



# **GENERAL ACADEMIC STATUTE**

**Updated September 2017**

**This statute replaces all those previously documented.**

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## 1.0 Purpose of this General Academic Statute

- This statute has been approved by the Board of the South Pacific College of Natural Medicine Inc. (*SPCNM* or *The College*) as required in s.194 of the Education Amendment Act 1990. It shall take effect from January 2003.
- This Statute shall apply to all programmes and courses that are undertaken within the College.
- All Programme and Course Regulations will comply with this Statute, be approved by the Academic Board and the Board and be attached to this statute as schedules.
- Should any special requirements, imposed by an external authority, with respect to any specific programme apply that are in conflict with this statute then said external requirements will be incorporated after full justification and approval by the Academic Board and the Board of Trustees.
- Any amendments to this statute must be approved by the Academic Board and the Board of Trustees.

## 2.0 Definitions of Terms

- **Academic Board** refers to the Academic Board at the South Pacific College of Natural Medicine established by the Board in accordance with s.193 (i) of the Education Amendment Act 1990.
- **Academic Record** refers to the student's record of academic achievement which includes grades, level and credits, qualifications and year achieved that have been awarded by South Pacific College of Natural Medicine.
- **Appeals Committee** is a sub-committee of the Academic Board specially constituted to hear appeals lodged by students.
- **Course** is a self-contained block of coherent study, which may contain one or more units/modules.
- **Credit** is the NZQA unit of measure for learning time where one credit represents 10 hours of learning.
- **Credit Transfer** is the granting of credit in recognition of a student's prior formal education, which is supported by a statement of achievement, which shows a pass in an equivalent course at an appropriate level. Credit may be specified or unspecified.
- **Credited with** is recognition of successful completion by a student of a course.
- **Cross Credit** is recognition that an applicant can be credited with equivalent study that has been awarded in another programme of study.
- **Director** refers to the person appointed by the Board of Trustees to give academic and management leadership to the South Pacific College of Natural Medicine.
- **Discipline Committee** is a sub-committee of the Academic Board specially constituted to hear discipline concerns.
- **Formative assessment** refers to any form of student assessment with the purpose of giving feedback and forming understanding for a student and does not contribute a grade or mark to the final course grade or mark.
- **Intellectual property** refers to the ownership of knowledge and the correct conventions for identifying the intellectual property of others that has been cited in reference.
- **Moderation** is a process for ensuring that all assessment is fair, valid, reliable and consistent with the prescribed course of study and reflects academic practice and standards.
- **NZQA** refers to the New Zealand Qualifications Authority.

- **Period of instruction** covers the period of time over which any course is delivered, be it term or semester.
- **Pre-requisite** means a specified courses that must be successfully completed before a student is permitted to proceed to another course.
- **Programme** is a combination of approved courses which when all successfully completed will give a specified qualification.
- **Programme Committee** is a sub-committee of the Academic Board and is responsible for the programme structure and content, and quality assurance requirements of the qualifications.
- **Qualification** refers to the satisfactory accomplishment of all the stated criteria and learning requirements by a student(s).
- **Ratification Committee** is a sub-committee of the Academic Board and is responsible for the approval and ratification of all final grades and/or marks.
- **Recognition of prior learning** is that academic credit granted following an assessment in respect of prior learning based on life experience, work experience, informal education/training and/or formal education/training. Credit is specified.
- **Recount** is a rechecking of the marks recorded by the marker of an item of assessed work.
- **Research** is defined in accordance with the current NZQA definitions Appendix 4, *The Approval and Accreditation of Degrees and Related Qualifications*. Research is an activity designed to “foster the spirit of enquiry, the concern for ideas and their application, the confidence to investigate and solve problems, and the recognition of the advancing nature of knowledge and practice.” (*UK Council for National Academic Awards, 1984*).
- **Summative assessment** is any item of assessment that contributes a proportional grade or mark to the final aggregate grade or mark awarded to the student for a course.
- **TEC** is the Tertiary Education Commission.

### 3.0 Governance and Management of the College (Refer to the *Rules of The South Pacific College of Natural Medicine Inc*)

All activities and responsibilities shall be carried out in accordance with the rules and procedures set out in the Academic Statute.

