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Te Wānanga Takiura o Ngā Kura Kaupapa Māori

Student Handbook, Conduct and Rules

Acceptable Standards of Conduct and Rules

1. These standards of conduct are designed to ensure that all the students and Pouako of Te Wānanga Takiura are able to enjoy their study free from any unpleasant, intimidating, know all or aggressive behaviour and in safety.
2. All students will make every effort to show respect at all times to fellow students and pouako of Te Wānanga Takiura.
3. Te Wānanga Takiura expects and requires the cooperation of all of its students in order to develop and maintain high standards of scholarship and conduct.
4. The Wānanga emphasises its policy that all students are subject to the rules and regulations of the Wānanga currently in effect or which, from time to time, are put into effect.
5. Students, in accepting admission, indicate their willingness to subscribe to and to be governed by these rules and regulations and acknowledge the right of the Wānanga to take such disciplinary action, including suspension and/or expulsion, as may be deemed appropriate for failure to abide by such rules and regulations, or for conduct deemed most unsatisfactory and detrimental to the Wānanga and therefore dismissible.
6. Any student who consistently breaks course rules, breaks the law or displays aggressive or intimidating behaviour towards another student or member of staff will face dismissal from the course.
7. Students are expected to meet academic requirements and financial obligations.
8. Te Wānanga Takiura, as a community of scholars, strongly relies upon the standard and norms of academic integrity.
9. Cheating and plagiarism in connection with an academic programme at the Wānanga (plagiarism may be defined as "literary theft," i.e. the presentation and passing off as one's own ideas, words or writings of another) is not acceptable and will not be permitted.
10. Plagiarism and other forms of academic dishonesty represent a corruption of this integrity and, as such, cannot be tolerated.
11. Ignorance of what constitutes academic dishonesty is no excuse for actions which violate the integrity of the Te wānanga Takiura.
12. In this Wānanga which builds on the notion of academic integrity, the threat of academic dishonesty represents an intolerable risk.
13. Personal mobile phones must be turned off during all lectures and associated activities.
14. Continued attendance in classes without full payment will not be permitted and will result in a student's deferment until further payment is secured.

Prohibited and dismissible conduct by a student is:

1. Committing a serious breach of the obligation to act towards others reasonably, courteously, considerately and with good faith.
2. Abusive behaviour including the use of profanity directed towards Wānanga staff, faculty, students, guests or visitors.
3. Behaving in a manner that significantly impedes or subverts the efficient functioning of the Wānanga in accordance with its statutory role.
4. Behaving in a manner that discredits the Wānanga.
5. Conduct reflecting discredit on the professional and ethical standards of the Wānanga.
6. Disruption of the Wānanga's educational processes, administrative processes, or other Wānanga directed event/s.
7. Knowingly misleading and undermining the Wānanga in any significant matter and in a spurious way.
8. Encouraging, assisting, or procuring a person to commit prohibited and unacceptable conduct against Te Wānanga Taikiura.
9. Behaving in a manner that is likely to harm unfairly the reputation and /or the professional prospects of another student or a member of staff.
10. Behaving in a manner that jeopardises the health or safety of another person.
11. Using Wānanga property, resources or funds for other than authorised purposes.
12. Incurring liability on the part of the Wānanga without authorisation.
13. Gratuitous or wilful damage to Wānanga property, public property or other students' property.
14. Physical abuse on or off Wānanga property of the person or property of any member of the Te Wānanga community.
15. Destruction of Wānanga property, including library vandalism.
16. Obscene, lewd, or indecent behaviour at the Wānanga or at a Wānanga sponsored function.
17. Violation of any published Wānanga rules and regulations now or later in effect.
18. Possessing, distributing, or using illegal drugs or misusing legal pharmaceutical drugs on Wānanga premises or at Wānanga directed student events.
19. Possessing, distributing, or using alcohol on Wānanga premises or at Wānanga directed students events (except as expressly permitted by law and officially approved in advance by the Kāhui Whakahaere and Kāhui Tautoko).
20. Theft of Wānanga property, or assisting in storing or knowingly using stolen Wānanga property, as well as the non-return of borrowed (checked out) Wānanga equipment.
21. Misuse of the Wānanga's computer system including hacking into the Wānanga's computer records, or knowingly sending computer bugs or viruses electronically.
22. Harassment of any kind including, but not limited to, threats and sexual harassment.

Allegiance and Loyalty to Te Wānanga Takiura

1. A student will always be respectful of (in manner and attitude) the mana of Te Wānanga Takiura and the enhanced status it holds in Māori medium education throughout New Zealand.
2. A student will be observant and respectful of his/her cultural obligations within the tikanga Māori and mātauranga Māori traditions of Te Wānanga Takiura
3. A student will not participate in or be associated with anybody or any activity that is deemed to be disloyal and disrespectful in any way, and at any time, towards Te Wānanga Takiura.
4. A student will not participate in or be associated with anybody or any activity that is perceived to be undermining of the mana and status of Te Wānanga Takiura within its cultural frameworks of te Reo Māori, Mana Māori, Tikanga Māori, Mātauranga Māori, Tangata Māori, te Ao Māori.
Infractions of any or all of these principles will have final and binding consequences.
5. If in the light of a student's family circumstances and beliefs that, that student is unable to fulfil all these cultural obligations, traditions and course requirements then I would strongly suggest that, that student doesn't enrol with this Wānanga.
6. If however, in the light of a student's ambitions and in spite of other circumstances, values and distractions, a student is able to fulfil all cultural obligations, traditions and course requirements, then the student is most welcome to enrol.

Te Aho Matua

Te Wānanga Takiura is committed to providing top quality Māori education and teacher training programmes in accordance with Kura Kaupapa Māori principles and the philosophy of Te Aho Matua.

1. TE IRA TANGATA

*Ahakoā iti
He iti māpihi pounamu*

*He kakono i ruia mai i Rangiatea
E kore ia e ngaro*

Kotiro he mokopuna koe nā Hinetitama. Waiwai ana ngā karu te tirohanga atu.

2. TE REO

*Tōku reo, tōku ohooho
Tōku reo, tōku māpihi maurea
Tōku reo, tōku whakakai marihi*

3. NGA IWI

*Te piko o te mahuri
Tērā te tupu o te rākau*

4. TE AO

*Ka pū te rūha
Ka hao te rangatahi*

5. ĀHUATANGA AKO

*Tamariki wāwāhi tahā
Aratakina ki te matapuna
O te mōhio, o te ora, o te maungārongo*

*Whāia te iti kahurangi
Ki te tuohu koe
Me he maunga teitei*

6. TE TINO UARATANGA

Kia mau, kia noho whakaaraara, noho koi te hinengaro o te tamaiti ki ngā mātau katoa hei ārahi i ā ia i roto i te ao hou.

Tikanga Māori

Te Wānanga Takiura is committed to acknowledging and endorsing the principles of Te Tiriti o Waitangi and to act in accordance with its dictates and the pragmatic and the unique philosophy of tikanga Māori.

Tikanga Māori are Māori customs and traditions that have been handed down from our ancestors over many generations. They are ancestral practices and beliefs that are tried and proven and are accepted as being foundationally and culturally essential as protocols to achieve and fulfill goals and objectives within a Māori world.

Tikanga Māori is underpinned by Māori philosophy and a world view that articulates intrinsic Māori beliefs, values, rules and intuition of cultural indigeneity and knowledge as enshrined in: mana reo Māori, mana wairua Māori, mana mātauranga Māori, mana tangata Māori, mana Ao Māori. Such pragmatism and knowledge is the basis, is the bedrock of tikanga Māori in traditional Māori society.

Te Wānanga Takiura is committed to instilling the values of; **mana tikanga Māori, mana reo Māori, mana tangata Māori, mana wairua Māori, mana mātauranga Māori** and **mana Ao Māori** into the pedagogy, the ontology and epistemology of its total immersion, tikanga Māori, reo programmes.

Students conducting themselves in the following ways would be deemed to be not behaving within the cultural values and principles of Tikanga Māori and will render themselves liable to immediate dismissal:

- behaving in a disruptive manner in order to cause trouble, to disrupt the social ranking and the cohesiveness amongst members of Te Wānanga Takiura whānau, being deliberately and openly antagonistic in order to cause unrest and create dissent amongst the Te Wānanga Takiura whānau
- being defiantly disrespectful and openly challenging to the hierarchical and cultural ranking within Te Wānanga Takiura in order to originate and generate defiance, disrespect, disruption and disorder
- disseminating rumours and accusations in order to undermine the mana and status of Te Wānanga Takiura, so as to bring it and staff into disrepute

Te Wānanga Takiura will act immediately and responsibly within the principles of its Tikanga Māori; Tangata Māori, Mana Māori, Wairua Māori, Mauri Māori, Ao Māori principles to exclude such persons/students:

- in order to protect its reputation and its whānau
- in order to remove the potential for further damage and tarnishing
- in its belief that the continued presence of such highly undesirable persons/staff/ students would create and/or generate ongoing unacceptable and unsustainable learning and working environments within the Wānanga.
- who don't appreciate and value the opportunity that they have been given to study and graduate in a unique total immersion Māori tertiary institution that is the only one of its kind in the world.

Te Wānanga Takiura is committed to developing programmes and research that are informed by Te Aho Matua, te reo Māori, mātauranga Māori, tikanga Māori, wairua Māori, tangata Māori, te Ao Māori that will inspire Māori pedagogy, ontology and epistemology.

All dealings with students, including disciplinary matters and the resolution of complaints and grievances, will be in accordance with tikanga Maori

Where a complaint is made under the **Complaints Procedure**, it will be addressed by applying **tikanga Māori as the underpinning protocols and the use of te reo Māori**; and

- the process will be facilitated by the Kaitiaki Huhua.
- all parties will have the right, at their discretion, to be supported by whānau provided **the number is no more than two (2) unless otherwise agreed to by the Kaitiaki Huhua**; and
- where possible, decisions in respect to a complaint will be negotiated by the parties. Where consensus is unable to be reached, a decision shall be made by the Kahui Whakahaere o Te Wānanga Takiura, approved by the Kaitiaki Huhua, and may include any of the remedies provided for in the Complaints Procedures.

Rules and Regulations

Te Wānanga Takiura will at all times, conduct its dealings with students in a fair and equitable manner, in accordance with the customs and traditions of tikanga Māori, whakaaro Māori, mātauranga Māori, wairua Māori, mana Māori and in compliance with the relevant requirements of the Education Act and other appropriate legislation.

This booklet of Conduct, Rules and Regulations pertaining to student entry, student training, student fees, welfare and support services, disciplinary procedures, complaints and withdrawals will be provided to all students. This booklet will be available at Reception, at Administration, from Lecturers and copies will be left in lecture rooms. The booklet will also be available on the Te Wānanga Takiura website.

These Rules of Conduct and Regulations should be read in conjunction with the Programme Regulations, approved for the academic processes pertaining to specific programmes, as detailed in the Te Wānanga Takiura's Quality Management System documentation.

Definitions

For the purposes of these Rules and Regulations, unless otherwise stated, the following definitions shall apply:

| | |
|--|---|
| Academic Grievance: | A dispute or problem that is perceived by a student to have an adverse and unjustified impact on their academic performance or course of study. |
| Ahurewa: | A level that a student is studying at. |
| Complainant: | A student who submits a complaint under the complaints process provisions. |
| Kāhui Whakahaere o Te Wānanga Takiura | Management Body of Te Wānanga Takiura. |
| Kāhui Tautoko | The Board of Governors (<i>the governing authority</i>) of Te Wānanga Takiura. |
| Kaitiaki Huhua | The Principal (CEO) of Te Wānanga Takiura. |
| Pouako Matua | A senior lecturer of Te Wānanga Takiura. |
| Pouako | A lecturer of Te Wānanga Takiura. |
| Tauira or Student | A person currently enrolled as a student in either the Diploma of Māori Language, (Te Tohu Pōkairua mo te Reo Māori;) or Te Tohu Paetahi Ako Kura Kaupapa Māori (Bachelor of Teaching Kura Kaupapa Māori). |
| Te Aho Matua | A statement that sets out its Māori philosophical doctrine for the development and growth of children and the teaching and learning that applies to Kura Kaupapa Māori schools as legislated under section 155A of the Education Act 1989. |
| Tikanga Māori | A philosophy that sets out intrinsic Māori beliefs, values, rules, protocols and indigeneity as enshrined in: mana reo Māori, mana wairua Māori, mana mauri Māori, mana mātauranga Māori, mana tangata Māori, mana tikanga Māori, mana Ao Māori – me ōna tūturutanga katoa. |

Student Recruitment and Selection

There is a system for establishing and clearly publicising learner entry requirements that include no unreasonable barriers.

Policies

All students must be committed to te reo Māori, mātauranga Māori, tikanga Māori, wairua Māori, mana Māori and to teaching in Kura Kaupapa Māori and other Māori medium schools.

The Rūmaki Reo Programme

All students must be committed to a full time; 3 lectures a day, 5 days a week, 34 weeks a year course that stipulates a regular attendance that does **not fall below a minimum of 80% for the year.**

Any student who cannot meet those attendance commitments **must not enrol** in the Rūmaki Reo programme

The Rūmaki Reo programme guarantees that students who meet the full time course standards and attendance requirements, will in one year be able to understand and speak Māori with reasonable competency on any topic. They will have reasonable competency to understand and speak Māori in a total immersion Māori language environment.

The Bachelor of Teaching Programme and Attendance

All students will be committed to fulfilling the requirements of a 3 year, full time, 3 lectures a day; 5 days a week, 34 weeks per year, teacher training, Bachelor of Teaching Kura Kaupapa Māori course, from Level 5 to Level 7 on the NZQA qualification framework

All students will be committed to achieving and sustaining regular attendance that does not fall below a **minimum of 80%** every year, for 3 years. Attendance below 80% is unacceptable and **will result in Credit being Withheld** or a **Did Not Complete Course citation**. Extra work to catch up for missed lectures and to lift attendance percentages to 80% or above, can be negotiated with curriculum lecturers and if necessary with the Kaitiaki Huhua.

Any student who cannot meet the course requirements described above **must not enrol** in the Bachelor of Teaching Kura Kaupapa Māori Teacher Training course at Te Wānanga Takiura.

Any attendance in the 60% range or lower is strongly likely to result in an immediate failure of the student in that paper(s) or course(s).

No appeal will be permitted or negotiated.

The Kaitiaki Huhua is the final authority.

All students in the Te Wānanga Takiura Teacher Training programme must be able to think, reason, speak, read and write fluently in the Māori language.

Marketing and Recruiting

- **The Kaitiaki Huhua¹ and the Kāhui Whakahaere² will be responsible** for a comprehensive marketing plan which includes advertising, using student contacts, establishing liaison with the community, having

¹ Kaitiaki Huhua – principal

² Kāhui Whakahaere – lecturing and management staff of Te Wānanga Takiura

open-days, school visits, radio broadcasts, television programmes and regular mail outs to Māori PTEs, Kōhanga Reo, Marae Committees and Kura Kaupapa Māori.

