject to the rules and regulations of external bodies are responsible for being familiar with and upholding all attendance and absence requirements.

## IT HARDWARE, SOFTWARE and MOBILE DEVICES

On enrolling, students are issued with an NMIT email address and network login that provides access to a range of learning platforms and software.

Students take part in an orientation to get information about access and use, and the [Rules for using the computer facilities](#), acceptable use of the NMIT computer network and for all activities carried out within their individual network account; refer [Technology Help Centre](#).

Learners may use NMIT devices, access software, download material, take photos and videos, make calls, send texts, or any other legitimate actions for lawful and programme-related purposes only.

Where students use their own mobile devices as a learning tool on their programme, they are expected to use them appropriately, considerately and lawfully while engaged in any NMIT activity.

## EXTERNAL EXAMINATIONS

A significant proportion of courses provided by NMIT prepare students for examinations controlled by outside examining bodies. It is the responsibility of individual students to check the policies and procedures and handbooks issued by these bodies and see that they forward examination entry forms by the correct closing date. NMIT will endeavour to be of assistance, by distributing to tutors any notices received from these outside bodies, but the prime responsibility rests with the student.

## **WORKPLACE and OFF-SITE ACTIVITIES**

Ākonga may participate in learning based around fieldwork, practicums, work placement or work experience, internships, clinical placement, or other activities that take place in a work or outdoor environment.

The Student Rules apply in all situations, as applicable. Students are also required to follow the expectations and rules specified in any contract, agreement or Standard Operating Procedure (SOP) covering that activity or placement.

## **BULLYING, DISCRIMINATION and HARASSMENT**

NMIT is committed to providing a safe and inclusive environment for all kaimahi and ākonga, that is safe and free from bullying, discrimination, racism and/or harassment, and that supports positive learning experiences for diverse learner groups and individuals.

We aim to create environments and practices that prevent or reduce harm to all members of the NMIT community resulting from discrimination, racism (including systemic racism), bullying, harassment and abuse.

The terms “bullying”, “discrimination”, “racism” and “harassment” collectively refer to a range of behaviours, language, actions and inactions that contravene the standards expected of NMIT kaimahi and ākonga, including:

- Harmful sexual behaviour, including sexual harassment
- Gender-based harassment or discrimination
- Racial harassment
- Racism
- Sexism
- Harassment
- Discrimination
- Bullying, including cyber bullying

Where a learner is found to have bullied, discriminated against or harassed another learner or NMIT staff member, this could lead to the termination of their study contract.

## **HEALTH and SAFETY**

Students are to take all reasonable precautions while at work to ensure their own safety and the safety of others.

Students are responsible for their own compliance with the health and safety requirements specified in programme regulations, Standard Operating Procedures (SOPs), on noticeboards, via staff members, or by any other means.

## **SAFETY and STANDARD OPERATING PROCEDURES (SOPs)**

Students using any workshop, lab or other specialised facility, or who engage in specialised activities will be provided with information and inductions relating to safety protocols and Standard Operating Procedures for those spaces and activities. This may include clothing, footwear and PPE requirements, hair, jewellery, induction and training pre-requisites, behaviour, use of machinery, equipment and tools, and any other relevant requirements.

Students are expected to always observe the requirements as a condition of access to those facilities.

## **EMERGENCIES, FIRES ETC.**

In an emergency - indicated by a continuous alarm - buildings must be evacuated immediately and all students must proceed to the designated assembly area. Every room has a visible sign detailing Emergency Procedures.

In the case of an emergency, students are to follow all instructions given by a warden.

## **ALCOHOL and OTHER DRUGS**

Consumption of alcohol is prohibited on campus except where prior approval is given by the Chief Executive Officer for specific occasions where any licencing requirements can be met.

The use of illegal drugs is prohibited in all areas at all times. Students will refrain from consuming or possessing illegal drugs or unauthorised alcohol on all NMIT campuses and study locations.

Students must be fit for study and work, as appropriate, and free from impairment or influence of drugs (illegal, prescription and/or nonprescription), and alcohol while engaged in their studies.

Drug testing may occur, where permitted, when we believe there is reasonable cause to suggest that a learner:

- is at risk of impairment due to the consumption of drugs; or
- was under the influence of drugs and it may have been a factor in a workplace accident or near miss; or

Where industry requires pre-employment drug testing, this will be made clear to all learners as a programme entry requirement.

## **FOOD and DRINK**

Students are to follow the food and drink guidelines in all campus areas and teaching spaces.

## **SMOKING and VAPING**

Smoking (including the use of e-cigarettes, vaping, or any other apparatus which vaporises substances for the purpose of inhalation) is not permitted anywhere on campus.

## **PARKING**

All vehicles using an NMIT carpark must be registered with NMIT and Parking Enforcement Services, and observe carpark rules, to avoid incurring an infringement notice, as detailed in [Car parking and campus maps](#). All onsite parking is monitored.

Overnight stays and camping in vehicles are not permitted in NMIT carparks.

## **MISCONDUCT**

Breaches of the NMIT Student Charter or Student Rules, or any other behaviour that is illegal or unacceptable may be investigated as misconduct or serious misconduct as outlined in the [NMIT Ākonga Misconduct Policy](#) and procedures.