The South Pacific College of Natural Medicine Inc. (SPCNM) is an incorporated society, the Board of Trustees of which is accountable to its membership. The Board of Trustees provides governance for the College and the Director manages the College as detailed below. The Board of Trustees and the Director are committed to high quality governance and management marked by open, transparent, responsive and accountable administrative and academic policies and practices so that the academic aims and activities of the College are enabled and supported. Documents defining and supporting these are the College Investment Plan, the Academic Statute, The Strategic Plan, the Bachelor of Natural Medicine General Regulations, and the Quality Management System which includes the Policies and Procedures Manual and the Clinic Manual.

The College focuses on organisational structures and processes to ensure accurate, timely, and efficient collection and reporting of information and data to meet requirements and support sound decision-making so that high quality policy

advice is provided. The College strives to achieve appropriate and effective participation in the policy and decision-making processes.

### **3.1 Board of Trustees and the College Director**

#### **Membership:**

- Not less than two and not more than three additional (external) persons who are not members of the College (Inc Society) as at the time of their appointment, which additional persons shall have expertise in the areas of business and/or corporate governance and/or education. The additional appointees to the Board of Trustees will have the same rights as other members of the Board, including rights of voting and rights of indemnification from the assets of the College.
- The Board of Trustees can at its discretion from time to time co-opt additional Board Members (“the co-opted Board Members”). The co-opted Board members will have all the rights and responsibilities of any other Board member, including but not limited to the right to vote at Board Meetings.
- Staff members of the College, including the Director, may be appointed as Board of Trustees members from time to time as long as not more than two (2) staff members are so appointed at any one time. If it is proposed that the Director of the College be appointed a Board member then such appointment must be first approved by the Board of Trustees in their absolute discretion.
- Members of the Board of Trustees will select a Chairperson and Vice Chairperson from among their number.
- All Board of Trustees members will disclose all potential conflicts of interest that they have with the interests of the College and shall not participate in the discussion on or vote on any motion involving such a conflict of interest.
- Members of the Board of Trustees shall not participate in the discussion on or vote on any motion regarding their remuneration, terms of employment or any other conflicting matters.

#### **The Board has overall responsibility for:**

- Employing, empowering, and monitoring the performance of the Director.
- Providing a high level financial oversight.
- Reviewing and approving financial delegations.
- Reviewing and approving the Strategic Plan.
- Monitoring the College’s performance against the Strategic Plan.
- Assuming oversight and overall responsibility for health and safety risk management in the College.
- Assessing its own effectiveness in fulfilling these and other Board responsibilities.

#### **The Director has the following duties and responsibilities:**

- Ensuring the governance responsibilities of the Board are fully respected.
- Submitting to the Board, and promoting an educational vision for the College.
- Being accountable to the Board for the effective and efficient management of the College administration.
- Providing regular and quality reports to the Board to enable them to govern more effectively.

- Reporting any health and safety incidents or potential risks in a timely manner.
- Working collegially and collaboratively with the College community.
- Leading, empowering and engaging with staff and students so that the College's objectives and goals are met.
- Engaging with the Tangata Whenua, Pasifika and other ethnic communities.
- Hiring staff.
- Liaising constructively with NZQA, Tertiary Education Commission, the Ministry of Education, and WINZ and ensuring statutory compliance.
- Chairing the College's Academic Board.
- Ensuring the academic programmes meet and surpasses the requirements set by NZQA and the profession.
- Ensuring appropriate and effective participation in College policy and decision-making processes.
- Formulating the annual budget for Board approval.
- Approving expenditure to comply with budgetary requirements.
- Ensuring the College engages with local, national and international health educators and providers.
- Officially representing the College.

#### **Strategies implemented by the Board:**

- Ensuring effective lines of communication between Board and Director.
- Ensuring that the framework for governance and management is appropriate, relevant, and effective.
- Holding the Director to account for responsible budgeting, just resource allocation, progressive and shared educational vision, strategic institutional outreach, and positive staff relationships.

