

# 2018

## Student Handbook

0800 800 411  
[www.tpp.ac.nz](http://www.tpp.ac.nz)



Tai Poutini  
Polytechnic  
NEW ZEALAND

## **Welcome to Tai Poutini Polytechnic in 2018**

This booklet is designed for you, the student, to ensure you have as much information as possible to help you successfully complete your programme of study at any one of our many sites around New Zealand.

Campus and site-specific information regarding student support and pastoral care are detailed inside, but if you need to talk to someone or to find the help you need please phone:

**0800 877 787**  
(0800 TPP SUPPORT)

### **ABOUT THE STUDENT INFORMATION BOOKLET**

The information given in this book is intended as a guide for students accepted by TPP. The information is correct at the time of printing, but may be subject to further changes before or after a student's admission to the Polytechnic.

## ESSENTIAL CONTACTS

### All general TPP enquiries

Student Support

**0800 800 411**

0800 877 787

(0800 TPP SUPPORT)

[support@tpp.ac.nz](mailto:support@tpp.ac.nz)

### West Coast and Outlying Campuses

Student Services Officer

Jodie Knipe

Maori Pasifika

Dave Mason

Library

Dr Pat Sargison

Maria Martin Smith

### Facilities and Accommodation

Facilities Manager

Doug Griffin

Facilities Assistant

Rebecca Stanger

### Auckland Campus

Learning Support Coordinator North

Tenaea Te Aika

***Refer to your Programme Handbook for Programme Staff contact details***

### Public holidays 2018

Buller Anniversary	Monday 29 January
Auckland Anniversary	Monday 29 January
Waitangi Day	Tuesday 6 February
Otago Anniversary	Monday 26 March
Good Friday	Friday 30 March
Easter Monday	Monday 2 April
Easter Tuesday	Tuesday 3 April
ANZAC Day	Wednesday 25 April
Queen's Birthday	Monday 4 June
Labour Day	Monday 22 October
Canterbury Anniversary	Friday 16 November
Westland Anniversary	Monday 3 December

# INTRODUCTION

## Chief Executive's Message

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Tena koutou katoa, greetings and welcome to Tai Poutini Polytechnic (TPP).

We are delighted that you have chosen to study with us. Whether you are studying in Greymouth, Auckland, Wellington, Christchurch or anywhere else around the country, my staff and I are here to support you in your learning journey.

We are dedicated to ensuring you have the best possible learning experience at TPP. We are committed to delivering high quality, vocationally orientated courses that lead to career success.

TPP programmes have been developed with the support of industry and business leaders to ensure that they are relevant to the needs of employers. This Handbook is a good starting point for you in familiarising yourself with the academic requirements of your programme of study. The generic programme regulations let you know your entitlements around assessments, marking, what you can expect from us, and what we expect from you. These regulations are included in our Academic Statute available on our website - <http://www.tpp.ac.nz/student-info/handbooks-prospectus-and-academic-statute/>.

We recognise that some of you will require additional support for your learning and we will endeavour to provide the services you need to support your individual success. Please do not hesitate to contact our student support team to find out what services are available.

I hope you will enjoy your time with us and wish you all the very best with your studies and your future career.



**Alex Cabrera**  
Chief Executive

## Mihi

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Tihēi mauriora!  
Ki te whai ao,  
Ki te ao marama,  
Tihēi mauriora!

Hei tīmatanga kōrero ko te wehi ki a Ihowa,  
Kō ia te tīmatanga me te whakamutunga o ngā  
mea katoa.

*(I begin by offering respect to my Creator, the  
beginning and the end of all things.)*

E ngā mate o te tau, o te marama, o te wā, Haere  
koutou, haere koutou, haere koutou.

*(To the ancestors who have departed, Farewell,  
farewell, farewell.)*

Āpiti hono tatai hono,  
Rātou te hunga mate ki a rātou,  
Āpiti hono tatai hono,  
Tātou te hunga ora ki te hunga ora,  
Tēnā koutou, tēnā koutou, tēnā koutou katoa.

*(Let the dead dwell with the dead,  
Let the living dwell with the living,  
Greetings, greetings, greetings to us all.)*

Hāeremai e te manuhiri tūārangi e ngā  
waewae tapu.