- Te Kaitiaki Huhua and the Kahui Whakahaere will be responsible for the recruitment, interviewing and selection of new students into Te Wānanga Takiura.
- The administration staff will be responsible for the distribution of presentation packs, application booklets for enrolment and organising interview timetables.
- Candidates will be advised at the conclusion of their interviews as to whether their application for enrolment has been successful or not.
- **At the signing of a confirmation of acceptance of enrolment by the Kaitiaki Huhua for the successful applicant(s), a booklet of the rules and regulations for the Te Wānanga Takiura will be made available if requested by the applicant (s): Otherwise these booklets are available in plastic receptacles in each of the lecture rooms as well as the office.**

Financial Resourcing

A significant sum is set aside in our annual budget for advertising, marketing, student recruitment and selection.

Student Acceptance for Admission and Enrolment

The Te Wānanga Takiura recognises its responsibility to ensure that students accepted into its programmes have the desire, the work ethic, the focus, the commitment and intent to succeed.

All criteria for acceptance into a Te Wānanga Takiura programme is approved by the Kāhui Whakahaere and advised to applicants at the time of application for an interview with the Kaitiaki Huhua or other staff members. These criteria are also listed in every student enrolment book and also described in full below, from page 8 to 13.

Te Wānanga Takiura teacher training programme leads to teacher registration and requirements are expanded to incorporate **The Teachers' Council criteria of; Good character and Fitness to be a Teacher and, Graduating Teacher Standards.**

Te Wānanga Takiura has documentation that describes its own criteria of: character, fitness and graduating standards that are grounded in mana Māori, mana reo Māori, mana tikanga Māori, mana mātauranga Māori, mana wairua Māori, mana tangata Māori.

Admission

In order to be selected for admission to a course offered by Te Wānanga Takiura, all applicants must meet both the **eligibility criteria** set out below and be assessed as **suitable for admission** to Te Wananga Takiura.

All applicants who meet the **eligibility** criteria will be interviewed by a selection panel of at least two lecturers, or the Kaitiaki Huhua, to determine their **suitability for admission** .

Not all applicants may be selected. From time to time the Wananga may be obliged to place restrictions on selection due to external factors such as government policies on student numbers, and funding.

The following criteria will be applied to determine a **Rumaki Reo student's eligibility to enrol:**

Eligibility for the Rumaki Reo programme.

Students must agree to:

- a signed declaration of commitment, of loyalty and allegiance to Te Wānanga Takiura, to its student members and staff,
- Te Wānanga Takiura's mission of excellence in teaching Māori language, tikanga Māori, mātauranga Māori and total immersion Māori,
- abide by the rules and regulations of Te Wānanga Takiura.
- conform to the tikanga Māori and Māori cultural norms of Te Wānanga Takiura
- a commitment to pay all prescribed fees by the start of the academic year.

The following characteristics relating to the **suitability for admission** of applicants will be assessed during the selection interview process:

Suitability for Admission to the Rumaki Reo programme

- the extent of the applicant's passion for wanting to learn and gain fluency in te Reo Māori
- the applicant's personal qualities of enthusiasm, work ethic, focus, commitment and intent,
- the applicant's commitment to a strong attendance throughout the year of study. Anything below 80% is not acceptable,
- **the Rumaki Reo programme must be the principal focus in the applicants' lives for the year, allowing no other issues to infiltrate or to distract them.** Students who cannot adhere to this level of commitment and dedication are **not suitable to enrol at Te Wānanga Takiura,**
- the interviewer's sense and a feel for, in the assessment process, of **the applicant's desirable Māori traits of character and human qualities in terms of respect, courteousness, modesty and humility, underpinned by a sense of mission, of enthusiasm, of commitment and intent to help our people and children** in our language, culture, traditions, values, knowledge and education,
- the interviewer's sense that the applicant(s) deserves to be given the opportunity and privilege to have access to learn in Te Wananga Takiura's unique Rumaki Reo course.

The following criteria will be applied to determine an **applicant's eligibility** to enrol in the Bachelor of Teaching programme

Eligibility for the Bachelor of Teaching Kura Kaupapa Māori, Te Tohu Paetahi Ako Kura Kaupapa Māori programme.

Students must agree to:

- a signed declaration of commitment, of loyalty, allegiance and respect for Te Wānanga Takiura, its student body and staff,
- Te Wānanga Takiura's mission of excellence in teaching Māori language, tikanga Māori, mātauranga Māori and total immersion Māori medium teacher training,
- abide by the rules and regulations of Te Wananga Takiura,
- conform to the tikanga Māori and Māori cultural norms of Te Wānanga Takiura,
- provide evidence of prior study and academic achievements, particularly in literacy and numeracy, which indicate their capacity to learn and achieve in degree study and which will include for candidates under 20 years of age, University Entrance as described by the NZQA common standards of:
 - 42 credits at Level 3 or higher on the NZQF,
 - including a minimum of 14 credits at Level 3, or higher in each of 2 subjects from the approved list,
 - a further 14 credits at Level 3 from 2 additional domains on the NZQF,
 - a minimum of 14 credits at Level 1 or higher for Mathematics,
 - a minimum of 8 credits at Level 2 or higher in te reo Māori (4 reading, 4 writing),

in the absence of the above academic requirements and / or for applicants over 20 years of age, these students must:

- provide convincing evidence of being able to succeed in tertiary study at the degree level,
- provide a detailed CV including a full documentation of their educational history and background,
- provide supporting testimony as to their dedication to teaching in Māori medium education and all its various forms,
- provide references or testimonials from persons who are able to endorse the credentials, the commitment, the inherent ability of the applicant to successfully complete a 3 year, total immersion Reo Māori, Bachelor of Teaching, Kura Kaupapa Māori degree,
- be assessed during the interview process by the Kaitiaki Huhua for oral competency and fluency,
- show evidence of ability to meet the New Zealand Teachers' Council criteria in terms of good character and fitness to be a quality teacher,
- provide a declaration of any criminal records and a signed authorisation for Te Wānanga Takiura to confirm this through the New Zealand Police vetting process,
- provide a statement of support from whanau or iwi representatives,
- sign a commitment to pay all prescribed fees by the start of the academic year.

The following characteristics relating to the **suitability for admission** of applicants, will be assessed during the selection interview process:

Suitability of applicant's for Admission into the Bachelor of Teaching Kura Kaupapa Māori, Te Tohu Paetahi Ako Kura Kaupapa Māori programme:

- the applicant's communication skills in Te Reo Māori must reflect competency and/or fluency. This is essential and an absolute pre-requisite which will be thoroughly assessed during the interview process,
- the applicant's knowledge of tikanga Māori and mātauranga Māori,
- the applicant's competency in written literacy and numeracy tests in te reo Māori,
- the applicant's previous learning and or work experiences, in and involving the use of Te Reo Māori,
- the applicant's personal qualities of enthusiasm, work ethic, focus, commitment and intent;
- the interviewer's sense and a feel for, in the assessment process, of the applicant's desirable Māori traits of character and human qualities in terms of: respect, courteousness, modesty and humility, underpinned by a sense of mission, of enthusiasm, of commitment and intent to help our people and children in our language, culture, traditions, values, knowledge and education,
- the interviewer's sense that the applicant(s) deserves to be given the opportunity and privilege to gain entry to learn in Te Wananga Takiura's unique Bachelor of Teaching Kura Kaupapa Māori: Te Tohu Paetahi Ako Kura Kaupapa Māori course.

Students who don't have oral competency or fluency will not be accepted into the programme,

An applicant who is not selected for entry to a programme due to eligibility or suitability deficiencies will be advised of the grounds for this decision and of what steps may be taken to improve his or her chances of selection at a future time.

No student will be deemed to be officially enrolled unless all prescribed fees have been paid and receipted and, in the case of enrolments in the Bachelor of Teaching Kura Kaupapa Māori programme, appropriate clearance has been obtained from the NZ Police vetting process.

Students may be admitted to an appropriate point in a programme with:

- a) credit transfer
- b) recognition of prior learning credit

A one academic year maximum only, can be awarded in recognition of credit transfer or prior learning.

The Te Wānanga Takiura teacher training programme is designed for students who are competent or fluent in Te Reo Māori and who wish to teach in Kura Kaupapa Māori, Māori immersion, bilingual schools and Māori units within mainstream schools.

Students will pursue courses of study that are delivered totally in te reo Māori that are underpinned by Māori pedagogy, Māori knowledge, Māori tikanga and content in all contexts **and that prepare them to deliver the National Curriculum solely in Te Reo Māori.**

Course of Study

The Rumaki Reo Programme

The Rumaki Reo programme focuses on the oral learning of all Māori language that is created and arises from the learning about tikanga Māori. It is a one year total immersion Māori language course which is comprised of 3 generic and 2 specialist units of learning. The major emphases of this programme are to develop a student's oral skills in Māori through listening and repetition of key words and sentences so the student can speak confidently, answer confidently, think confidently, question and reason confidently and sustain confidently, the delivery of an oral seminar, exclusively in the Māori language, for up to one hour by the end of 34 weeks. The overall goal is to build capacity in quantity and variety of vocabulary and power of understanding over that capacity so that the student develops fluency and confidence. The ultimate aim, is to move the student from medium orientated communication to message orientated communication in the Māori language.

Staffing and Course Administration

This programme will be delivered by 3 skilled and trained lecturers of the Te Wānanga Takiura o ngā Kura Kaupapa Māori o Aotearoa. They will be under the direction of the Kaitiaki Huhua of the Wānanga and the senior lecture of this programme.

These full time lecturers are employed to ensure that the learning outcomes proposed for this programme are achieved effectively. However, staffing may be increased by the provision of a kaiāwhina if the number of students enrolled require extra assistance be given to these lecturers.

The programme is a **fulltime course**. The students are therefore required to attend from 9.30am to 3pm daily, from Monday to Friday every week, until the end of the academic year of 34 weeks.

One on one tutoring (tutorials) with each of the three lecturers is provided as an integral element of the course, from 3pm to 4.30pm on the afternoons of Tuesday and Thursday for those students requiring extra assistance

Friday is set aside as a day of lecturer and student review of all the week's work and oral testing of the week's vocabulary. Friday is a compulsory day and students are required to come into the Wānanga to complete attendance and course requirements.

Bachelor of Teaching Kura Kaupapa Māori Degree Course

Every course of study at every year level is approved by the Kāhui Whakahaere and the Kaitiaki Huhua.

Every course of study satisfies all requirements for pre-requisites, or co-requisites, as set out in the course prescriptions.

Time Limits

The normal and minimum period for enrolment in the Bachelor of Teaching Kura Kaupapa Māori course is 3 years.

The Kaitiaki Huhua and the Kāhui Whakahaere may grant leave of absence or deferment to any candidate provided that the **leave of absence or deferment shall not exceed two years** and may not be deemed to constitute an extension to time limits prescribed in Clause 5.1

A full time candidate shall be required to pass in 2 semesters, **a course of study that is at least the equivalent of 1 semester full-time study.**

Where a candidate fails to meet the requirements in Clause 5.2 or 5.3, then on any subsequent enrolment, **the Kaitiaki Huhua and the Kāhui Whakahaere have the option to decline or approve the continued enrolment** of the student in the Bachelor of Teaching Kura Kaupapa Māori degree course.

Other procedures can and may be put in place as strategies for a student to catch up any course deficits that must be completed by a candidate before forward progress is approved.

Admission with Academic Credit

The Kāhui Whakahaere and the Kaitiaki Huhua, may grant credit for work completed in another tertiary educational institution, provided that the work completed is in courses commensurate with those of Te Wānanga Takiura and therefore approved by the Kāhui Whakahaere. **The credit transfer shall not exceed 127.5 credits (ie. one full academic year of study)**

The Kāhui Whakahaere, and the Kaitiaki Huhua, shall have discretion in the granting of academic credit, which must be accompanied by a comprehensive folio of supporting evidence. This will be recorded on the student's academic transcript.

Exemptions

The Kāhui Whakahaere, and the Kaitiaki Huhua, **may in circumstances it considers special,** grant exemption (from any of the provisions of the sections, and/or structure of the programme and time limits) provided that the candidate is not thereby permitted to qualify for the award of the Bachelor Degree **with a programme of less weight than the programme prescribed by these regulations.**

Assessment

Lecturers shall communicate promptly and fully to candidates, policies and procedures in respect of assessments, including the time frame for aegrotat pass applications and appeals.

On-course credits shall be granted to candidates on the basis of **summative evaluations of performance and on-course work.** These evaluations will be undertaken by the lecturer.

End of course grades shall be recorded as A, B, C, or D.

These grades will be internally moderated and **confirmed by the Kaitiaki Huhua, the Pouako Matua or the Kāhui Whakahaere, meeting as a moderating body.**

Study and Progression

All aspects of study and progression in respect of a programme will be governed by the Programme Regulations for that programme.

All students enrolled in subsequent years of a Te Wananga Takiura programme will be advised of any changes to rules and regulations for the new year and will be required to sign a renewed statement of commitment to these rules and regulations.

Re-enrolment in the Bachelor of Teaching Kura Kaupapa Māori course after failing any paper or papers will require the approval of the Kaitiaki Huhua or the Pouako Matua for that course.

At the discretion of the Kaitiaki Huhua or a nominee, a student who does not pass a paper or papers can be declined permission to re-enrol in the Te Wānanga Takiura teacher training degree in a subsequent semester or a subsequent academic year.

Professional Requirements

In order to complete the requirements for the Te Wānanga Takiura Bachelor of Teaching Kura Kaupapa Māori degree, a student must meet all academic and practical requirements (covering 38 academic papers and 6 practicums) and also comply with the criteria for registration with the Education Council.

Only those students who are culturally, linguistically, academically and professionally capable to practice as teachers will be allowed to complete the Te Wānanga Takiura 3 year course and gain subsequent registration as a qualified teacher in Māori medium education.

A student who is not able to meet the above requirements of the Te Wānanga Takiura's 3 year programme and therefore the requirements for subsequent registration by the Education Council, must notify the Kaitiaki Huhua.

If the Kaitiaki Huhua has reason to believe that a student cannot and will not meet all the requirements of the Te Wānanga Takiura courses, and subsequent registration therefore, by the Education Council, the Kaitiaki Huhua shall advise the student and take into account any written response from the student.

If the Kaitiaki Huhua is satisfied that the student is not able to meet the requirements of the Te Wānanga Takiura courses, and subsequent registration, by the Education Council, **the Kaitiaki Huhua shall terminate the student's enrolment and any application to re-enrol may likewise be declined.**

The Kaitiaki Huhua shall notify the Kāhui Tautoko or its representative of the termination of a student's enrolment and the circumstances supporting that termination.

A student whose enrolment is terminated under these professional requirements may appeal against that decision to the Kāhui Tautoko or its nominee.

Course Failure

A grade of D or lower will indicate a failure to adequately meet minimum course (paper) standards. The pass grades of A to C acknowledge standards have been achieved.