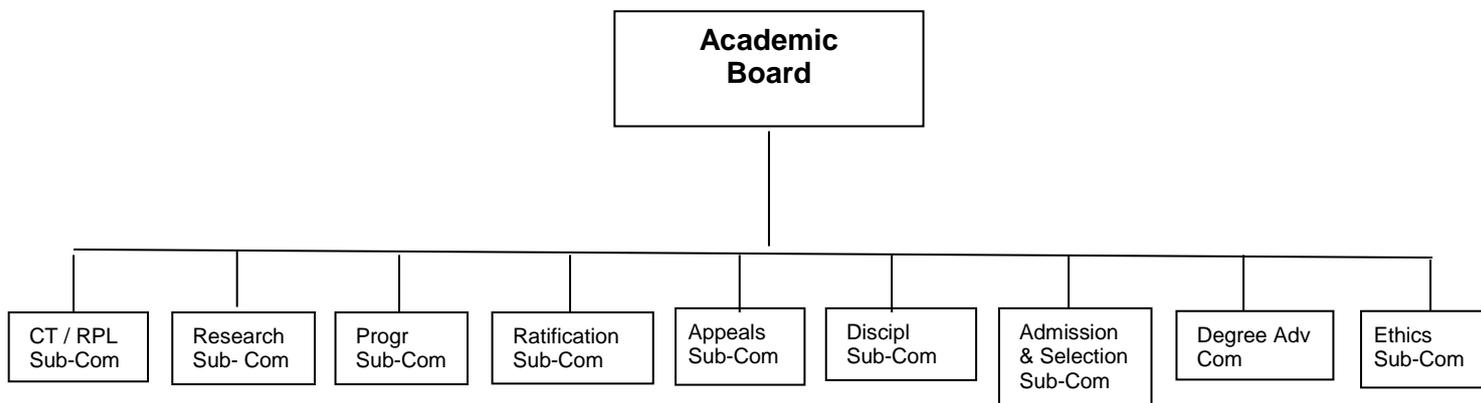
#### **Strategies implemented by the Director:**

- Implementing a shared vision.
- Implementing a coordinated, comprehensive and supported system of planning for all academic and administrative activities.
- Empowering staff to participate fully in decision-making and leadership.
- Ensuring that all academic and administrative activities are efficient, effective and accountable.
- Being an exemplary employer with fair, open, and consistent recruitment and promotion practices and procedures.
- Maintaining and developing library, Clinic, garden, technology, and information services to support teaching, learning and research.
- Maintaining an annual budget cycle that allocates resources in a strategically relevant way.
- Ensuring accurate, timely and efficient collection and reporting of information and data to meet requirements and support good decision-making.

### **3.2 Academic Board**

There shall be an Academic Board established at the College which shall operate in accordance with the powers and functions identified below.

### 3.2.1 Diagram of structure



### 3.2.2 Membership of the Academic Board shall be:

Chair: Director

Members: Deputy Director: Clinical and Research  
Deputy Director: Academic  
Student Affairs Administrator / Database & Quality Assurance Administrator  
Library Manager  
Staff representative/s  
Student Representative/s  
Admissions & Marketing Manager  
External member from another NZ tertiary institution

### 3.2.3 Functions:

The powers and functions of the Academic Board are to formulate and ensure compliance with all academic policy, direction, development, and quality assurance including:

- Develop and document appropriate policy and procedures for the effective operation in relation to all academic matters including those matters that pertain to the fair, valid, consistent and equitable dealings with the student body and with individual rights.
- Approve the development, monitoring, and review of all programmes and courses.
- Approve changes to programmes and courses of study.
- Approve all programme regulations and monitor their implementation.
- Receive the NZQA Monitor's Programme Reports and endorse the consequent recommendations for action.
- Receive any TEC Compliance Audit Reports and endorse the consequent recommendations for action.
- Monitor the academic/research requirements for accreditation and procedures for quality systems in accordance with the current procedures and requirements documented by NZQA and the College.