*(Welcome visitors from afar, sacred people.)*

Nau mai hāeremai ki tēnei kuratini o Te Tai  
Poutini, TeWaka o Aoraki, Aotearoa,  
Tai Poutini Polytechnic.

*(Welcome to the Polytechnic of the West Coast,  
South Island, New Zealand, Tai Poutini  
Polytechnic.)*



**Nā Rawiri Meihana (David Mason)**  
*Director, Māori Education*

# About TPP

## Profile

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Tai Poutini Polytechnic (TPP) provides quality tertiary education that meets the needs of students and industry on the West Coast and around New Zealand.

Our popular West Coast programmes include tourism and hospitality training across the retail and service sector, outdoor education training, dairying and agriculture, extractive/mining, and specialist jade and hard stone carving programmes. TPP also offers specialist training in niche areas from campuses around the country; our students come to us to prepare them for jobs in the construction industry, including scaffolding, ropes, rigging and cranes, and across the civil construction sector, emergency services and ski patrol training.

Established in 1989, the Polytechnic now trains around 700 students every year in full- or part-time study options. Our aim is to get our students into real jobs in the community, so we work closely with our industry partners and employers to make sure we're delivering training that is relevant and in-demand.

Training is provided on the Coast through our campuses in Greymouth and Westport, with plenty of on-site training at various locations across the region to ensure our students are ready for work in the real world. We also have bases in Wanaka, Christchurch, Hamilton and Auckland.

## Legend of Tai Poutini

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To Māori, the West Coast is Te Tai Poutini, 'the tides of Poutini', the kaitiaki who brought pounamu to the West Coast - the main source of Aotearoa's pounamu (greenstone or jade).

### **Legend: Poutini - A Guardian Taniwha**

*Poutini is the name of the taniwha (water spirit) swimming up and down the West Coast of the South Island protecting both the people and the spiritual essence, or mauri, of the pounamu (greenstone). Poutini guards the mauri (life spirit) within the treasured stone. The mana or spiritual force of pounamu comes from Kahue (or Ngahue) an atua. Poutini as protector of the stone is the servant of Kahue. Poutini once abducted a woman named Waitaiki, from the North island and fled south pursued by her husband, Tumaahua. He hid with his captive in the bed of the Arahura River but Waitaiki's husband pursued them. Poutini transformed Waitaiki into his own spiritual essence - pounamu - and fled down the river to the sea. Waitaiki became the 'motherlode' of all pounamu. The husband went home grieving. The Poutini Ngai Tahu is the calling given to the section of Ngai Tahu to the West Coast.*

## Pronunciation

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Many people have trouble pronouncing the name of our Polytechnic. These are two separate words with the first syllable of the second word emphasised.

### **Ty PO ten e**

Ty as in *tie* a knot

PO as in "*big toe*". This syllable is stressed.

Te as in "10"

Ne as in *Knee*

# Your Studies

## Managing Your Workload

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If this is your first experience of tertiary education you may find it quite different to working or being at secondary school.

As a full-time student you will be expected to work between 35-40 hours per week. This will be a combination of three types of work:

- **Class Time:** You must attend the classes required.
- **Tutor Directed:** This is work set by the tutor that you must complete, such as readings, research, preparation for class contributions, homework activities, assignments, practise, etc.
- **Self-Directed:** This is extra work that you might need to do to fill in your knowledge or practise a skill, such as revision for tests, extra reading or studying, discussing or preparing with other students, etc.

The amount of class time is dependent on the level of the programme. The two tables below show examples of how your time might be divided.

<b>Workload for the Year</b>			
	<b>Level 1-2</b>	<b>Level 3-5</b>	<b>Level 6-7</b>
Total class hours	850	750	650
Total extra hours required	350	450	550
<b>Total Hours</b>	<b>1200</b>	<b>1200</b>	<b>1200</b>

For a full-time, 120-credit qualification it is expected that you will complete 1200 hours of work/study in the academic year.

It is easier to schedule your time on a weekly basis. Here are the expectations for the average week:

<b>Workload for each week</b>			
	<b>Level 1-2</b>	<b>Level 3-5</b>	<b>Level 6-7</b>
Total class hours	25	22	19
Total extra hours required	10	13	16
<b>Total hours</b>	<b>35</b>	<b>35</b>	<b>35</b>

## Frequently Asked Questions

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### ***What do I do if I don't understand something in class?***

- Talk to your tutor and ask them politely to go over it again for you.
- If you still do not understand check with your classmates.
- If several of you are confused ask the tutor to revise that piece of teaching again.