Where, by the end of a course/paper, a student fails to meet minimum standards, **the course lecturer and the academic administrator will advise students verbally and in writing and by email, of a course/paper failure.**

The Kahui Whakahaere will meet as an assessment body at the end of the semester in which the course/paper is offered, to assess whether students have met minimum standards or not.

Where minimum course requirements and standards have not been met, students will fail and have to:

re-enrol to redo the course/paper and to pay the required fees in order to meet the requirements for graduation

Minimum course standards require that a student must have completed all marautanga requirements and attained at least a minimum academic standard of a C- grade in all of those marautanga.

Minimum course standards also require: satisfactory completion of (to the academic levels expected by each lecturer), **ngohe, taumahi, whakamātautau, whakaari/whakaaturanga/ whakatautau, whakapuaki, mahi-ā-ringa, kapa haka, tuhinga roa, rangahau** and any other task set down as an integral component of the course.

Minimum course standards also require satisfactory attendance.

An attendance of 80% and above is what is required, with 80% being the minimum requirement.

All students are expected to make full and appropriate use of **Ako Tōtōpū (tutorial) periods; A100 – two a week, A200 – two a week, A300 – four a week**, to complete tasks and assignments set by the lecturer. If these times are insufficient then this work must be completed in the student's own times at home. Lecture times cannot be used for such purposes.

If a students' attendance falls below 80%, catch up work (extra assigned work by a course lecturers) to lift these attendance percentages back to 80% or above can only be approved by the curriculum lecturer and in special circumstances by the Kaitiaki Huhua. If not approved (because the attendance is too low), the resulting grade will be a **DNC – did not complete the course.**

As a result of a course/paper failure, a D grade or a DNC (did not complete the course) will be recorded against that course or paper and will not be amended or removed from the transcript even though a subsequent re-enrolment and resitting in a following year, results in a pass in that course/paper.

Where, at the end of a course/paper, a student believes a potential failure is attributable to medical, personal or other extenuating circumstances, **s/he may formally apply in writing for an Aegrotat Pass.** This application should be lodged with the relevant lecturer(s) **no later than two calendar weeks after the Friday of the final week of lectures.** The lecturer(s) may authorise late applications in exceptional and specific circumstances.

A review of eligibility to enrol in further courses/papers may be undertaken when a student:

- (i) has three marautanga failures or more at the end of any semester,

- (ii) has an attendance in the 60% range or lower for any marautanga
- (iii) has not met requirements in two practicum courses in a year
- (iv) is awarded aegrotat passes in two semesters during their total programme
- (v) is considered to be unsuited for teaching.
- (vi) Has been absent for 20 consecutive lecture days

Criteria for the registration of a teacher, as stated in the Education Council requirements and those criteria developed by Te Wānanga Takiura as being grounded in Te Reo Māori, Mana Māori, Wairua Māori, Tikanga Māori, Mātauranga Māori, Kaupapa Māori, Tangata Māori will be referred to.

In the case of a review of eligibility the following procedures will apply:

- (i) the student will be interviewed by the senior Pouako or the Kaitiaki Huhua
- (ii) the senior Pouako may recommend to the Kaitiaki Huhua that:
 - **eligibility to enrol in further courses/papers should be terminated, or**
 - **eligibility to enrol in further courses/papers should be deferred for one year but not more than two years**
 - **or such other course of action that special circumstances make appropriate.**

Resumption of eligibility to enrol in further courses/papers is conditional on all conditions and requirements being met.

Award/Conferment of qualification

- To graduate from a Te Wānanga Takiura programme, students must pass all course papers as set out in the Te Wānanga Takiura course factors on Page 44-47.
- A candidate shall qualify for an award upon the successful completion of an approved course determined by the accumulation of the required number of credits or courses at a defined level as described in the prescriptions for that programme.

Every Diploma or Bachelor degree shall be conferred or awarded in pursuance of a resolution of the Kāhui Whakahaere at a staff meeting of the Kāhui Whakahaere.

- The Kāhui Whakahaere may withdraw or refuse to grant an academic award if satisfied that the candidate made any untrue or misleading statement or was guilty of any breach of the regulations or dishonest practice in relation to the award.

Recognition of Prior Learning

General Purpose

The opportunity to seek recognition of prior learning approval shall be made available for all papers/courses, which form part of a Te Wānanga Takiura award and/or qualification.

Definitions

Recognition of Prior Learning (RPL) is the process by which a student seeks academic credit for the relevant experiential learning s/he has acquired before entry into a programme of study or paper/course that may form part of that programme.

- **RPL credit** is that academic credit granted, following an RPL assessment in respect of prior learning based on life experience, work experience, informal education/training and/or, to some degree, formal education/training; this last refers to learning that is not attested to by a formal qualification.
- Such credit may be **specified or unspecified**;
- **Specified RPL credit** is awarded where prior learning matches the learning outcomes described for specific papers/courses within a Te Wānanga Takiura programme.
- **Unspecified RPL credit** will usually apply only to course or paper entry requirements. (ie. fluency in Māori language)
- **Credit Transfer** is the recognition of a student's prior formal learning and is supported by a qualification, transcript, academic results sheet or any other formal statement of achievement. **The student is granted credit on the basis of a pass in an equivalent paper/course studied formally in the context of another programme, within other institutions.**

The credit will be recorded as a specific entry on the student's academic record.

- **Exemption** refers to the decision to vary paper requirements other than summative assessment requirements; for example, exemption from specified course activities where the learning outcomes are proven to have been met. Exemption shall be granted only with the approval of Te Kahui Whakahaere and ratification by the Kaitiaki Huhua.
- **RPL facilitator** refers to a staff member who provides support and guidance for RPL candidates. RPL facilitators will have skills in RPL assessment and guidance to the standards required by Te Wānanga Takiura.
- **Course Expert** refers to a subject specialist with the required level of expertise to undertake assessment in respect of a given paper/course. The Kahui Whakahaere shall designate the course experts and the Kaitiaki Huhua will ratify such designations.

Principles

- **Credit for learning** shall be granted where such learning is relevant to any Te Wānanga Takiura papers/courses, irrespective of where or how that learning took place.
- **RPL processes** shall recognise formal and informal education and training, and work and life experiences that meet the learning outcomes of specific papers/courses in a Te Wānanga Takiura programme.
- **RPL assessment processes** shall support and respect personal privacy.

This policy and pursuant processes and procedures shall have regard for the articles of the Treaty of Waitangi. The policy will be, that where possible, the conduct of processes and procedures shall be conducted in Te Reo Māori within Tikanga Māori.

- **A Te Wānanga Takiura award will not be conferred on the basis of RPL credits alone.**

Broad Outlines

- Programme regulations will include a statement policy in respect of RPL.
- Paper/course information will, wherever appropriate, **identify possible RPL assessment methods that may be employed**; this information to be lodged with the student's file in Academic Registration.

• For all papers/courses that contribute to a Te Wānanga Takiura award, the following information will be provided to candidates in course outlines planned and documented by curriculum lecturers:

- **Statements of achievement objectives, learning outcomes and content of work together with performance and assessment criteria.**
- Such a statement shall clearly describe the criteria for a pass and, the requirements for each grade
- A statement of sources of evidence, of competence, or achievement.
- For all papers/courses with the opportunity to gain unspecified credit, (entry requirements) the following information shall be accessible to candidates:
 - A statement of general criteria, programme outcomes, or other appropriate benchmarks against which prior learning can be assessed.
 - A statement of sources of evidence capable of meeting the established benchmarks.
 - Paper/course information will include the availability of RPL processes and a broad outline of the process if an individual intends to seek R.P.L.

Credit Transfer

- The Kāhui Whakahaere shall approve equivalent papers/courses gained elsewhere, which may be credited to specific papers/courses that form part of a Te Wānanga Takiura programme.
- Credit transfer shall not be granted until the Kāhui Whakahaere has identified as equivalent, the paper(s)/courses for which credit is sought.
- Where credit transfer is granted, the student's academic transcript shall be updated with the **credit transfer' entered alongside the paper designation.**
- The Kāhui Whakahaere will place a limit on the number of papers that will be credited to a qualification by credit transfer.

- **Credit transfer by R.P.L will not exceed a third of the credits required to achieve the Te Wānanga Takiura qualification of a Bachelor of Teaching Kura Kaupapa Māori. Also refer to Pg.13**

Appeals

A candidate for RPL may appeal to the Kāhui Whakahaere against the result granted by the RPL assessment group on the grounds that an assessment method was unfair in the circumstances.

Allocation of Responsibility for Implementation

- The method (s) of assessment of prior learning for any given paper/course shall be approved by the Kāhui Whakahaere and ratified by the Kaitiaki Huhua following advice from the appropriate lecturers (subject specialists). The approval shall indicate the Kāhui Whakahaere's satisfaction that the assessment method(s) identified will result in fair, valid and consistent assessment.
- Ultimate responsibility for the RPL assessment decision shall rest with the Kaitiaki Huhua.
- Having regard to the experiential nature of RPL, **assessment may require the candidate to be interviewed.** Over and above this requirement, where assessment may involve methods not common to course-based assessment-for example, **the observation of practice or other means of demonstration** - the course or subject expert shall involve the RPL facilitator (pouako matua) in the assessment process.
- Lecturers or subject experts may co-opt other relevant persons (eg: serving teachers or other relevant practitioners) to assist with the assessment decision.
- RPL assessment shall be evaluated by an RPL facilitator (pouako matua) before the process is embarked upon.
- In all instances, the evidence presented under RPL must:
 - be identified as **having equivalence to the papers or courses for which, credit is being sought.**
 - be identified **as having learning outcomes equivalent to those for which RPL is being sought.**
- The Kāhui Whakahaere will set limits on the number of papers within a programme for which a student will be granted RPL credit. **(not exceed a third of the credits required)**

Outcomes

- The RPL assessment process may result in one of the following outcomes;
 - Full recognition, with grade where appropriate;
 - Full recognition with RPL credit
 - No recognition; or
 - Further assessment or evidence required; provided that the option of granting any recognition and/or exemption shall be determined by the Kahui Whakahaere.
- The lecturer or subject expert shall document the basis of the assessment decision.
- Credits for RPL for each candidate will be ratified by the Kāhui Whakahaere on the basis of a recommendation resulting from the assessment undertaken by the lecturer/subject expert.
- Where full recognition is granted the candidate shall be awarded a grade pass or entry credit, consistent with Te Wānanga Takiura Regulations.
- The limit for RPL credit will not exceed a third of the total credit for the three year programme. i.e RPL credit will not exceed a maximum of one year of the total course.

Accreditation

- RPL facilitation may be undertaken only by those who meet the standards confirmed by the Kaitiaki Huhua. In this instance, the Pouako Matua.

Student Counselling, Support Systems and Services

Students will have immediate access to guidance, support systems and pastoral care under the principles and the philosophical doctrine of Te Aho Matua, tikanga Māori and the Māori pedagogies of manaaki, tiaki, atawhai, āwhina, tautoko, tāwharau, ahuru mōwai

For the Rumaki Reo and Teacher Training Programme

Policies

To ensure that all students have access to quality guidance and support systems and at all times.

Responsibilities

- **All Lecturers and the Kaitiaki Huhua** have responsibility for student counselling, guidance and support.
- Administration staff are also available to students for guidance, advice and support.
- Senior students or leaders of each ahurewa are also available to students for guidance, advice and support.
- The **Student Whānau** at Hui Whānau is able to monitor and suggest improvements to Te Wānanga Takiura support systems.
- Each Ahurewa will also appoint its **own small internal group** (he rōpū māngai) to monitor the needs of its fellow students and to provide guidance, advice and support when required. Each rōpū māngai will meet weekly with the Kaitiaki Huhua to discuss issues important to each Ahurewa.

Financial Resourcing

- An allocation of finance for student counselling and support is available from the Budget when required and approved by the Kaitiaki Huhua.

Student Support Services available are:

Counselling Services Centre

22 Alexander Avenue, Papatoetoe
Ph: 09) 277 9324 - Fax: 09) 277 9316

Te Aho Tapu Trust

351 Massey Rd. Mangere
Ph: 09) 275 5610

CADS Auckland Te Atea Marino (Maori)

409 New North Road, Kingsland
Ph: 09) 845 1818

Kereru Psychotherapy and Counselling

33 Mokoia Rd, Birkenhead
Ph: 09) 4199811

Procedures

- Any student needing guidance and support can seek assistance from senior lecturers, other lecturers and fellow students.
- For further advice, **assistance from Mrs Kaa Williams the Pouako Matua can be sought.**
- She will recommend follow-up procedures.
- The final decision will be left to the student.
- The **Kaitiaki Huhua is always available** for support, guidance, counselling and mentoring
- Individual Pouako are also available to give support, guidance counselling and mentoring to all students.

Off-Site Teaching Practicum in Schools

Practical Requirements

In any course that has practicum and non-practicum components, a student must pass both the practicum and the non-practicum components in order to have passed the course as a whole.

Both practicum and non-practicum components are mandatorilly required to be completed including course requirements set by academic staff and minimum attendance requirements (80%) set by Te Wānanga Takiura.

For practicum components, students (mother or father) will not be permitted to take their baby or any child with them, throughout the duration of their teaching practicum. However individual schools may have systems, that allow this practice to take place. In these instances, responsibility will lie with the school and the student parent.

The Rumaki Reo Programme

The aim of this module is to give students a one week teaching practicum in a Kohanga Reo or a Kura Kaupapa Māori School in order to practise and use their newly acquired Māori language skills in a teaching situation and to gauge their reaction to teaching as a future profession.

The Teacher Training Programme

There are systems for ensuring that all off-site practicum teaching components are fully integrated into the Wānanga Takiura programmes.

Students will have daily access to appropriate guidance and support systems

Policies:

That all off-site practicum teaching components will be fully integrated into the Te Wānanga Takiura programmes.

Responsibilities:

- The Kaitiaki Huhua and the Kāhui Whakahaere will be responsible for ensuring that Te Wānanga Takiura teacher training programmes are fully integrated with off-site practicum experiences
- The lecturing staff will be responsible for ensuring that the professional delivery and administration of all Te Wānanga Takiura practicum programmes are fully advised to all principals of Associate Schools and their designated Associate Teachers.
- The Kāhui Whakahaere and the Kaitiaki Huhua will monitor the Te Wānanga Takiura practicum requirements and their synergy with the programmes in Associate Schools.

Financial Resourcing:

A funding system is budgeted for by the Kaitiaki Huhua and approved by the Kāhui Tautoko Council to finance Te Wānanga Takiura practicum programmes in designated associate schools.

Procedures:

- A report will be presented to the Kāhui Tautoko Council **listing all acceptable associate schools** for Te Wānanga Takiura practicum programmes, **by the March meeting each year.**

- The off-site practicum programmes will be authorised and approved by the Kaitiaki Hūhūa and the Kāhui Whakahaere.

Evaluation and Review Processes:

- The Kaitiaki Huhua and the Kāhui Whakahaere, in their weekly meetings will evaluate and review the practicum programmes at all associate schools to which students have been assigned.
- All Pouako will evaluate and review weekly, all practicum programmes, and will report to staff meetings. Any action for expansion, for extension of time or for termination of a programme with an associate school will be considered by Te Kāhui Whakahaere.