- Establish each academic sub-committee and monitor and review the efficient and effective operation of each sub-committee.
- Receive all sub-committee minutes and reports for inclusion into minutes and discuss and vote on any recommendations.
- Receive external moderators' reports from the Deputy Director: Academic for consideration.
- Approve applicants for admissions into the College's academic programmes upon recommendation of the Admissions Manager.
- Approve and ratify the final marks awarded to each student for each course in which they are enrolled.
- Approve research proposals and research funding upon recommendation of the Research Manager.
- Consider recommendations regarding disciplinary action for student misconduct.
- Consider recommendations regarding student appeals against assessments decisions.
- Recommend to the Director, those students who have satisfactorily completed all programme requirements and are eligible for the awarding or conferment of the appropriate College qualification.

### **3.3 Rules for Operation of the Academic Board**

- The Academic Board is established with the approval of the Board.
- Sub-Committees of the Academic Board may be established when the Academic Board perceives a need.
- Membership of each sub-committee except the Programme Sub-Committee, will be a maximum of 5 and a minimum of 3, unless more members are deemed necessary.
- Half the number of members will constitute a quorum.
- Meetings will be held at intervals deemed appropriate for the managing of the business of each committee.
- The Chair for Programme and Ratification Committees shall be the Deputy Director: Academic. Other chairs may be nominated for each sub-committee from the members of that committee.
- Should the nominated Chair be unable to attend any one meeting the sub-committee will then nominate another member as Chair for that meeting.
- An agenda will be drawn up by the Chair and will be circulated at least two days before the meeting, except in the case of an ad hoc meeting called at short notice.
- Minutes will be taken of each meeting which should be circulated to all committee members at least one week before the next meeting.
- Copies of all Committee minutes passed as true and correct records will then be passed to the Academic Board for inclusion in the minutes as appropriate. Recommendations will be made to the Academic Board in these minutes.
- All resolutions shall be proposed by one member and seconded by another and then voted on by all voting members present.
- The Chair shall have a deliberative vote and a casting vote when there is an equality of votes by members.
- Any voting member may record an abstention of vote and must declare this abstention before the vote is taken.
- Subject to the above, sub-committees established by the Academic Board shall regulate their own procedures so that they may best:
  - Optimise effectiveness of proceedings;

- Optimise members' attendance;
- Enable responsibilities to be effected without compromise.

### **3.4 Sub-Committees of Academic Board**

A quorum for all committees and sub-committees is half of the members. For the Degree Advisory Committee, the attendance of one-third of the external members of the Committee will constitute a quorum.

#### **3.4.1 Programme Sub-Committee**

The Programme Sub-Committee is a sub-committee of the Academic Board and reports to, and makes recommendations to the Academic Board.

**Membership:**

Chair: Deputy Director: Academic

Members: Director; All teaching staff

**The roles and responsibilities of the Programme Sub-Committee are to:**

- Develop, review and monitor all programmes to meet the stated objectives, assure quality, and optimise excellence in learning and teaching.
- Develop and monitor assessment systems and procedures so that all teaching staff adequately prepare for teaching, meet the quality performance guidelines of delivery and have all assessment items and marking schedules approved by the committee before presentation to the students.
- Monitor student progress.
- Implement and review all programme regulations.
- Ensure that all courses are moderated by internal and external peers.
- Ensure that the formal requirements of all programmes and their courses and any changes are communicated in written form to the students.

#### **3.4.2 Ratification Sub-Committee**

The Ratification Sub-Committee is a sub-committee of the Academic Board and reports to, and makes recommendations to the Academic Board. No students will be members of this sub-committee.

**Membership:**

Chair: Deputy Director: Academic

Members: Relevant teaching staff; Student Affairs Administrator / Database & Quality Assurance Administrator.

**The roles and responsibilities of the ratification Sub-Committee is to:**

- Recommend to the Academic Board the approval, or not, of all student grades for each course, and those students recommended for remedial programmes.
- Recommend to the Academic Board the approval of students who have completed all programme requirements to have the qualification awarded or conferred at the formal graduation.

#### **3.4.3 Credit Transfer / RPL Sub-Committee**

The Credit Transfer Sub-Committee is an ad hoc sub-committee of the Academic Board and reports to, and makes recommendations to the Academic Board.

**Membership:**

Chair: Deputy Director: Academic

Members: Student Affairs Administrator / Database & Quality Assurance Administrator; Relevant teaching staff (x2)

**The roles and responsibilities of the Credit Transfer Sub-Committee shall be to:**

- Evaluate requests from students for exemptions from specific courses offered by the College on the grounds of recognition of prior learning, cross credit or credit transfer.
- Recommend the approval or disapproval of such requests to the Academic Board.