### ***What else can I do?***

You can also go to the library and read more about the topic. The librarians will help you find material.

### ***What if I want help with my study skills?***

Contact the Student Support Officer, and ask for assistance.

### ***What do I do if I am unhappy about something in class?***

- First, talk to the tutor
- If this does not resolve the issue, talk to the Programme Leader or another more senior tutor in that programme area.
- If you are still unhappy, see the Student Support Officer.
- If all else fails, see the complaints resolution section on the website  
<https://www.tpp.ac.nz/footer/policies/problem-solving/>

### ***How do I know what I will be assessed on?***

All courses have set learning outcomes linked to assessments. These should be provided to you at the start of each course together with a marking schedule so you will know what the assessment will cover and how much each part of it is worth.

### ***Who decides if a student has "passed"?***

- The tutor who has taught the subject will set the assessments and mark them against marking schedules.
- The marks are added up and if you have been awarded the marks required to pass you will be advised.
- Most courses do allow one further opportunity to resit an assessment if you do not pass first time. If you feel your assessment has been marked incorrectly you can request a remark.

# RULES AND POLICIES

## Copyright

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Some 'copying' is OK but some isn't. You are encouraged to research books, magazines and the internet and include the findings in your assessments (with references) but you must not 'copy' someone else's work and call it your own.

### ***Where can I find out more about copying and the law?***

The law on copying is *The Copyright Act 1994*. You can visit the Copyright Licensing Limited website at [www.copyright.co.nz](http://www.copyright.co.nz) or email [cll@copyright.co.nz](mailto:cll@copyright.co.nz) or telephone: 0800 480 271. You may get a copy of the full TPP 6.05 Copyright Policy by contacting the Student Support Officer.

## Attendance

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It is important to us that you make the most of your time at TPP and to do this, and pass, you are advised to attend **all** aspects of your programme. If you cannot attend any segment for any reason you should let your tutor know.

Check your 'Programme Specific Regulations' as these may specify that you must attend a percentage of the programme to complete academic requirements.

## Non Payment of Fees

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Payment of fees, or arrangements to do so, is a condition of attendance on your programme of study. You will not be able to continue to attend class or to graduate if you have fees outstanding and have not made arrangements for payment. The 1.10 Policy on Student Fees can be found here: <https://www.tpp.ac.nz/student-info/fees/>

## Intellectual Property

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In general all intellectual property and outcomes resulting from that intellectual property are owned by the creator.

The Polytechnic will act in the role of guardian of the student's activity to protect students' rights to intellectual property.

For a staff member or any other party to claim any interest in a student's work, this must be agreed and specified prior to the engagement in the activity.

Intellectual property rights to student projects, including research undertaken in conjunction with businesses or individuals outside the Polytechnic, will be the subject of a contract. The contract will define what intellectual property rights are likely to be created by the project and what rights the respective parties will have to those intellectual property rights. Research reports and the creation of intellectual property funded by the Polytechnic will be the property of the Polytechnic. The contract will include a completed Creative Work Release form by both parties.

Staff or students are not to use, for commercial purposes, any intellectual property owned by the Polytechnic without the written prior approval of the Chief Executive. If you would like a copy of the full TPP 1.11 Policy on Intellectual Property, contact the Student Support Officer.

# FACILITIES AND SERVICES AVAILABLE

## Library

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The TPP library provides study and learning resources for all students of the Polytechnic.

The library catalogue is available online via <http://tpp.on.worldcat.org/discovery>

***Please note: All borrowed items must be returned at the end of your course. You may not be allowed to graduate if there are any outstanding items on your library card.***

### ***Greymouth Library***

Library Hours:	Monday-Thursday Friday	8.30 am – 5.00 pm 8.30 am - 4.00 pm
Staff:	Pat Sargison, Senior Librarian Maria Martin-Smith, Library Assistant	
Email:	<a href="mailto:library@tpp.ac.nz">library@tpp.ac.nz</a>	
Telephone (DDI):	03 769 9407	

*Note: the above hours are a guide only – staffing and hours may be subject to change during term breaks, holidays, or peak usage times.*

***Unsure about how to use the library? Please ask!***

## Polytechnic Equipment

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Students are reminded that TPP equipment remains the property of the Polytechnic at all times and may only be used under the direct supervision of staff. Equipment is not normally available to students outside hours and may not be removed from Polytechnic premises.