The Kāhui Whakahaere will recommend the appropriate action. The Kaitiaki Hūhūa will authorise the action.

Police Vetting:

Before students are permitted to commence Teaching Practicum in schools, it is a compulsory requirement of the Education Council, that the Te Wānanga Takiura, specifically the Student Administrator, completes a Police Vetting process for each student in order to gain historical and background information about the credentials and suitability of a student to be a student/teacher and to be within the formal environment of a school and its pupils.

The student is made aware of this Police Vetting process at the time of interview, prior to enrolment, and that they are required to fill in a declaration form, enabling the Student Administrator to proceed and complete the process.

Teaching Practicum In Schools In 2019

Student Levels:

- **Rumaki Reo** - 1 week practicum – September
- **Ahurewa 100** - 2 weeks practicum – June
- 3 weeks practicum – October/November
- **Ahurewa 200** - 4 weeks practicum – May
- 4 weeks practicum – September
- **Ahurewa 300** - 4 weeks practicum – March
- 4 weeks practicum – August

The Principal Foci will be:

- **Rumaki Reo** Observation in Kohanga Reo and Kura Kaupapa Māori Schools. Some incidental teaching practice.
- **Ahurewa 100** 2 week's Observation in a Kura Kaupapa Māori School; 3 weeks' Observation and some Teaching Practice in a Kura Kaupapa Māori School.
- **Ahurewa 200** 8 weeks' Observation, Teaching Practice and some Control
- **Ahurewa 300** 8 weeks' Observation, Teaching Practice and Full Control

Preparation Of Students For Teaching Practicum In Schools:

The language of Instruction will be total immersion in Māori in all curriculum areas.

- **Rumaki Reo** A full 2 weeks' preparation at Te Wānanga in weeks' 10 of September.
Week 1: Te Whāriki :Philosophical Doctrine of Kohanga Reo
Week 2: Te Aho Matua: Philosophical Doctrine of Kura Kaupapa Māori
- **Ahurewa 100** For section 1; 4 weeks' preparation in May; For section 2;3 weeks' preparation in September.
- **Ahurewa 200** For section 1; 2 weeks' preparation in April; For section 2;3 weeks' preparation in August.
- **Ahurewa 300** For section 1;3 weeks' preparation in February and - For section 2;3 weeks' preparation in June/July.
- Fully discuss requirements described in all section booklets with each Ahurewa before departure, covering in detail:
 - the professional and teaching requirements that have to be achieved in the main booklet.
 - the observation booklet for recording observations of associate teacher and class activities
 - the accompanying assessment booklet for evaluating student performance
 - the register of attendance for the duration of the section
- The focus in section booklets will be on:
 - work models
 - learning outcomes
 - performance criteria
 - writing of workplans and workbooks
 - evaluatory comments by associate teachers
 - assessment evaluations by the Kaiako Hāpai of the school
 - assessment by visiting Pouako of Te Wānanga Takiura
- **Refer: For evidence of practicum booklets see Student Administrator in the Tari:**
 - Te Anga o Te Tohu Paetahi Ako – Te Tau Tuatahi: Ahurewa 100
 - Te Anga o Te Tohu Paetahi Ako – Te Tau Tuarua: Ahurewa 200
 - Te Anga o Te Tohu Paetahi Ako – Te Tau Tuatoru: Ahurewa 300

Communication With Associate Schools:

- The Student Administrator with responsibilities for organising and coordinating Teaching Practicum will ring the associate schools to seek permission for students to be placed in their schools for sections.
- The name, the year of the student and other relevant information is communicated to the schools.
- Once verbal permission has been obtained, an email is then sent off to that school confirming that approval in writing.
- Students are sent to Kura Kaupapa Māori Schools closest to their places of residence, but this is balanced against the requirement for a student to have sections in a variety of schools and areas.
- Two booklets are then sent to the associate school by fastpost:
 - a copy of the student section booklet
 - a copy of an assessment booklet
 - a copy of an observation booklet
- Students have personal copies of their own observation booklets, section booklets and assessments booklets.
- There must be professional and meaningful communication between the associate teacher and the student at all times and throughout the tenure of the section.
- The principal may hold meetings with the student/s if appropriate and when time permits
- At the conclusion of the teaching practicum the Kaiako Hāpai will :
 - **have assessed in the students' assessment booklet**, the performance and the tasks that have been completed by the student, following the criteria outlined in those booklets.
 - have written an evaluation about the student **on separate sheets**, following the criteria outlined in the section booklet
 - have filled in the student's personal attendance register
- At the end of the teaching practicum, the documentation returned to the Wānanga Takiura will include:
 - a section folio containing all written documentation (worth 25%)
 - written evaluatory comments by the associate teacher as to the overall quality of the student's section (worth 25%)
 - the Pouako's assessment of the teaching practicum (worth 25%)
 - attendance register (worth 25%)
- Telephone and email communication with the associate school and Kaiako Hāpai can be maintained at three levels:
 - before the posting
 - during the posting
 - at the end of the posting

Contact Visits by Pouako:

These take place once a week from the first week of posting and for every week thereafter.

- Pouako aromatawai are assigned to visit students in schools in various areas of Auckland
- These are contact and support visits to see how the students have settled in, to assist the relationship of the associate with the students and to attend to other matters of “settling in” that may arise.

The Pouako aromatawai may also assist the student in observation and curriculum planning if and when the need arises.

- The associate teacher and the student are advised by telephone and email before the Pouako’s visit for both Observation and Assessment purposes.

Assessment Visits:

These take place in the last week of the teaching practicum and **the day and time are advised by telephone and email prior to the visit** by the Te Wānanga Pouako.

- The associate teacher must be present
- The student’s folio must contain the prepared plan(s) for the day and or week, otherwise the student will not be permitted to teach.
- The Pouako must assess in an unobtrusive manner
- There must be time after the assessed lesson(s) for three-way discussion, in which evaluation and reflection can take place between the student, the associate teacher and the assessing pouako.

Assessment Criteria:

These are set out in the assessment booklet that accompanies each student on section.

The assessing Pouako writes on separate sheets, evaluatory comments and awards marks against each category.

Pouako Observation:

Students are assessed for:

1. The quality of their reo Māori in all teaching situations.
2. Their work ethic in relation to their responsibilities for the marautanga assigned to them.
3. The quality of their overall planning to deliver their marautanga.
4. The quality of their presentation and teaching to their pupils.
5. The quality of their delivery procedures
6. The accuracy and clarity of their knowledge.
7. The structure and management of their lessons. Everything is ready and they know what they are going to do.

8. The quality of their resources which reflect the quality of the prior research which they have carried out.
9. Their confidence which often reflects the quality and quantity of the effort put into all of their marautanga.
10. Their honesty with their pupils – if they don't know an answer they will admit it.

Post Assessment Discussion:

This is conducted at Te Wānanga Takiura at the earliest possible time after a section has finished, between the student and the Pouako who visited her/him.

- This is the final assessment for all aspects of the student's section.
- Assessment is against 4 criteria:
 - 1 The student's folio
 - 2 Associate Teacher assessment
 - 3 Teaching section assessment by Lecturer
 - 4 Attendance throughout the duration of the section

Make Up of Teaching Practicum for Excessive Days lost or Unfilled Practicum Requirements:

Students who are absent from teaching practicum for 3 or more days have to make up those days lost. They will also take financial responsibility for paying the Associate Teacher for these extra days of practicum

Students are able to make up teaching practicum days and/or fulfill practicum requirements, in the schools that they did not complete practicum in, during the months of November and December when the Wānanga has closed but the primary schools are still operating.

The extra costs for these 'make up' practicum hours will be charged against the student(s) because Te Wānanga Takiura will already have paid for the original practicum that the student(s) did not complete.

Students can apply for a loan through Study Link to cover these extra practicum costs.

During the time of completing any 'make up' requirements for Teaching Practicum the mark of a student is held in abeyance (**CW - credit withheld**) until all obligations are fulfilled and then a **C-** mark will be the maximum grade awarded.

All students are advised that any repeat practicum is the last opportunity to complete unfulfilled requirements of a previous teaching practicum. If they are not completed and fulfilled satisfactorily, the Education Council has directed that, that student will fail and will not be eligible to graduate.

Section Fees:

Teaching section fees are paid to associate teachers by the Ministry of Education through Novopay for every student that has been mentored and trained in a teaching section.

If there are 'catch up' teaching sections at the end of the year, the student is responsible for paying for these.

The Mana of Te Wānanga Takiura:

The students in their teaching sections **must uphold the dignity and mana of Te Wānanga Takiura** by the quality, the work ethic, the discipline, the style, the manner and the professionalism of their endeavours.

The assessing Pouako also have an important part to play in **protecting the integrity, the validity, the credibility and the status of Te Wānanga Takiura** by ensuring that all forms of communication and contact with Associate Schools and their Associate Teachers is always conducted at the highest levels of professionalism and with due deference to the critical role Associate Teachers play; in supporting Te Wānanga Takiura and in training our students to be quality teachers.

Reporting To Students

There is a system for providing learners with fair and regular feedback on progress and fair reporting on final achievement with associated appeal procedures.

There is a system for archiving information on final learner achievements.

Policy

Te Wānanga Takiura ensures that a system is in place to provide learners with a fair and regular feed back on their progress and provide a fair reporting system on their final achievements.

Responsibility

- All staff will take responsibility to inform learners of their progress and to **ensure student confidentiality is observed.**
- The Kaitiaki Huhua will be responsible for ensuring that all students are issued with all the results of their assessments and their academic transcripts at the end of each Semester.

Procedures

- Staff assessments for all courses are recorded and entered into Te Wānanga Takiura's data base computer-system for each student.
- It is at this point that counselling and advice for students who are not achieving according to expectations may need to be carried out.
- As soon as all assessments at the completion of courses are **internally moderated and recorded,** students will have their academic transcripts posted to them by the academic administrator.

Evaluation and Review Processes

- Feedback for improvements to the reporting system may be received from students to the lecturers, who will then present those suggestions to the Kāhui Whakahaere.
- The Kaitiaki Huhua may also receive student feedback from each Ahurewa through their rōpū māngai who meet weekly with him.
- Student queries regarding their grades/reports/academic transcripts, will be reviewed by their marautanga lecturers, by the academic administrator, by the senior lecturer if necessary, and in the final instance, by the Kaitiaki Huhua.

Student Assessment

Assessment of student progress at the Te Wānanga Takiura is an on going developmental process.

The assessment of student development is more than the sum of a student's achievements in a wide range of discrete tasks. It includes an assessment of a student's ability to make professional decisions, to work with staff and others professionally, and to demonstrate a number of personal qualities expected of them in their chosen career.

Policy

- The assessment system of Te Wānanga Takiura will ensure a fair, valid, and consistent process.
 - Lecturers will be responsible to complete in their curriculum areas, assessment of students' performances, students' assignments, students' school practice and attendance.
 - **Assessments will reflect the rigour appropriate to a tertiary institution.**
 - Assessments will be completed for all the component papers of the bachelor degree programme and will take account of the requirements of the New Zealand Qualifications Authority at qualification Levels 5, 6 and 7.
 - Any work presented by a student for assessment must be the work of the student and must not be submitted elsewhere in any other course/paper or programme unless otherwise permitted by the Pouako or subject expert.
 - Each Pouako will inform students of and describe the assessment procedures of the courses offered, how these will be reported, exemptions from or exceptions to the requirements, **and reconsideration procedures, such as resubmitting, resitting, re-presenting et al.**
- For **reconsideration purposes** the Kahui Whakahaere and the Kaitiaki Huhua are the highest authorities within the Te Wānanga Takiura o ngā Kura Māori o Aotearoa.
- The administrator for academic records, following presentation and ratification of assessments by the course lecturers and/or Kahui Whakahaere, will inform students via individual academic transcripts of their final grades for every course/paper.

Purposes of Assessment

Purposes of assessment at the Te Wānanga Takiura are;

1. To report on the achievements of graduates relative to the roles and responsibilities they may assume following graduation.
2. To assist students in identifying their areas of personal and professional growth and aspects requiring further development in relation to their personal goals and to the aims of the programme.
3. To assess students' attainment of course objectives and learning outcomes which are orientated to the application of knowledge skills in the work place, to teach children to be competent and in advance of the national standards required of children at their level; to speak, read, write and do mathematics.

Procedures

The following assessment procedures of students are carried out in all curriculum areas, including teaching practicums, by academic staff.

Pouako Observation During Teaching Practicums

Refer to Pages 24-29 but in particular Page 28 and Page 29

Assignment/Taumahi

- Assignments/Taumahi are an essential tool for the assessment of student progress in all marautanga/curriculum areas. They are an individual in-depth study of a topic set by each Pouako in their respective disciplines, and because most have a timeframe of a number of weeks for completion, all taumahi must represent the best work a student is capable of, through best practice, research and the collection of quality resources.
- Various forms of assignments (written, diagrammatic, books, booklets, curriculum plans, verbal presentations et al) and summative achievement tests will be the principal tools for evaluating student achievement, both in Semester and Year length courses.
- Each Pouako sets at least two assignments/ tests etc, for each marautanga of one semester length and at least four for each marautanga of a year's length.

To ensure progress and that no penalties are incurred, it is mandatory that all assignments/ tests etc be completed.

- There will be assessment deadlines that a student will be expected to meet, and **late assignments tests etc will not be marked unless negotiated with the Pouako before due date and the grade given will be no more than a C-**.
- **The submission of assignments by; email, CD Rom, floppy disk or memory stick are not approved practices in Te Wānanga Takiura for the presentation of such work to Pouako. Only hardcopies are approved and accepted.**

Grading System

| | | |
|----|---|----------|
| A+ | = | 100 - 94 |
| A | = | 93 - 87 |
| A- | = | 86 - 80 |
| | | |
| B+ | = | 79 - 75 |
| B | = | 74 - 69 |
| B- | = | 68 - 62 |
| | | |
| C+ | = | 61 - 58 |
| C | = | 57 - 53 |
| C- | = | 52 - 50 |
| | | |
| D | = | 39 - 0 |

| | | |
|-----|---|-------------------------------|
| RPL | = | Recognition of Prior Learning |
| CR | = | Credit |
| CW | = | Credit Withheld |
| WD | = | Withdrawn |
| DEF | = | Deferred |
| AP | = | Aegrotat Pass |
| DNC | = | Did not complete |

Extensions

Extensions have to be negotiated with the Pouako in the event of sickness or unanticipated events that prevent you from meeting the due date **ie. negotiate extensions using extension application forms held by each Pouako.**

Granting of Extensions

- If you are having difficulties, as described above, or you are not able to meet the assignment due date, discuss arrangements for an extension with the Pouako.

Organise extensions **5 days before the due dates**, not after. Please do not ask for an extension on the due date as you will meet with a refusal.

Only the Pouako can grant the first extension up to a maximum of 5 school days.