#### **3.4.4 Disciplinary Sub-Committee**

The Disciplinary Sub-Committee is an ad hoc sub-committee of the Academic Board and reports to, and makes recommendations to the Academic Board. No students will be members of this sub-committee unless a specific contribution from a student is deemed to help in arbitration.

**Membership:**

Chair: Deputy Director: Academic

Members: Deputy Director: Clinical & Research

Student Affairs Administrator / Database & Quality Assurance

Administrator

Teaching staff

**The roles and responsibilities of the Disciplinary Sub-Committee shall be to:**

- Arbitrate on any disciplinary matters at a closed hearing. The Disciplinary Sub-Committee will have delegated authority from the Academic Board to make a final decision based on the protocols established or to defer the making of a decision pending new evidence or information.
- Give a fair and impartial hearing to both sides.
- Record a judgement with itemised justifications.
- Recommend a penalty should the allegation be proven.
- Report the decision to the Academic Board.

**The Disciplinary Sub-Committee will consider their decision making on the basis of:**

3.4.4.1 Non-academic matters, e.g. misconduct, bringing the College into disrepute, threatening others in College community, damage to the College's property

3.4.4.2 Academic matters, e.g. dishonesty, plagiarism

##### **3.4.4.1 Non-academic Matters**

**i) Protocol:**

The student shall be notified in writing of

- a) The allegations and specific details of how policy and regulations have been breached;
- b) The date of the hearing;
- c) Their rights in defence, which are:
  - i) Written response to the Committee
  - ii) Appearing before the Committee at the hearing
  - iii) Bringing a Student Representative and/or up to 2 support persons to the hearing
  - iv) Presenting any other evidence in their defence.

- ii) **The Disciplinary Sub-Committee may impose one or more of the following penalties:**
- A reprimand;
  - Require the student to complete an alternative assessment;
  - Recommend to the Director suspension from attendance at the South Pacific College of Natural Medicine for a stipulated period;
  - Recommend to the Director a limitation or prohibition on attendance at any class or classes for a stipulated period;
  - Recommend to the Director expulsion from the South Pacific College of Natural Medicine.

#### 3.4.4.2 Academic matters

The College holds academic integrity in high regard. Actions that do not reflect this will come under scrutiny of the Disciplinary Sub-Committee.

- i) **Protocol:**
- The student is notified of the offence and specific details of how policy and regulations have been breached;
  - The lecturer notifies the Chair of the Disciplinary Sub-Committee of suspected academic dishonesty, and provides evidence.
  - Photocopies of material are retained by the Chair of the Disciplinary Sub-Committee
  - The Disciplinary Sub-Committee is convened and evidence is examined
- ii) **The Disciplinary Sub-Committee may impose one or more of the following penalties:**

Offence	Rationale	Actions
First incidence of plagiarism in any course in the programme	Student was not conversant in proper ways of academic writing and did not intend the dishonesty	<ul style="list-style-type: none"> <li>Phone call or face-to-face conversation between lecturer &amp; student regarding the offence</li> <li>Assessment is failed, but student given the opportunity to resubmit assessment (provided this opportunity has not been used earlier in the course)</li> <li>Phone call and official letter from Chair explain offence and stipulating regulations</li> </ul>
Second incidence of plagiarism in any course in the programme	Student should be fully aware of regulations	<ul style="list-style-type: none"> <li>Email from lecturer informing of offence</li> <li>Assessment is failed, and no opportunity to resubmit</li> <li>Consequently course is failed</li> <li>Official letter from Chair explain offence and consequence</li> </ul>