## Computer Network

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Students' rights to use the TPP computer network is dependent on compliance with the Code of Conduct for Users of TPP Computing Facilities. This is on display in the computer rooms. Improper use of the computer network may result in your computer privileges being withdrawn.

## Student Welfare and Counselling Services

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**0800 877 787 (0800 TPP SUPPORT)**  
email: [support@tpp.ac.nz](mailto:support@tpp.ac.nz) or contact:

Student Support Officer:	Jodie Knipe Telephone: 0800 800 411 or 03 769 9409 (DDI) Email: <a href="mailto:jodiek@tpp.ac.nz">jodiek@tpp.ac.nz</a>
Māori and Pasifika Support:	David Mason Telephone: 0800 800 411 or 03 769 9452 (DDI) Email: <a href="mailto:davidm@tpp.ac.nz">davidm@tpp.ac.nz</a>
Learning Support & Disability Co-ordinator	TBA Telephone: 0800 800 411 or 03 769 9625 (DDI) Email: <a href="mailto:support@tpp.ac.nz">support@tpp.ac.nz</a>
Learning Support Co-ordinator Auckland:	Tenaëa Te Aika Telephone: 09 254 4549 Email: <a href="mailto:tenaëat@tpp.ac.nz">tenaëat@tpp.ac.nz</a>

Student Support Services encompasses:

- assisting international students
- learner support
- disability support
- Maori and Pasifika
- Youth Guarantee students

Student Support Services include:

- orientation
- pastoral care
- guidance and support in areas such as StudyLink
- student loans, allowances
- accommodation
- financial
- literacy, numeracy support (reading/writing/math)
- career advice
- part-time work advice

If you need assistance in any of these areas please contact the Student Support Services Team.

## Counselling

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### Student Counselling Services

OCP (Organisational Counselling Programme) assist students deal with issues which may affect their ability to study. The issues may include:

- Family and children concerns
- Grief
- Personal relationships
- Alcohol and drugs
- Financial Concerns
- Anxiety & Depression
- Study Issues

The service will allow students at our West Coast campuses to access 24/7 confidential and professional counselling provided by an independent organisation. All counselling professionals employed by OCP Ltd are qualified, registered and experienced. They have over 80 counsellors nationwide, with three (two female, one male) based on the West Coast.

TPP will normally meet the cost of the first three appointments which are generally each an hour long. If more than three appointments are required these may be granted on a case-by-case basis as approved by the Chief Executive.

Students can contact OCP directly via the freephone number – **0800 377 990** - and will be assisted with making the first appointment. Students will need to have their ID card with them for their counselling visits.

Generally student will self refer, or a referral can be made through their programme tutor, or TPP student services.

All OCP sessions are completely confidential and the details of the sessions will not be discussed with anyone without written permission. The only information provided to TPP is the number of students who attend and a broad outline of the type of issues for statistical purposes.

## Where to Get Help

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In addition to the services TPP provides, students needing help on issues such as housing, law, study and social issues may contact the following organisations:

### **StudyLink/Work and Income**

StudyLink	0800 889 900 <a href="http://www.studylink.govt.nz">www.studylink.govt.nz</a>
Work and Income	0800 559 009
Inland Revenue – general enquiries	0800 775 247
Inland Revenue – student loan enquiries	0800 377 778

### **Tenancy Housing Issues**

Tenancy Services	0800 836 262
Electricity Complaints Commission	0800 223 340
West Coast PHO (12-19 years may self-refer)	03 768 6182
Lifeline	0800 543 354