A second extension for two days can be negotiated two days in advance of due date but must be approved by the Kaitiaki Huhua following consultation with the Pouako.

- The following assessment schedule will be rigidly followed by each Pouako in the event of an application for an extension(s) which has/have been approved.

| | |
|--|---|
| First Extension (approved by Pouako) | maximum ceiling grade of B, 5 days extension |
| Second Extension (approved by Kaitiaki Huhua) | maximum ceiling grade of C, 2 days extension |

Compassionate Reasons

If students are not able to complete taumahi, whakamātautau, whakapuaki, mahi whakaari, mahi a Te Rehia and so on, for compassionate reasons, or if they feel disadvantaged for health reasons, they are able to meet with their Pouako to discuss their options and to come to an agreement.

They may at the Pouako's discretion:

- a) **complete the taumahi, whakapuaki, mahi whakaari, Mahi a Te Rehia, or whatever, but the final grade will not exceed a B**
- b) **sit the test(s) or exam(s) but the final grade will not exceed a B**
- c) **be given an aegrotat pass (AP) showing the average grade of their past work on which that aegrotat pass is based (Refer P41)**

Resubmits Because of Unsatisfactory Standards

If your work does not meet the required standard for a pass, you are given the opportunity to re-do and improve your work and resubmit it for marking. **Please note that you can only resubmit work once**, unless otherwise negotiated with the course Pouako.

The grade will not be higher than a C- irrespective of a higher standard attained.

Resits of Tests/Examinations

If you do not attain a pass mark in a test, you will be given the opportunity to do the test again to allow you to meet the required standard set by the Pouako.

The grade will not be higher than a C- irrespective of a higher standard attained.

Presentation of Assignments

- For the presentation of all written assignments, you should set out your work following these criteria:
- **Include a cover sheet** with all the assignments or resubmits that you hand in. Cover sheets help the lecturer to easily identify assignments.

Include on your cover sheet:

- a. **Title of the assignment**
- b. **Your name and Te Wānanga Takiura ID number**
- c. **Title of the course**
- d. **The lecturer's name**
- e. **The date**
- f. **Bibliography of resource references consulted (Use APA system)**

- Number the pages. This allows us to check that we have got all the pages of your assignment and that the pages are in order.
 - Ensure that all the pages of your assignment are fastened securely so pages will not get lost.
 - Hand in assignments by the due date (or the extension date you have negotiated with the Pouako).
 - Keep a copy of your assignment (except some Toi assignments which may need to be photographed)
 - Pouako require that assignments are presented by computer and double-spaced.
 - On all typed work leave a margin down the left hand side of about 5 cm. This is where markers will provide feedback on your work. Also double space your typing to make for easier reading and writing of relevant comments. Please remember to bind all work.
 - Presentation, content, and layout of work will be important in the assessment of your work.
- The submission of assignments by: email, CD Rom, or floppy disk are not approved practices for the presentation of assignments to Pouako. Only hardcopies presented in the Wānanga Takiura format are accepted.

Procedure for Submitting Assignments

- Hand all assignments into the office to either Lucy, Ngahiraka, or Te Rangahau.
- All assignments handed in before, or on the due date will be stamped, signed and dated as being received.

Marking of Assignments

- These will be assessed and assigned a grade from A to D and the accompanying shadings of + or – when appropriate.
- **The language of the assignments will be marked, corrected and/or modified where appropriate.**
- **The quality of the language and its correctness in terms of use, expression and grammar will have a direct bearing on your grade.**
- **The content of the assignment and it's quality in terms of answering key questions, meeting core requirements and assessment criteria, will determine your final grade.**

Reconsideration of Assessments

- Course regulations allow for reconsideration of assessments.
- A student who believes that a particular assignment for assessment has been incorrectly marked shall be entitled to have that assessment reconsidered by the Pouako responsible for that curriculum area.
- Reconsideration by the Pouako may lead to no change, a raising or even a lowering of the grade.
- where conditions are set for the collection of work to be reconsidered, any work not collected in the time set, may not be assessed.

Appeals Against a Grade

- Not with standing the section above, a student may appeal against the grade granted in respect of a paper or course if:
 - (a) it can be shown that additional information has become available which was not available and could not be reasonably have been made available to the Pouako at the time the original grade was given.
 - (b) there was significant irregularity in the awarding of the assessment, or in the reconsideration procedures.
- Where the Pouako accepts that an irregularity has occurred, the Pouako shall inform the student, and if necessary notify the Pouako Matua (Mrs Kaa Williams) for her consideration.
- An appeal against the grade awarded in respect of a course or paper can be made to the Kaitiaki Huhua for a ruling, or to establish an Appeal Panel, drawn up from members of the Kahui Whakahaere to consider the appeal and make a recommendation to the Kaitiaki Huhua.

Procedure for an Appeal

The procedure for appeal shall be:

- (a) initially to the Pouako to whom that paper or course belongs to
- (b) a student may appeal that grade verbally or by writing to the Pouako giving reasons for the appeal;
- (c) the Pouako shall report on the issues raised by the appeal and can refer that report to the Pouako Matua or the Kaitiaki Huhua for further consideration and action.
- (d) the student may appeal to the Kaitiaki Huhua to set up an appeal panel drawn from the members of the Kāhui Whakahaere.
- (e) the student shall be invited to appear and make submissions to the Kahui Whakahaere;
- (f) the student may be accompanied to any hearing by a member of their Ahurewa Whanau or a person of their choice.
- (g) the Kahui Whakahaere shall consider the report from the Pouako Matua and any submission from the student;
- (h) the Kahui Whakahaere may either uphold or dismiss the appeal, they may confirm, raise, or lower the appealed grade;
- (i) the decision of the Kahui Whakahaere ratified by the Kaitiaki Huhua shall be final.

Misconduct or Breach of Rules Relating to Assessment

Plagiarize :- to steal, thief, pirate, lift, infringe, crib, borrow, misappropriate the work of another student or other people.

A student who:

(a) during an examination/test or assessment:

- (i) copies from or inappropriately communicates with another person**
- (ii) is found in possession of books or any printed or written paper or electronic material or any other unauthorised material
- (iii) uses any other unfair means

shall be in breach of Te Wānanga Takiura's regulations

(b) during assessed course work

- (i) plagiarises the work of another without indicating that the ideas are not the student's own
- (ii) collaborates with others in the preparation of material, which has not been approved as an assessment requirement
- (iii) resubmits prior work without prior approval of the Pouako
- (iv) has copied word for word from a text book or reference material**
- (v) has changed the name of somebody else's work to their name

shall be in breach of Te Wānanga Takiura's Regulations

Discipline Relating to Complaints about Assessment or Related Academic Matters

Any complaint about a student by a Pouako, in respect of a breach of these regulations, shall be attended to by the Pouako in the first instance or be made in writing to the Pouako Matua.

Where a complaint is made by a student about a student relating to a breach of these regulations

The following procedures shall operate:

- the complaint is first made to the Pouako of that paper/course who attends to the complaint or who presents a written complaint to the Pouako Matua or Kaitiaki Huhua.
- the Pouako Matua or Kaitiaki Huhua could attend to the complaint or refer the complaint to the Kāhui Whakahaere for consideration;
- the student shall be informed of the procedures that will be followed, and of a hearing date;
- the student shall be invited to submit a statement about the incident and/or to appear before the Kāhui Whakahaere;
- the student may be accompanied by a member of the Ahurewa Whānau or a person of their choice;
- the Kāhui Whakahaere may hear any evidence it considers relevant;
- the decision of the Kāhui Whakahaere shall be notified to the student together with any recommendation to the Kaitiaki Huhua where this is appropriate.

The Kāhui Whakahaere may impose one or more of the following penalties:

- an admonition;
- a re-assessment;
- a reduction in the mark awarded for the assessed coursework or project;
- recommend to the Kaitiaki Huhua for a limitation or prohibition to attend any class or classes for a stipulated period;
- recommend to the Kaitiaki Huhua, a suspension from attendance at the Te Wānanga Takiura for a stipulated period;
- recommend expulsion from the Te Wānanga Takiura.

A student may appeal a decision of the Kāhui Whakahaere on the following grounds:

- there is new evidence which was not available to the Kāhui Whakahaere at the time it made its decision;
or
- there has been an error in procedures; **or**

- on the grounds of the severity of the decision.

Any appeals against the decision of the Kahui Whakahaere shall be submitted in writing to the Kaitiaki Huhua **within fourteen days** of the communication of the decision to the student.

The Kaitiaki Huhua may allow an appeal outside this period if the student can show good reason why a delay will have, or has occurred. However no appeal shall be considered if it is **not lodged within three months** of the date of notification of the original decision.

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

- the Kaitiaki Huhua shall establish an independent review committee made up of 3 members of the Kahui Tautoko.
- this independent review committee shall call for a report from the Kahui Whakahaere;
- the student shall be invited to appear and submit a statement about the incident before the Kāhui Tautoko;
- the student may be accompanied by a member of the Ahurewa Whanau or a person/s of their choice;
- the Kāhui Tautoko may hear any evidence it considers relevant;
- the Kāhui Tautoko shall make a recommendation to the Kaitiaki Huhua.

The decision of the Kaitiaki Huhua will be final.

Evaluation and Review for Recovery Processes

- At all levels of student assessments, the Kaitiaki Huhua and Pouako will carry out evaluation and review processes and **implement immediate recovery procedures for those student who are at risk in the programme** because of unsatisfactory standards and non achievement of course objectives and learning outcomes.
- These evaluation and review processes, and recovery procedures are well-documented so that students are clear, as to the successful pathways to follow.
- In special circumstances, these same evaluation, review and recovery procedures will also apply to students whose attendances have fallen below 80%, **Refer Pg 17-18 Course Failure.**
- If immediate recovery is impossible a maximum 2 year break from the programme is recommended. The student is contacted and encouraged to return to complete the programme at yearly intervals.

Aegrotat Pass

- Where a student believes a failure in a paper/course is attributable to medical, personal or other extenuating circumstances s/he may formally apply in writing for an aegrotat pass to the Pouako of that course for which an application is being made.
- For an applicant to be considered for an aegrotat pass, the Pouako and the Pouako Matua must be satisfied that:
 - (i) the student is enrolled in the course of study to which the application relates
 - (ii) the student has presented to the Pouako **within fourteen days**, (or by an earlier timeframe if specified), following the date set down for paper/course completion, **a medical certificate or other appropriate documentary evidence of the illness, injury, or other exceptional circumstance.**
 - (iii) the medical certificate or other documentary evidence does contain the opinion of a suitably qualified person that the student was incapable of completing or presenting the work for assessment or attending the test/examination and clearly states a reason for this.
 - (iv) the student would have successfully gained a pass grade for the course had the extenuating circumstances not occurred.
 - (v) If, after a thorough examination of all data and information, the Pouako and Pouako Matua are satisfied that all criteria have been met and the professional integrity of all procedures has been sustained, the Pouako and Pouako Matua may award **an Aegrotat pass** that represents an average grade of the work achieved by the student for that course/paper in that semester.
- The letters (A.P) will be recorded on the student's academic transcript plus the average grade of past work on which that Aegrotat Pass has been based.
- Compassionate Reasons: **Refer Pg 35**

Withdrawal/Termination of Course of Study

Withdrawal

A student may withdraw from enrolment at Te Wānanga Takiura and apply to have credits reassigned to another teaching institution, subject to the relevant admission requirements.

A student withdrawing from a programme must inform the Academic Administrator in the office and the Kaitiaki Huhua verbally. The Academic Administrator will request a written statement from the student confirming the withdrawal.

The Kaitiaki Huhua of Te Wānanga Takiura has the right, upon the recommendation of: a Pouako, a Senior Pouako, the Kahui Whakahaere, to terminate the course of study of a student who after reasonable trial:

- has not shown sufficient promise of suitability or progress as required within the course outlines and outcomes
- has missed attending lectures **for 20 consecutive Wānanga days**

Where a student **defers on his/her own initiative**, the academic record will record an entry of **Def (Deferred)** in respect of that paper. When a student **is withdrawn from a programme by the Kaitiaki Huhua**, a result of **WD (Withdrawn)** will be recorded.

Should a student be eligible for a fee refund at the time of deferral or withdrawal, any reference to the paper will be deleted from the student's record.

Students wishing to defer or be withdrawn from all or part of their programme may be eligible to receive a refund of their course tuition fees, **but not administration fees. These will be retained by Te Wānanga Takiura.** Details of refunds, eligibility and the administration fee are published in this student handbook. **(Refer Pg 48)**

- (i) Should a student in a Te Wānanga Takiura Teacher Training programme be convicted of an offence against the law after entry into the programme, the student must advise the Kaitiaki Huhua of the conviction within seven days, who will then facilitate a procedure for assessment of the conviction.
- (ii) Should a student in a Te Wānanga Takiura Teacher Training programme disclose as having committed an offence, the student must advise the Kaitiaki Huhua of the conviction within seven days of disclosure, who will then facilitate a procedure for assessment of conviction as above.
- (iii) If, following the procedures for assessment of conviction, the student is deemed not to meet the requirements of the Education Council for registration as a teacher, the student's programme of study will be terminated by the Kaitiaki Huhua of Te Wānanga Takiura.

Course Factors and Fees

No student will be deemed to be officially enrolled until all prescribed fees have been paid and receipted.

A fees' schedule for all individual papers/courses of Te Wananga Takiura, administration, graduation and student protection fees will be advised prior to enrolment.

Students who have not paid all of their fees will not be eligible for credits, will not be granted a pass(es) for that paper(s), and will not be awarded a qualification.

An additional administration fee will be charged for late enrolments (including incomplete enrolments) after the commencement of classes, as outlined in the Te Wananga Takiura Student Handbook (**Refer Pg 48**)

Course Factors and Fees for 2019 are on the following pages.