First dishonesty in test	Student should be fully aware of regulations	<ul style="list-style-type: none"> <li>• Phone call or face-to-face conversation between lecturer &amp; student regarding the offence</li> <li>• Assessment is failed, but student given the opportunity to resubmit assessment (provided this opportunity has not been used earlier in the course)</li> <li>• Official letter from Chair explain offence and stipulating regulations</li> </ul>
Second dishonesty in test	Student should be fully aware of regulations	<ul style="list-style-type: none"> <li>• Assessment is failed, and no opportunity to resubmit</li> <li>• Consequently course is failed</li> <li>• Official letter from Chair explain offence and consequence</li> </ul>
Third and subsequent incident of academic dishonesty	Student should be fully aware of regulations	<ul style="list-style-type: none"> <li>• Official letter from Chair explain offence and consequence</li> <li>• Recommendation to the Director that student be suspended from the College</li> </ul>

**Implementing the decision of the Academic Board:**

- The student concerned will be informed in writing of the outcome of the hearing and of any penalty imposed, and of the student's right of appeal. Any public minutes or reports of the hearing will refer to students by ID number only.

**The student's right to appeal:**

A student may appeal a decision of the Disciplinary Sub-Committee on the following grounds:

- There has been an error of procedures; or
- The penalty is too severe given the nature of the complaint

Any appeals against the decision of the Disciplinary Sub-Committee shall be submitted in writing to the Director within ten days of the communication to the student of the decision.

The Director may allow an appeal outside this period if the student can show good reason why a delay should have occurred, provided that no appeal shall be considered if it is not lodged within four weeks of the date of the notification of the original decision.

In respect of any such appeal the following procedures shall operate:

- The Director shall appoint a sub-committee (minimum 3, maximum 5) to consider the appeal.

- The Sub-Committee should include two persons independent of the student's course.
- The student shall be informed of the procedures that will be followed, including a hearing date.
- The student shall be invited to submit a detailed statement outlining why the appeal should be upheld.
- The student may be accompanied to any hearing by a Student Representative and/or up to 2 support persons of their choice.
- The Sub-Committee may hear any evidence it sees fit.
- The recommendations of the Sub-Committee shall be notified to the student, Director and Disciplinary Sub-Committee.

The decision of the Director shall be final.

### **3.4.5 Appeals Sub-Committee**

The Appeals Sub-Committee is an ad hoc sub-committee of the Academic Board and reports to, and makes recommendations to the Academic Board. The Appeals Committee has delegated authority from the Academic Board to make a final decision or to defer the making of a decision pending new evidence or information. No students will be members of this sub-committee.

Chair: Deputy Director: Academic  
 Members: Deputy Director: Clinical & Research  
 Director  
 Staff members, as appropriate

#### **The prime responsibilities of the Appeals Sub-Committee are to arbitrate on:**

- Student appeals to their final grade.
- Disciplinary proceedings that will impact on the grade awarded or deemed advisable not to award to a student.
- The exclusion of a student from a course or programme.

No Appeals Sub-Committee member who has any connection with or who is party to an appeal or who has a conflict of interest can hear that appeal.

### **3.4.6 Research Sub-Committee**

The Research Sub-Committee is a sub-committee of the Academic Board and reports to, and makes recommendations to the Academic Board. No students will be members of this sub-committee.

#### **Membership:**

Chair: Deputy Director: Clinical & Research  
 Members: Director  
 Deputy Director: Academic  
 Members of the Degree Advisory Committee, as appropriate.

#### **The roles and responsibilities of the Research Sub-Committee shall be to:**

- Consider and approve proposals for research against the strategic direction of the College.
- Make recommendations to Academic Board regarding the allocation funds from the Contestable Research Fund budget.
- Monitor approved projects.

- Receive interim and final reports from recipients of Contestable Research funds.
- Approve visiting research scholars' schedules, itineraries and reimbursements.

### **3.4.7 Admissions & Selection Sub-Committee**

The Admissions & Selection Sub-Committee is a sub-committee of the Academic Board and reports to, and makes recommendations to the Academic Board. No students will be members of this sub-committee.

#### **Membership:**

Chair: Admissions Manager

Members: Director

Deputy Director: Academic

Deputy Director: Clinical & Research

Student Affairs Administrator / Database & Quality Assurance

Administrator

#### **The roles and responsibilities of the Admissions & Selection Sub-Committee shall be to:**

- Consider and approve applications for admission into SPCNM programmes
- Make recommendations to Academic Board regarding the acceptance and rejection of applications

### **3.4.8 Programme Advisory Committee**

The Programme Advisory Committee is a sub-committee of the Academic Board and reports to, and makes recommendations to the Academic Board. No students will be members of this sub-committee.

