

Taught and Project Course Regulations

1. Version

These Regulations came into force on 1 January 2018.

2. Authority

- (a) The Deputy Vice-Chancellor holds authority for these Regulations.
- (b) The relevant Head of Department or School is delegated the administration of these Regulations.

3. Course Information and Outlines

- (a) On the first day of the course, the Head of Department or School must ensure that
 - i. the type, dates, value and times of course work, and
 - ii. the value for formal examinations,

for each course have been notified in Course Outlines and appropriate University databases.

- (b) Formal examinations must be conducted on the date and time set by the Deputy Vice-Chancellor.
- (c) The date, time and duration for examinations will be published by the Friday no later than 21 working days following the change of enrolment period.

4. Course Work

- (a) Major tests must be supervised by a member of the academic staff.
- (b) A student may, within five working days after the result of a major test or major work, apply to the Head of Department or School to have it reconsidered.
- (c) Unless otherwise specified in the course outline, items of work must be returned to a student within four weeks of the date of the test or of work submission; they must be accompanied by sufficient information to allow the student to form an accurate appraisal of their performance.

5. Formal Examinations

- (a) All formal examinations (both questions and answers) must be written in English or te reo Māori unless otherwise specified by the Head of Department or School.
- (b) Unless granted permission by the Deputy Vice-Chancellor examinations must be held at a designated examination location.
- (c) A student formally registered with the Equity and Disability Service may, by agreement with the relevant Head of Department or School, receive special arrangements for formal examinations.
- (d) Formal Examinations will be at least two hours in length.
- (e) All students must write answers in the presence of an invigilator who must be appointed by the Deputy Vice-Chancellor.
- (f) No student shall communicate with any examiner about an examination except through the Registrar until the results have been released.
- (g) Final exam scripts must be preserved for six months from the date of release of results. For up to three months after the release of results a student may apply in writing to the Deputy Vice-Chancellor for a copy of their final examination script submitted. The application must be in writing and must be accompanied by the prescribed fee. After three months and until the exam scripts are destroyed, a student may apply directly to the department or school to have their original script returned, and this is at no cost.
- (h) Once an original final exam script is uplifted, no appeal in relation to that script will be accepted.

6. Carrying Forward Assessment

If a student re-enrols in a course the relevant dean may, at their discretion and with the agreement of the relevant Head of Department or School and the student concerned, carry forward assessment for work (including the final examination) from the previous enrolment. If a student seeks such an exemption, then an application to the relevant dean must be made before the final date to change enrolment.

7. Examiners and Examiner Meetings

- (a) All examiners and assessors must be appointed by the Head of Department or School.
- (b) Meetings of examiners, authorised by the relevant dean, must be held to review and finalise student grades.
- (c) A moderator may be appointed to ensure that the work or exam papers concerned are set and marked at a proper standard.

8. Reconsideration of Grades

A student may apply in writing to the Deputy Vice-Chancellor within four weeks of the date of release of final results for reconsideration of a final grade.