3.3 : NGĀ MARAUTANGA MO TE RŪMAKI REO 2019

PC3152: TE TOHU PŌKAIRUA MO TE REO MĀORI O TE WĀNANGA TAKIURA O NGĀ

KURA MĀORI

Kokoti 1 = 9wiki & 8wiki = 17 wiki

Kokoti 2 = 9wiki & 8wiki = 17 wiki

Te Tapeke: 34 ngā wiki

| | | Taumata 5 : Level 5 | | | | | | |
|---------------|---------------------------------------|----------------------|--------------------|-----------------|--------------------------------|----------|-----------------------------|--|
| Tuhinga Ngaro | Ngā Marautanga | Ako Akomanga (hāora) | Ako Kāinga (hāora) | Ngā Hāora Katoa | Waetohu e Tauweh o te Akoranga | Kokoti | Taumata | |
| 630.04RRREO | Te Tuara o te Reo | 207 | 139 | 346 | 34.6 | 1 | 4 (34.6) | |
| 630.05RRREO | Te Tinana o te Reo (Noho Marae 1) | 265.5 | 156 | 421.5 | 42.15 | 18&2 | 4/5 (13.4/28.75) | |
| 630.02RRREO | Te Mana te Ihi te Wehi (Noho Marae 2) | 90 | 51 | 141 | 14.1 | 2 | 5 (14.1) | |
| 630.01RRREO | Ahuatanga Ako | 67.5 | 12.5 | 80 | 8 | 2 | 5 (8.0) | |
| 630.03RRREO | Tuhi Tika | 85.5 | 54 | 139.5 | 13.95 | 2 | 5 (13.95) | |
| 630.06RRREO | Haere Ki Rō Kura | 25 | 47 | 72 | 7.2 | 2 | 5 (7.2) | |
| | | | | | | | | |
| | | | | | | | | |
| | <i>Administration Fee (GST incl)</i> | | | | | | | |
| | <i>Student Fee Protection</i> | | | | | | | |
| | <i>Graduation Fee</i> | | | | | | Taumata 4 = 48hāora | |
| | | | | | | | | |
| | TOTAL | 740.5 | 459.5 | 1200 | 120 | 1 | Taumata 5 = 72 hāora | |
| | | | | | | | | |
| | | | | | | | | |

NGĀ MARAUTANGA MO TE AHUREWA 100 ME NGĀ UTU MO TE TAU 2019

TE TAU TUATAHI - AHUREWA 100: 2019

PC3153

TE TOHU PAETAHI AKO O TE WĀNANGA TAKIURA O NGĀ KURA MĀORI: 2019

| Tuhinga Ngaro | Ngā Marautanga | Ako Akomanga (hāora) | Ako Kāinga (hāora) | Ngā Hōra Katoa | Waeotihu | Te Tauwehe o te Akoranga | Taumata | Ngā Utu Akoranga | Ngā Utu Matua | Ngā Utu i tua atu | Te Tapeke | Ka timata te tau | Ka mutu te tau |
|---------------|--------------------------------------|----------------------|--------------------|----------------|--------------|--------------------------|---------|-------------------|-------------------|-------------------|--------------|------------------|----------------|
| 624.1KM | Te Aho Matua - Ngā Whakaaro Taumauri | 54.5 | 30.5 | 85 | 8.5 | 0.07 | 5 | \$417.68 | | | | 4th Feb 2019 | 08-Nov-19 |
| 625.1KM | Pāngarau (e 2 ngā kokoti) | 132 | 38 | 170 | 17.0 | 0.14 | 5 | \$835.38 | | | | 4th Feb 2019 | 08-Nov-19 |
| 626.1AKM | Toi Tane Mahuta (1/2 te kokoti) | 27 | 15.5 | 42.5 | 4.25 | 0.035 | 5 | \$208.85 | | | | 4th Feb 2019 | 08-Nov-19 |
| 626.1BKM | Toi Tangaroa (1/2 te kokoti) | 24 | 18.5 | 42.5 | 4.25 | 0.035 | 5 | \$208.85 | | | | 4th Feb 2019 | 08-Nov-19 |
| 629.1KM | Tuakiri Hauora | 27 | 58 | 85 | 8.5 | 0.07 | 5 | \$417.68 | | | | 4th Feb 2019 | 08-Nov-19 |
| 630.1AKM | Pānui Tuhi (e 2 ngā kokoti) | 100.5 | 69.5 | 170 | 17.0 | 0.14 | 5 | \$835.38 | | | | 4th Feb 2019 | 08-Nov-19 |
| 630.1BKM | Whanake I Te Reo | 46.5 | 38.5 | 85 | 8.5 | 0.07 | 5 | \$417.68 | | | | 4th Feb 2019 | 08-Nov-19 |
| 632.1KM | Pūoro | 28 | 57 | 85 | 8.5 | 0.07 | 5 | \$417.68 | | | | 4th Feb 2019 | 08-Nov-19 |
| 633.1AKM | Ngā Mahi ā Rehia | 28 | 57 | 85 | 8.5 | 0.07 | 5 | \$417.68 | | | | 4th Feb 2019 | 08-Nov-19 |
| 633.1BKM | Hākinakina | 22.5 | 62.5 | 85 | 8.5 | 0.07 | 5 | \$417.68 | | | | 4th Feb 2019 | 08-Nov-19 |
| 634.1KM | Pūtaiao - Tane Mahuta - Tangaroa | 49.5 | 35.5 | 85 | 8.5 | 0.07 | 5 | \$417.68 | | | | 4th Feb 2019 | 08-Nov-19 |
| 635.1KM | Tikanga ā Iwi (e 2 ngā kokoti) | 130 | 40 | 170 | 17.0 | 0.14 | 5 | \$835.38 | | | | 4th Feb 2019 | 08-Nov-19 |
| 624.TE1KM | Haere Ki Rō Kura | 33 | 52 | 85 | 8.5 | 0.07 | 5 | \$417.68 | | | | 4th Feb 2019 | 08-Nov-19 |
| | Administration Fee (GST incl) | | | | | | | | \$119.87 | | | | |
| | Student Fee Protection | | | | | | | | \$31.82 | | | | |
| | Graduation Fee | | | | | | | | | \$216.40 | | | |
| | TOTAL | 702.5 | 572.5 | 1275 | 127.5 | 1.05 | | \$6,265.28 | \$151.69 | \$216.40 | ##### | | |
| | | | | | | | | | \$6,416.97 | \$6,633.37 | | | |

NGĀ MARAUTANGA MO TE AHUREWA 200 ME NGĀ UTU MO TE TAU 2019

TE TAU TUARUA - AHUREWA 200: 2019

PC3153

TE TOHU PAETAHI AKO O TE WĀNANGA TAKIURA O NGĀ KURA MĀORI: 2019

| Tuhinga Ngaro | Ngā Marautanga | Ako Akomanga (hāora) | Ako Kāinga (hāora) | Ngā Hāora Katoa | Waetohu | Te Tauwehe o te Akoranga | Taumata | Ngā Utu Akoranga | Ngā Utu Matua | Ngā Utu i tua atu | Te Tapeke | Ka timata te tau | Ka mutu te tau |
|---------------|--------------------------------------|----------------------|--------------------|-----------------|--------------|--------------------------|---------|-------------------|-------------------|-------------------|-------------------|------------------|----------------|
| 624.2AKM | Te Aho Matua - Ngā Whakaaro Taumauri | 62 | 23 | 85 | 8.5 | 0.07 | 6 | \$430.71 | | | | 4th Feb 2019 | 08-Nov-19 |
| 624.2BKM | Rangahau Uaratanga | 54.5 | 30.5 | 85 | 8.5 | 0.07 | 6 | \$430.71 | | | | 4th Feb 2019 | 08-Nov-19 |
| 625.2KM | Pāngarau (e 2 ngā kokoti) | 100.5 | 69.5 | 170 | 17.0 | 0.14 | 6 | \$861.42 | | | | 4th Feb 2019 | 08-Nov-19 |
| 626.2AKM | Toi o Te Ao (1/2 te kokoti) | 24 | 18.5 | 42.5 | 4.25 | 0.035 | 6 | \$215.35 | | | | 4th Feb 2019 | 08-Nov-19 |
| 626.2BKM | Toi Māori (1/2 te kokoti) | 24 | 18.5 | 42.5 | 4.25 | 0.035 | 6 | \$215.35 | | | | 4th Feb 2019 | 08-Nov-19 |
| 629.2KM | Tuakiri Hauora | 24 | 18.5 | 42.5 | 4.25 | 0.035 | 6 | \$215.35 | | | | 4th Feb 2019 | 08-Nov-19 |
| 630.2AKM | Pānui Tuhi (e 2 ngā kokoti) | 134 | 36 | 170 | 17.0 | 0.14 | 6 | \$861.42 | | | | 4th Feb 2019 | 08-Nov-19 |
| 630.2BKM | Āhuatanga Ako te Reo | 66 | 19 | 85 | 8.5 | 0.07 | 6 | \$430.71 | | | | 4th Feb 2019 | 08-Nov-19 |
| 632.2KM | Pūoro | 27 | 58 | 85 | 8.5 | 0.07 | 6 | \$430.71 | | | | 4th Feb 2019 | 08-Nov-19 |
| 633.2AKM | Ngā Mahi ā Rehia | 24 | 61 | 85 | 8.5 | 0.07 | 6 | \$430.71 | | | | 4th Feb 2019 | 08-Nov-19 |
| 633.2BKM | Hākinakina | 25.5 | 17 | 42.5 | 4.25 | 0.035 | 6 | \$215.35 | | | | 4th Feb 2019 | 08-Nov-19 |
| 634.2KM | Pūtaiao Ranginui/Papatuanuku | 51 | 34 | 85 | 8.5 | 0.07 | 6 | \$430.71 | | | | 4th Feb 2019 | 08-Nov-19 |
| 635.2KM | Tikanga ā Iwi | 68 | 17 | 85 | 8.5 | 0.07 | 6 | \$430.71 | | | | 4th Feb 2019 | 08-Nov-19 |
| 624.TE2KM | Haere Ki Rō Kura | 38 | 47 | 85 | 8.5 | 0.07 | 6 | \$430.71 | | | | 4th Feb 2019 | 08-Nov-19 |
| 624.TE3KM | Haere Ki Rō Kura | 42 | 43 | 85 | 8.5 | 0.07 | 6 | \$430.71 | | | | 4th Feb 2019 | 08-Nov-19 |
| | Administration Fee (GST incl) | | | | | | | | \$119.87 | | | | |
| | Student Fee Protection | | | | | | | | \$31.82 | | | | |
| | Graduation Fee | | | | | | | | | \$216.40 | | | |
| | TOTAL | 764.5 | 510.5 | 1275 | 127.5 | 1.05 | | \$6,460.63 | \$151.69 | \$216.40 | \$6,828.72 | | |
| | | | | | | | | | \$6,612.32 | \$6,828.72 | | | |

Protection of Student Fees

Refunds, Trust Account

General

The cost of tertiary studies is becoming increasingly expensive for students and inappropriate decisions about participating in full time study are costly both for the Wānanga Takiura and students alike.

Te Wānanga Takiura has a vested interest in helping students to make quality decisions and commitments towards a career in education. Students are urged to carefully think through the issues of their enrolment in tertiary studies. If there are any doubts or questions, these must be addressed first. Don't enrol.

Administration staff with responsibility for academic registration and student finances will always assist students whenever possible, to discuss and understand their fees to facilitate; Studylink loans, student allowances, Fees Free status, Teach NZ Māori Medium scholarships; Te Waka Whakareki Career Changers and Te Tipu Whakarito Undergraduate Scholarships.

Bachelor of Teaching Kura Kaupapa Māori and Rumaki Reo Programmes

Students who start a course at the beginning Semester One and who withdraw or defer **within the first 8 days** from the commencement of classes will receive a full refund of tuition fees for that course, if these fees have already been paid.

For the Degree programme commencing in Semester Two, students who withdraw/defer from that course **within 8 days from the commencement of Semester Two classes** will receive a refund of those tuition fees if they have already been paid.

Partial refunds are not given for whole year courses within the Degree programme unless a student withdraws or defers within the first 8 days of commencement in Semester One. If a student withdraws after the 8 days, no refund is made. However, options will be discussed with the student to take deferment and return in Semester Two, or in the following year, or at the latest within 2 years.

Students who have enrolled in the one year Rumaki Reo course will receive a full refund if they withdraw or defer within the first 8 days if they have paid their tuition fees. At no other time will refunds be paid for withdrawal from this course. There are no partial refunds for any withdrawals from this course.

Additional Administration Fees

| | |
|--|------|
| Late enrolment including incomplete enrolments | \$25 |
| Transfer from other tertiary institutions | \$25 |
| Course changes after commencement of class | \$25 |
| Credit transfer per paper | \$25 |
| Replacement of Academic Transcripts for Diploma & Bachelor Qualifications | \$15 |
| Recognition of Prior Learning (RPL) | \$50 |

Trust Account

As directed by the Education Act 1989 (Section 236a), all paid tuition fees will be deposited in a **Trust Account held by Public Trust** for the duration of the Te Wānanga Takiura's withdrawal period of 8 days and to be available for refund in the event of student deferment or withdrawal within those 8 days, **less a sum of \$500 or 10% of the fee payments made, whichever is the least.**

Insurance Policies

Include the following:

1. Student Fee Indemnification.

Public Trust

Level 13, 205 Great South Road

Greenlane

(09) 985 6806

(0800) 371 471

Attention:

(e-mail) phillipa.chapman@publictrust.co.nz

2. Apex General Limited

Level 3, Honeywell House,

264 Mt Eden Rd,

Auckland

09) 520 9441

enquiries@apexgeneral.co.nz

- Material Damage Insurance
- Combined Association Liability Insurance
- Employment Practices
- Fidelity Guarantee
- Public Liability/Products Liability
- Statutory Liability
- Employers Liability
- Punitive and Exemplary Damages
- Motor Vehicle – Difference in Conditions
- Business Interruption

Academic Grievance

Where a student considers that there are grounds for an academic grievance, they should first discuss the matter with the relevant Pouako as soon as possible.

If the student does not feel able to discuss the matter directly with the Pouako concerned, or they consider that the matter has not been resolved with the Pouako, they should discuss the matter with the Kaitiaki Huhua. The Kaitiaki Huhua may request written details of the alleged academic grievance and may refer the matter to the appropriate staff member(s).

The student may, at any time, contact any of the following for advice or support: a senior student, another staff member, the Secretary to the Kaitiaki Huhua or any other person referred to under the Welfare and Student Support Services section of these regulations.

The Pouako, or Kaitiaki Huhua, must respond to the student's allegation of academic grievances and should make all reasonable efforts to try to resolve the matter within a reasonable timeframe. A written summary of the resolution should be provided to the student.

Complaints Procedures

Students who wish to make a complaint regarding the fairness or consistency of any policy, administrative or academic decision of Te Wānanga Takiura have the choice of the following pathways:

Resolving Complaints Informally

- The student may approach, with support if desired, the Pouako or person responsible for the decision.
- This pathway offers the chance to resolve an issue(s) close to when and where it happened. No record of the issue, the resolution, or the person(s) involved is kept.
- Using the pathway in no way prevents either party from moving to a more formal process at any time.

Resolving Complaints Semi-Formally

- The student may approach, with support if desired, the Pouako Matua or the Kāhui Whakahaere.
- The complainant should indicate that this complaint is to be treated as semi-formal and should be recorded in writing and presented to the Pouako Matua or the Kāhui Whakahaere.
- The Pouako Matua or a representative of the Kāhui Whakahaere will meet with the student to discuss the written complaint and endeavour to facilitate a resolution.
- Compliance with the resolution of the complaint will be monitored by the Pouako Matua or a representative of the Kāhui Whakahaere, who will advise either party of their rights to initiate more formal processes should the other party not comply with the resolution.