#### **Membership:**

Co-Chairs: Deputy Director: Academic and Deputy Director: Clinical & Research

Members: Director

Up to six external members representing the industry, professional, community and academic sectors

The Programme Advisory Committee exists to ensure that the design, delivery and evaluation of SPCNM's academic programmes are influenced by developments in the health professions. As such it has the following terms of reference:

- To advise on trends and developments for the evaluation of the College's academic programmes;
- To maintain an outward-facing focus on the wider natural health sector educational needs in Aotearoa / New Zealand;
- To comment on and endorse new and changed programmes;
- To advise, assist and provide views of stakeholder bodies when appropriate;
- To be responsible for the administration and management of the academic programme monitoring process;
- To initiate appropriate action if there is evidence that the standard of the programme is in jeopardy or has fallen below acceptable levels;
- To deal with any unresolved issues which may affect the standard or integrity of an academic programme.

The following criteria will apply to the appointment of Programme Advisory Committee (PAC) members:

- It will meet at least twice every year;
- It will be chaired by the Deputy Director: Academic or the Deputy Director: Clinical & Research;
- There will be a majority of external representatives on the PAC;
- An external representative should possess appropriate academic, professional or industry expertise to support sound judgement on the quality of the academic programmes and the systems which sustain them. They are also expected to have a range of experience across teaching, research and / or employment, as well as recent involvement in educational / professional activities in the discipline.

### **3.4.9 SPCNM Ethics Committee**

The SPCNM Ethics Committee is an independent committee which reports to, and makes recommendations to, the Academic Board. No current staff, Board of Trustee members or students will be members of this committee.

**Membership** (honorary positions, with reimbursement of expenses only)

Members will collectively have expertise as follows:

- An academic with current published research experience.
- A consumer representative / service user.
- A health care practitioner.
- A representative of the Maori community.
- Invited representatives from other representative groups.
- Executive Secretary (ex officio position).

A chairperson will be appointed from the above members by the Academic Board.

Membership will be for a term of three years with the right of re-appointment with the exception of the Executive Secretary whose membership is ex officio.

A quorum is 50% of members in attendance.

**The roles and responsibilities of the Ethics Committee are as follows:**

- To operate with reference to the Standard Operating Procedures (SOPS) for Health and Disability Ethics Committees, published by the Ministry of Health August 2014, and to forward any high risk research proposals to the appropriate accredited research ethics committee as required by the SOPs.
- To review or provide for the review of all proposed research and teaching projects being undertaken by staff or students at the College and involving human participants.
- To provide comment and guidance on all aspects of institutional research.
- When satisfied that proposed studies meet all ethical requirements, to issue a formal approval notice and serial number.
- To provide appropriate feedback, advice and assistance with regard to ethical principles to anyone undertaking such research or teaching projects.
- To provide an avenue for handling complaints or queries regarding ethical standards of research and teaching.

#### **4.0 Documents and Data – Record keeping**

The College has:

- A student data base – maintained by the Student Affairs Administrator / Database & Quality Assurance Administrator - which has restricted staff access.
- A networked database that all staff can access - Administration folder - includes general information, meeting agendas and minutes, Regulations, Policy Manual, QMS, College documents, and staff and student forms.
- Employment folder – networked but accessed by Director and Deputy Directors only.
- Alumni database.
- Businesses and industry database.
- Library database, Accessit, accessible by all staff at their desks and by students in the library.

#### **5.0 Notification and Reporting on Learner Achievement**

The College makes every effort to ensure that all academic and administrative activities are efficient, effective, and accountable so that learners are informed and aware of their achievement levels as quickly as possible.

- Students have the right to fair, frequent and regular reports on their progress.
- Formative assessment is regarded as essential to reinforce learning.
- Summative assessment results, once approved by Ratification Sub-Committee, and then Academic Board, are to be recorded on the database by the Student Affairs Administrator / Database & Quality Assurance Administrator and records kept by lecturer.
- Students should be notified of their results, in writing, soon after Academic Board approval.
- Transcripts of learning records are to be made available promptly to students.