Resolving Complaints Formally

- This pathway is appropriate when the issues concerned are serious or where a complainant is dissatisfied with the attempts to resolve the issues at the semi-formal level.
- The complaint must be presented in writing to the Kaitiaki Huhua who will consider the complaint, invite the Pouako Matua or the representative of the Kāhui Whakahaere to respond and interview all parties involved.
- The Kaitiaki Huhua may second an independent person to help achieve a resolution through mediation.
- The Kaitiaki Huhua will provide a written response to the complainant.
- Where a response is written and the student is dissatisfied with the written response, then the complaint may be addressed to the following agencies:

**The Secretary
Kahui Tautoko
Te Wānanga Takiura o ngā Kura
Kaupapa Māori o Aotearoa
PO Box 113164
Newmarket
AUCKLAND**

*Telephone: (09) 625 6226
Facsimile: (09) 625 2744
Email: kkmadmin@tw.ac.nz
Freephone: 0800 625 274*

**Te Urikore Biddle
Manager
New Zealand Qualifications Authority
PO Box 160
WELLINGTON**

*Telephone: (04) 463 3355
0800 72 4357
Facsimile: (04) 382 6895
Email: Teurikore.biddle@govt.nz*

**Ministry of Education
National Office
45-47 Pipitea Street
PO Box 1666
WELLINGTON**

*Telephone: (04) 463 8000
Facsimile: (04) 463 8001
Website: www.minedu.govt.nz*

**Education Council
PO Box 5326
WELLINGTON
6145**

*Telephone: (04) 471 0852
Facsimile: (04) 471 0870*

**The Quality Commission
PO Box 14198
Wellington
6022**

*Free Phone: (0508 266 647)
Telephone: (04) 387 4093
Email: commissioner@qualitycommission.co.nz
Website: www.qualitycommission.co.nz*

Regulations and Disciplinary Procedures

Urgent Action

Before a complaint is investigated, urgent interim action may be taken if it is required to ensure that the work of members of Te Wānanga Takiura whānau is not impeded or prejudiced, or that the peace and orderliness of the Wānanga and the safety and wellbeing of its members are maintained.

In all cases, any urgent action taken under the above Regulation shall be reported in writing to the Kaitiaki Huhua as soon as practicable, who shall assume responsibility for notifying the relevant persons of the action taken for enforcement purposes.

Urgent Disciplinary Powers of Pouako in Charge of a Class

If a Pouako has reasonable grounds for believing that a student in the class has committed or is committing a breach of Disciplinary regulations, or any other Te Wānanga Takiura policies, and that immediate action is required to ensure that the activities within the class are not obstructed or impeded or to protect the calm, the peace, good order, safety and wellbeing of persons in that class, that pouako may exclude the student from the remainder of the class.

Exclusion under this regulation shall take effect as soon as the student has been advised.

Urgent Interim exclusion from Te Wānanga Takiura.

Where the Kaitiaki Huhua, or other relevant representative believes on reasonable grounds that a student has committed or is committing a breach of these regulations, or any other Te Wānanga Takiura policies, and that immediate action is required to ensure that the work of members of the Te Wānanga Takiura whānau is not impeded or prejudiced, or that the calm, the peace, safety, wellbeing and orderliness of the Wānanga is maintained, he or she may:

- instruct the student to cease the misconduct and/or vacate the area where the misconduct has occurred; and/or
- suspend the student from attendance at the Wānanga, or from particular classes, for a period not exceeding two weeks; or
- exclude the student from any designated part of the Wānanga for a period not exceeding two weeks.

Before suspending or excluding a student under these regulations, the Kaitiaki Huhua, or other relevant representative, shall provide the student with a reasonable opportunity to comment on the proposed temporary suspension or exclusion, and take into consideration any effects the suspension or exclusion may have on that student's personal course of study.

A suspension or exclusion under this urgency regulation shall take effect as soon as the student has been advised.

Misconduct

Where a complaint of misconduct against a student is established, the deciding Pouako or Kaitiaki Huhua may take disciplinary action against the offending student.

Such action may include:

- requiring a public or private apology from the student, either written or oral;
- requiring a written undertaking from the student as to future behaviour;
- an educational or supervision programme for the student;
- an oral or written warning;
- suspension from some or all classes for a period not exceeding the balance of the current semester;
- suspension of access to all or any part of Te Wānanga Takiura facilities or services for a period not exceeding the balance of the current semester;
- the withdrawal of some or all library services for a period not exceeding the balance of the current semester;
- in the case of misconduct relating to assessment, cancellation in full or in part of the mark for the item of assessment in respect of which the misconduct occurred and/or the award of a fail grade for the course.

Serious Misconduct

Where a complaint of serious misconduct is established, the Kaitiaki Huhua or the Kāhui Whakahaere of Te Wānanga Takiura may take disciplinary action against the offending student. Such action may include:

- any of the remedies provided for in Regulation Misconduct;
- disenrolment and exclusion from enrolment in some or all classes for a period not exceeding two years;
- suspension of access to all or any part of the Wānanga facilities or services for a period not exceeding two years; and
- the withdrawal of some or all information technology services for a period not exceeding two years.

Termination of Enrolment

If the behaviour of a student is found, after due and fair inquiry, to be overtly offensive, disrespectful, blatantly disruptive or likely to give rise to a risk of harm, physically, mentally and emotionally, to the welfare of any person, or fails to attain the standards outlined in Tikanga Māori, Study and Progression, Practical Requirement, Professional Requirements and Personal Conduct and Attributes of Students, the continued enrolment of the student in the programme will be terminated by the Kaitiaki Huhua or representative and any application to re-enrol will be declined.

A student who is subject to any such inquiry may be suspended by the Kaitiaki Huhua or a representative, from lectures, classes or any teaching placement, pending the outcome of the inquiry.

A student whose enrolment is terminated under this Regulation may appeal that decision to the Kāhui Tautoko or its nominee.

Appeals Process

Where a complainant wishes to appeal against a decision of the Kāhui Whakahaere or the Kaitiaki Huhua, they may appeal to the Kāhui Tautoko in accordance with this Regulation.

1. The Kāhui Tautoko may convene a committee to deal with the appeal. That committee may comprise the Chairman, members of the Kāhui Tautoko and/or members of staff from Te Wānanga Takiura who did not make the original decision or anyone else who the Kāhui Tautoko deems appropriate to deal with the particular appeal.
2. The complainant(s) must advise the Chairman of the Committee of the appeal within four weeks from the date of the decision by the person responsible. The period may be extended if the Chairman is satisfied that there are good and exceptional reasons why the notice was not given within that period.
3. In determining an appeal, the Committee may rehear any or all of the evidence before the decision maker, and may receive any further evidence orally or in writing that is relevant.
4. The complainant and the decision maker must be provided with copies of any written material the Committee may consider in making its determination, and are entitled to make submissions in writing and appear in person before the Committee, accompanied by a representative or support person if so desired.
5. The Committee must give due consideration to all of the evidence and submissions before it.
6. The Committee will not allow an appeal unless it is satisfied that the decision of the decision maker:
 - was unsound because of some material defect in the procedures followed by that person;
 - was plainly wrong on the basis of the information before the person who made the decision; or
 - has been shown to be plainly wrong in the light of additional information which, for good reasons, the party appealing was unable to have considered by the decision maker.
7. If the Committee allows an appeal, it may substitute a different direction or provision for that made by the decision maker, or remit the matter back to the decision maker for reconsideration.
8. The Committee must provide written reasons for its decision to the complainant and the decision maker.
9. The decision of the Committee on an appeal will be final and binding and complete the Wānanga's internal complaints process.
10. The Kaitiaki Huhua will ensure that all complaints against students that have been upheld will be recorded on the student's file in the Te Wānanga Takiura student record system.

Attendance

Students are considered to be in attendance if they are present at any place approved by the Kaitiaki Huhua as being appropriate for their training.

The Te Wānanga Takiura day is from 9.00am to 3.00pm. Students will be required to meet professional commitments at any time within those hours. When students are placed on a teaching practicum in a school they will be required to attend the school for the full school day.

Regular attendance and full participation is expected of students enrolled in all of Te Wānanga Takiura's programmes.

An attendance of 80% and above is mandatory, with 80% being the absolute minimum requirement in order to pass all papers and courses.

Extra or catch up work to lift any attendance percentages back to 80% or preferably higher:

1. May be specifically assigned by a lecturer or the Kaitiaki Huhua in special circumstances.
2. May be initiated by the absentee student who on returning to the Wānanga takes up the initiative of "catching up" and "making up" on missed work.
3. May be accessed by asking fellow students who were present on those days, for assistance and information or

May be accessed by asking the lecturer (s) what work(s) the absentee student has missed over those day(s) and how it might be completed.

This missed work must be "caught up with" or "made up" **by the student working after the Wānanga has finished for the day – or early in the morning before the Wānanga commences.**

"Catch UP" or "Make UP" work can also be completed on a Saturday and/or Sunday if senior staff are working at Te Wānanga on those days.

4. The student will need to provide evidence and proof to the lecturer that the work has been completed well and then signed off on an "ōrau taetae mai" sheet available at the office through the Student Administrator.
5. ***Make up for Teaching Practice***

Students may make up teacher practicum hours in a school during the months of November and December when the Wānanga has closed but the primary schools are still operating. There is a window of opportunity of approximately 4 weeks. However, if the Associate School does not allow that to happen then the student will be in a DNC situation. (Did Not Complete Course)

The extra costs for these 'make up' practicum hours will be charged against the student(s) and not the Wānanga.

The student can pay for these 'make up' practicum hours by applying to Study Link for a loan.

During the time of completing any '**make up**' requirements for Teaching Practice, the mark of a student is held in abeyance (**CW - credit withheld**) until all

When obligations are fulfilled and then a C- mark will be the maximum grade awarded.

Students must realise that a **“Make up for Teaching Practice”**, is a “second and last opportunity” to complete unfulfilled requirements of a teaching practicum. If they are not completed and fulfilled satisfactorily, then the Education Council has directed that, that student will not graduate and will be removed from the course.

Leave of Absence Procedures – Ringing Secretaries

It is the responsibility of the student to report to the Wānanga for all absences from lectures or a course by:

Firstly, ringing the secretaries in the office **between 8.30am and 9.15am at the latest** and stating the reasons for the absence.

A written record will be made of that notification and these notices will be passed on to the student's Pouako who will mark theirs and the Te Wānanga Takiura's attendance registers accordingly.

Secondly, discussing on return, the absence(s), with the relevant Pouako, as a matter of professionalism and courtesy.

Pouako and Te Wānanga Takiura staff must have regular meetings with students to counsel and find appropriate answers for any unsatisfactory attendances at lectures and school practices.

Students must present medical certificates after 3 days sick leave. Where important areas vital to their training have been missed, Pouako must counsel and help students to catch up in those areas.

| |
|---|
| Students need to develop supportive networks within their akomanga as a way of catching up with work that has been missed. It is called Whanaungatanga |
|---|

A student who is chronically and significantly absent from lectures with no credible explanations will have his/her attendance reviewed via the Te Wānanga Takiura database over the previous 3 weeks. A total of **3 verbal warnings** will be given **followed by a formal written warning** if poor attendance continues.

This final procedure would result in banning the student from the paper(s) or course and a possible loss of allowances.

Students who are in schools and who are unable to participate in teaching experience because of illness or any other reason are expected to notify the school before 8.30am.

The office of Te Wānanga Takiura must also be informed soon after.

The Office Procedures For Non-Attendances

When a student is away from Te Wānanga Takiura and has made no contact with any member of staff, the student will be rung that day by the Student Administrator who will enquire as to the nature of the absence. If the absenteeism continues, the Student Administrator will ring daily. If it continues past three days, the student is sent a letter warning that the continued absence is not acceptable and that course requirements are not being met. Extra work will be required to be done as "make up" and that their student allowance will be cut off depending on the circumstances surrounding the lack of attendance and the lack of communication.

Code of Conduct

This Code of Conduct gives guidance to all members of the Te Wānanga Takiura whānau about standards of conduct required of them in Te Wānanga Takiura.

Members of the Te Wānanga Takiura whānau include all staff (lecturing staff, administration staff, support staff), students and professional associates involved in Te Wānanga Takiura.

Members of the Te Wānanga Takiura whānau are expected to conduct themselves honestly, conscientiously, reasonably and in good faith at all times, having regard

to your loyalties and your responsibilities to the mana, the integrity, the reputation of the Te Wānanga Takiura and the welfare of colleagues and stake holders in all Kura Kaupapa and Māori Medium Schools.

1. All members of the Te Wānanga Takiura whānau will respect the diversity of abilities, disabilities, and personal orientations of other members.
2. It is recognised that the Te Wānanga Takiura whānau are adult learners within this learning organisation. Interactions with learners are designed to lead to their empowerment as top quality, professionally trained teachers, who are developing as potential leaders in their communities in Māori language, Mātauranga Māori and tikanga Māori.
3. The academic environment of the Te Wānanga Takiura will encourage academic freedom, promoting vigorous debate, allowing challenges to ideologies and respecting each person's right to express diverse views.
4. These freedoms will need to be positioned within a distinctive Māori, cultural ethos of respect, courteousness, humbleness and humility. You will be heard but not necessarily heeded all of the time. Te Wānanga Takiura has its short and long term vision and in the end it will make its definitive decisions.
5. Members within the Te Wānanga Takiura whānau are responsible for their own actions and they will need to be open and responsive to feedback which facilitates further learning.
6. A strong work ethic, striving for excellence, reliability, continuity and taking responsibility for one's cultural, traditional, academic and professional growth, are integral characteristics for members of Te Wānanga Takiura whānau.
7. The statements in this Code of Conduct must be read in conjunction with the Constitution of Te Wānanga Takiura, Te Wānanga Takiura policies, the Statements of Commitment and Intent, and the binding contracts which obligate all staff and Te Wānanga Takiura members to be a unique, Māori medium, tertiary teacher training institution with all the professional responsibilities and the traditional and cultural loyalties implicit in that unity.

Allegiance and Loyalty to Te Wānanga Takiura

1. You will always be respectful in manner and attitude of the mana of Te Wānanga Takiura and the enhanced status it holds in Māori medium education throughout New Zealand.
2. You will be observant and respectful of your cultural obligations within the tikanga Māori and mātauranga Māori traditions of Te Wānanga Takiura
3. You will not participate in or be associated with anybody or any activity that is deemed to be disloyal in any way, and at any time, towards Te Wānanga Takiura.
4. You will not participate in or be associated with anybody or any activity that is perceived to be undermining of the mana and status of Te Wānanga Takiura within its cultural frameworks of; te Reo Māori, Mana Māori, Tikanga Māori, Mātauranga Māori, Tangata Māori, te Ao Māori. Infractions of any or all of these principles will have final and binding consequences.
5. If, in the light of your personal and/ or family circumstances and beliefs, you are unable to fulfil all these cultural obligations, traditions and tikanga, I would strongly suggest that you don't become or you don't remain as a member of Te Wānanga Takiura whānau.
6. If however in the light of your ambitions and inspite of other circumstances, values and distractions, you are able to fulfil all cultural obligations, traditions and tikanga then you are most welcome to become and/ or remain as a member of the Te Wānanga Takiura whānau.