#### **6.0 Intellectual Property Rights**

- All student scripts, models, designs, research, and works including those produced for assessment are the property of the student who originated them on the condition that the original content was not a product of shared discussion with other students, lecturers or external parties.
- Where students' material, be it for assessment, project, research or demonstration, is the result of collaboration or supervision then this must be acknowledged when the material is presented for public scrutiny.
- Any work of students, be it as assistants, contribution of data and information, or contribution of ideas and theories can only be used by lecturers with the student's consent and with the student's contributions being acknowledged.
- The intellectual property rights of external parties are not to be infringed.

#### **7.0 Awards of the College**

- The qualifications awarded by the College shall be the *Bachelor of Natural Medicine* and the *Graduate Diploma in Māori Medicine*

## **7.1 Application to Receive the Awards**

- Graduands of the College approved to receive the awards shall be notified to the Director by the Academic Board.
- The form of the graduand's name shall appear on the parchment in accordance with the College's official records.
- A replacement copy of the parchment may be requested by Alumni when the original has been lost or destroyed. The applicant should complete the relevant form and statutory declaration and pay the relevant fee noted on the form.

## **7.2 Conferment**

- The College's awards shall be granted on the successful completion of the approved programme and fulfilment of the requirements to graduate as specified in Schedule 1.
- Each recipient of each award shall receive a parchment in appropriate form, signed by the Director (or nominees), stating that the award/s has been conferred.
- The awards shall be conferred by the Director of the College (or nominees) at a ceremony to be held each year (referred to as the College Graduation Ceremony).
- The form of words to be used by the Director, or other such person as may have been appointed by the Board to confer the degree shall be as follows: "By authority vested in me by resolution of the Board of the South Pacific College of Natural Medicine, I [NAME] confer the [NAME OF AWARD] upon those who have satisfied the requirements of the College."
- The Board may withdraw or refuse to grant any academic award if it is satisfied that the student made any untrue or misleading statement or was guilty of any breach of regulations or dishonest practice in relation to the award.
- If a student who qualifies for an award dies before receiving the award the following provisions shall apply:
  - If the student has, before death, applied to receive the award, the award shall be granted posthumously unless the student's personal representative or next-of-kin has, with the consent of the Board, withdrawn the application.
  - In any other case, the student's personal representative or next-of-kin may apply and the award shall thereupon be granted.

## **8.0 Academic Dress**

- The robe for the Director is the academic dress of the person holding the position of Director.
- Staff and Members of the College attending or taking part in public ceremonies for which academic dress is prescribed may wear the academic dress appropriate to their degree.
- Staff who do not hold a tertiary qualification shall wear a gown as for the Cambridge Bachelor of Arts.
- Guests of the College who are part of the stage party may wear academic dress appropriate to their degree.
- Graduands shall appear for the College Graduation Ceremony in academic dress proper to their award – see Schedule 2.

## **SCHEDULE 1**

Requirements for the award of any qualifications

1. To have successfully completed all course work, practical work, and clinic work
2. To have paid all fees and costs.
3. To have completed all requirements within the qualification's allocated timeframe.

## **SCHEDULE 2:**

### **1. Academic dress for the degree *Bachelor of Natural Medicine***

- The gown for the *Bachelor of Natural Medicine* graduate shall be as for the Cambridge Bachelor of Arts.
- The hood for the *Bachelor of Natural Medicine* graduate shall be black cloth and lined with teal satin and with the kotuku, as in the College logo, embroidered on the right sash.
- The cap for the *Bachelor of Natural Medicine* graduate shall be a black trencher with a black tassel.

### **2. Academic dress for the *Graduate Diploma in Māori Medicine***

- The gown for the *Graduate Diploma in Medicine* graduate shall be as for the Cambridge Bachelor of Arts.
- *Graduate Diploma in Medicine* graduate shall wear a stole in the colours appropriate to the qualification.
- No caps or hoods shall be worn.

### **3. Academic dress for the *New Zealand Certificate in Study & Career Preparation (Level 4)***

- The gown for the *New Zealand Certificate in Study & Career Preparation (Level 4)* shall be a plain black undergraduate short gown
- No caps or hoods shall be worn.