Personal Conduct and Attributes of Students within Tikanga Māori

1. All students without exception will be required at all times to conduct themselves within the cultural and intrinsic values of mana tikanga Māori, mana reo Māori, mana tangata Māori, mana wairua Māori, mana mātauranga Māori and mana Ao Māori.
2. Students who cannot adhere to these cultural permanancies, and at all times, must not enrol in or be enrolled in Te Wānanga Takiura.
3. A student of Te Wānanga Takiura is expected to demonstrate respect for academic, administrative and support staff at all times and treat them with consideration whether in a teaching session, office setting, library, IT or skills centre, practicum, social and meeting settings. It is expected that students will act with integrity and modesty and demonstrate respect and a warm regard for others, including fellow students and all other persons with whom they have contact.
4. All students of the Bachelor of Teaching Kura Kaupapa Maori are, at all times, required to exhibit the highest standards of conduct and behaviour and also to demonstrate the physical and mental capacity and behavioural attributes equivalent to those of a registered teacher acting to the highest standards of the profession. These standards and capacities are considered within Te Wānanga Takiura as evidence of fitness to practice training and teaching.
5. Students of Te Wānanga Takiura will be required to demonstrate such fitness to train and practice as a condition of their admittance as a student and their progression through their programmes of study.

Students conducting themselves in the following ways would be deemed to be not behaving within the cultural values and tenets of Tikanga Māori and will expose themselves to immediate dismissal:

1. Behaving in a disruptive manner in order to cause trouble, to disrupt the social ranking and cohesiveness within the Te Wānanga Takiura, in order to defraud it and other members of the whānau.
2. Being deliberately and openly antagonistic in order to cause unrest and create dissent amongst the Te Wānanga Takiura whānau.
3. Being defiantly disrespectful and openly challenging to the hierarchial and social order of Te Wānanga Takiura in order to originate and generate defiance, disrespect, disruption and disorder
4. Disseminating rumours and accusations in order to undermine the mana and status of Te Wānanga Takiura so as to bring it into disrepute

Te Wānanga Takiura will act immediately and respond within the principles of its Tikanga Māori, Mana Māori, Wairua Māori, Mauri Māori, Ao Māori principles to release such persons/students:

1. In order to protect its reputation and its whānau
2. In order to remove the potential for further damage and tarnishing
3. In its belief that the continued presence of such highly undesirable persons/students will create and/or generate ongoing unacceptable and unsustainable learning and working environments within the Wānanga.
4. Who don't appreciate and value the opportunity that they have been given, to study and graduate in a unique total immersion Māori tertiary institution that is the only one of its kind in the world.

All students are required to familiarise themselves with the Te Wānanga Takiura Student Handbook and Regulations that detail the student's rights, responsibilities and obligations.

Professional Conduct

Te Wānanga Takiura recognises that its staff, students, clients and associates form a community, a whānau.

Membership of the Te Wānanga Takiura whānau creates professional and cultural relationships. In these relationships all members are required to behave according to the Te Wānanga Takiura Code of Conduct.

The Te Wānanga Takiura will ensure that a variety of pathways are available for those who believe that elements of the Code have been breached. Information about the procedures, rights of the parties involved and the possible consequences of pursuing each pathway are described herein.

The principles underlying these pathways are:

- Issues are to be resolved as close to the source as possible
- The rules of natural justice shall apply
- Timeliness of resolution is a significant factor in its acceptance
- It is the right of the complainant to choose the pathway that will be followed
- Members of the Te Wānanga Takiura whānau have the right to expect protection against frivolous or vexatious complaints

A report will be made to the Kāhui Tautoko Council on the effectiveness of the operation of the policy each academic year.

Contact persons are available to explain the pathways and to provide support to persons wishing to make complaints.

Unacceptable Behaviour

The following behaviours are defined as unacceptable within the Te Wānanga Takiura whānau and may result in dismissal from all courses.

1. Harassment

Harassment is unsolicited, verbal or physical conduct by a person or group which is unwelcome and offensive to the recipient and is of a serious nature or persistent to the extent of having a detrimental effect on the individual's work performance, job or training opportunities and the ability to learn. Harassment does involve elements of power. This may make it difficult for the victim to prevent it.

Types of harassment may include any of the following, but are not limited to these.

Academic - academic harassment is any behaviour which constitutes an abuse of the acknowledged power relationship between students and lecturers.

Age - where the unsolicited verbal or physical conduct expresses hostility against or brings into contempt or ridicule on the basis of a student's age.

Disability - where the unsolicited verbal or physical conduct expresses hostility against or brings into contempt or ridicule on the basis of a student's disability.

Emotional harassment - psychological harassment is any behaviour which constitutes intimidation, harassment, property damage and threats of abuse.

Iwi harassment - where the unsolicited verbal or physical conduct expresses hostility against or brings into contempt or ridicule on the basis of iwi origins of the person.

Gender harassment - where the unsolicited verbal or physical conduct expresses hostility against or brings into contempt or ridicule on the basis of a student's gender.

Intellectual harassment - attempts to bring into contempt the intellectual capacity of another.

Religious harassment - is that which is offensive towards any person regarding religious beliefs.

Sexual harassment - any unsolicited verbal or physical conduct of a sexual nature which is unwelcome, uninvited and offensive, and can have a detrimental effect on the study performance or opportunities of students and staff. The definition in the Human Rights' Act 1993 section 6(c) 2 shall apply here.

Sexual orientation - where the unsolicited verbal or physical conduct expresses hostility against or brings into contempt or ridicule on the basis of a student's sexual orientation.

2. Victimisation

Victimisation may be seen to occur where any person who treats or threatens to treat any other person less favourably than he or she would treat persons in the same or substantially similar circumstances, because they:

- (a) made use of their pathways to redress issues outlined in these policies; **or**
- (b) encouraged another person to make use of pathways for redress; **or**
- (c) are currently involved in any aspect of these pathways.

3. It is unacceptable for any member of the Te Wānanga Takiura to deliberately and knowingly put others at physical and emotional risk

4. It is unacceptable for any person to act as a member of the Te Wānanga Takiura while affected by alcohol, illegal or non-prescribed drugs, or to provide illegal drugs for use by any other member of the Te Wānanga Takiura whānau

5. It is unacceptable for any member of the Te Wānanga Takiura to misuse or abuse power.

Harassment in all its Forms

As an equal employment/educational opportunities institution, **Te Wānanga Takiura will use every endeavour to provide its staff and students with a work and study environment free from harassment.** Harassment is a form of discrimination in the workplace and it denies the employee equal employment opportunities by creating a working environment in which that employee's ability to perform is impaired. It is unlawful under the Human Rights Commission Act 1977 and the Employment Contracts Act 1991. In terms of equal educational opportunities, harassment can have a detrimental effect on the study performance or opportunities of students and employees.

The Kaitiaki Huhua, Kāhui Whakahaere, senior lecturers and other staff designated as mentors will ensure that all employees and students of the Te Wānanga Takiura are informed that all forms of harassment are unacceptable and will not be tolerated. Employees and students will also be made aware of the procedures to follow if they are subjected to such behaviour.

Staff and students are encouraged to **make use of the Te Wānanga Takiura in-house complaints procedure by consulting lecturers designated as mentors** before considering other options for dealing with alleged harassment. Any victimisation of contact persons or complainants will be treated seriously by management and dealt with accordingly.

Complaints Procedures Concerning Issues of Harassment

The Harassment Complaints Procedure applies to all staff and students of the Te Wānanga Takiura. The complaints to be dealt with are those arising from alleged incidents of harassment which have occurred on the campus of Te Wānanga Takiura, or in connection with Te Wānanga Takiura-related activities on off campus localities, or outside the workplace but are work related.

Staff and students, who have left or graduated from Te Wānanga Takiura are entitled to lodge a complaint with Te Wānanga Takiura within six months of having left the Te Wānanga Takiura. Proven cases of harassment will be dealt with under the appropriate disciplinary policies or staff and students.

The procedure provides for four levels of actions:

1. Staff Mentors
2. Informal intervention
3. Formal mediation
4. Complaints Committee

All discussions and any investigations will be conducted in confidence.

First Level: Staff Mentors

- A complaint is brought to a designated Pouako for that Ahurewa who will listen to the complaint; give information on the options available; and give counselling and support to the complainant. The Pouako must respect the complainant's wishes and feelings. If the complainant just wants to talk, and not take further action, that must be accepted.
- The complainant may feel able to deal with the problem by approaching the alleged harasser themselves. This allows the complainant to remain in control of the process, keeps the problem at a local level and may stop the offending behaviour.
- If the complainant does not feel that the self-help option is appropriate and the complainant wishes to take further action, the Pouako will refer the complainant to the Pouako Matua.

Second Level: Informal Intervention

- The complainant may, without making a formal complaint, ask the Pouako Matua to intervene on behalf of the complainant.
- No written notes will be taken during the process of informal intervention and the Pouako Matua will not disclose any details that may lead to the identification of the parties to any other person not involved in the matter.
- The problem between the two parties may be resolved by informal intervention. If no solution is agreed on, the complainant will decide whether to make a formal complaint and seek a resolution through formal mediation.

Third Level: Formal Intervention

- Three mediators will be recruited from within Te Wānanga Takiura with the approval of the Kāhui Whakahaere and Kaitiaki Huhua. The recruitment shall be drawn from teaching and non-teaching staff, and students.
- Mediators must be able to listen effectively, maintain total confidentiality, assess information and present with impartiality a clear picture of events and situations.
- The role of the mediators is to act upon the formal complaint with the aim of resolving the problem and ensuring it does not reoccur. This process will involve meetings and discussions with both parties, and as necessary, interviews with other people with relevant information.
- The standard of proof in the mediation process will be a 'balance of probabilities', and the person against whom a complaint has been made, is entitled to an impartial investigation in accordance with the requirements of natural justice.
- The mediating group's decision on an appropriate settlement of the matter shall be reported to the Kāhui Whakahaere and the Kaitiaki Huhua.
- If a resolution is not achieved by formal mediation, the Kāhui Whakahaere will refer the matter to a Complaints' Committee.

Fourth Level: Complaints' Committee

- A Complaints' Committee, with the power to recommend the terms of settlement and disciplinary action, will be set up by the Kaitiaki Huhua of the Te Wananga Takiura on the request of the Kahui Whakahaere to deal with the unresolved complaint. Membership of a Complaints' Committee shall be approved mediators drawn from the Kahui Tautoko, Te Rūnanga o Tamaki Makaurau and the law firm of Wackrow, Williams and Davies.
- The Complaints' Committee shall consist of a total of three persons appointed by the Kaitiaki Huhua. In appointing members of the Committee, the Kaitiaki Huhua will bear in mind the need to ensure that the membership includes at least two women, and accepts that sexual harassment or other forms of harassment is a serious issue to be dealt with.
- The Complaints' Committee will hear the evidence of the mediating group and give the complainant and the respondent the opportunity to appear in person before the Committee. Both parties may bring supporters to the meeting. The Committee may also seek such other evidence or information as it deems necessary.
- The Complaints' Committee should seek to resolve the problem brought to it, and avoid over-legalistic, adversarial or judgemental approaches.
- The Complaints' Committee will make final decisions regarding the complaint and convey these to the Kaitiaki Huhua.
- The Kaitiaki Huhua will take appropriate action on the recommendations of the Complaints' Committee.

This is an in-house complaints' procedure, but staff and students may choose other options for dealing with alleged harassment through the following external agencies:

- Complaint/mediation procedure through the Human Rights' Commission.
- Personal grievance procedure under the Employment Contracts Act 1991 (staff only).
- Legal Action through the **Police** in case of assault.

Privacy

Purpose of Policy

The Privacy Act 1993 came into force on 1 July 1993. The purpose of the Act is to provide better protection of individual privacy in relation to the collection, use, access, correction and disclosure of personal information.

Policy Statement

It is the Kāhui Tautoko's policy that the Te Wānanga Takiura collects, updates, uses, stores, discloses and exchanges student information in accordance with the provisions of the Privacy Act 1993, and the following interim privacy guidelines for Tertiary Institutions.

The provisions of this policy apply to prospective, current, and past students and staff.

Personal information is information about an identifiable student, not contained in a publicly available publication.

The Te Wānanga Takiura will:

- Collect only that information which is necessary for its purposes. (Privacy Principle 1)
- Collect information from the student concerned, unless this is not reasonably practical. (Privacy Principle 2)
- Inform students at the time of collection that information is being collected, the purposes of that collection, the recipients of the information, how the information will be stored, the consequences of not supplying the information, and their rights of access and application for corrections. (Privacy Principle 3)
- Collect information only by means which are lawful and fair. (Privacy Principle 4)
- Hold information securely, guarding against loss or unauthorised use, access, modification or disclosure. (Privacy Principle 5)
- Provide access to personal information, and either make the correction requested or attach a statement of the request to the student's file. (Privacy Principle 6)
- Register students' requests for correction of information, and either make the correction requested or attach a statement of the request to the relevant file. (Privacy Principle 7)
- Take all reasonable steps to check that the information is accurate. (Privacy Principle 8)
- Keep the information no longer than is required for purposes for which it is collected. (Privacy Principle 9)
- Use the information only for the purposes for which it was collected, unless otherwise provided for in the Privacy Act. (Privacy Principle 10)
- Disclose personal information only when the student authorises such disclosure or to avert a threat to public health or safety, or for statistical purposes where the student cannot be identified. (Privacy Principle 11)
- Use unique identifiers only when necessary for efficiency, and not use the unique identifiers of other agencies. (Privacy Principle 12)

The Te Wānanga Takiura identifies the **Student Administrator** and the **Secretary for Financial Services** as Privacy Officers to whom students and staff may address inquiries relating to the provisions of the Act and this policy.

Smoke Free Workplace

It is the Te Wānanga Takiura policy that smoking shall not be permitted in the following areas:

- Lecture rooms, passageways, library, and other teaching spaces.
- Office areas where more than one person works.
- Reception areas, corridors, indoor public areas, outdoor entrances, outdoor entry ways, verandas, steps and other designated areas with Auahi Kore signs.
- Staffroom and any student centre.

The international no-smoking symbol will be displayed in all the Te Wānanga Takiura controlled buildings to remind members of the Te Wānanga Takiura whānau, and visitors, of the smoke-free policy.

Complaints About Smoking

Employees or students should, in the first instance, approach the offending smoker to point out a breach of the smoke-free policy. If the person continues to smoke in a designated smoke-free area, then the following action should take place:

- Staff Member-Staff Member: refer complaint to the Pouako Matua or Kaitiaki Huhua.
- Student-Student: refer complaint to a Pouako Hāpai designated as mentor for that Ahurewa.
- Student-Staff Member: refer complaint to the Pouako Hāpai designated mentor for that Ahurewa.
- Staff Member - Student: refer complaint to the Pouako Matua or Kaitiaki Huhua.

The Pouako Hāpai/Mentors shall within receipt of a complaint, investigate and try to resolve the complaint.

Each year the Kāhui Tautoko shall review the smoke-free policy and shall, before making any changes to the policy in accordance with the provisions of the Smoke Free Environments Act 1990, consider any submissions received by the Te Wānanga Takiura whānau during the previous year.