### **Health**

Mental Health (urgent) – West Coast	0800 757 678
Youthline	0800 376 633 <a href="http://www.youthline.co.nz">www.youthline.co.nz</a>
Life Line	0800 543 354 <a href="http://www.lifeline.org.nz">www.lifeline.org.nz</a>
Parent Help	0800 568 856
Gambling Crisis Hotline	0800 654 655
Mental Health Crisis	Call 111 or contact your nearest hospital
Warmline (Cant/West Coast)	0800 899 276
What's Up Helpline (5-18yrs)	0800 WHATSUP <a href="http://www.whatsup.co.nz">www.whatsup.co.nz</a>
The Lowdown (Depression Helpline)	Freetext 5626 <a href="http://www.thelowdown.co.nz">www.thelowdown.co.nz</a>
Anxiety Line	0800 269 4389

### **Doctors**

Students who wish to access the doctor at a reduced rate need to enrol with one of the listed Medical Centres and show their Student ID card each time they visit. For cheaper prescriptions apply to Work and Income for a Community Services Card.

Greymouth:	Greymouth Medical Centre, 153 Tainui Street, Greymouth Telephone 03 7699300
Westland:	Westland Medical Centre, 54A Sewell Street, Hokitika Telephone 03 755 8180
Westport:	Buller Medical Health, 45 Derby Street, Westport Telephone 03 788 9277
Wanaka:	Aspiring Medical Centre, 23 Cardrona Valley Rd, Wanaka Telephone 03 443 0725

## ***Healthline***

For free, 24 hour health advice, call HEALTHLINE on 0800 611 116.

Aids Hotline	0800 802 437
Disability Information Service – National	0800 693 342
Quitline	0800 778 778 <a href="http://www.quit.org.nz">www.quit.org.nz</a>

Employment Relations Info Line	0800 20 90 20
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## ***Women***

Women’s Refuge	0800 733 843 <a href="http://www.womensrefuge.org.nz">www.womensrefuge.org.nz</a>
Rape Crisis	0800 88 33 00

## ***Legal Advice Community Law Services***

Citizens Advice Bureau	0800 367 222 <a href="http://www.cab.org.nz">www.cab.org.nz</a>
Youth Law Aotearoa	0800 884 529
Canterbury/West Coast Community Law Centre	0508 226 529
Auckland CBD Community Law Centre	09 377 9449

## ***Literacy***

West Coast Adult Learning Services	03 789 8031
Adult Literacy Tamaki Auckland Inc	09 376 8457
Literacy Aotearoa	0800 678 910

## ***Drug Alcohol Issues***

Alcohol & Drug Helpline (10.00 am-10.00 pm)	0800 787 797 <a href="http://www.alcoholdrughelp.org.nz">www.alcoholdrughelp.org.nz</a>
Alcoholics Anonymous	0800 229 6757 <a href="http://www.aa.org.nz">www.aa.org.nz</a>
Needle Exchange Programme	03 366 9403 09 356 7373 (Auckland) <a href="http://www.needle.co.nz">www.needle.co.nz</a>
CADS (Community Alcohol & Drug Services)	09 845 1818 <a href="http://www.cads.org.nz">www.cads.org.nz</a>
Rata Alcohol and Drug Service	03 769 7805

## ***Budgeting Advice***

Sorted	<a href="http://www.sorted.org.nz">www.sorted.org.nz</a>
Greymouth Salvation Army	03 768 5045

## ***Sexual Health Clinics***

	<a href="http://www.nzshs.org/clinics">www.nzshs.org/clinics</a>
Greymouth - Grey Base Hospital	03 768 7400 etxn 2874
Westport	03 788 9030 extn 8756

## **West Coast Primary Health Organisation (PHO)**

For information about where your nearest clinic is please call the West Coast PHO on 03 768 6182.

### **Auckland Sexual Health Services**

To make an appointment, or for more information call 0800 739 432 or visit [www.ashs.org.nz](http://www.ashs.org.nz).

### **Christchurch**

For more information or to make an appointment call (03) 364 0485.

### **Wanaka**

03 443 0725

### **Family Planning Association – NZ**

[www.familyplanning.org.nz](http://www.familyplanning.org.nz)

### **FPA Greymouth Clinic**

03 768 0895

## **Emergency Procedures and Security**

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### ***Fire Drill***

If you discover a fire, operate the nearest fire alarm box and telephone the Fire Service (111).

If the fire alarm sounds, students should evacuate all areas and assemble at the designated assembly point for a roll check. Roadways must be kept clear for fire engine access.

### ***Earthquake Drill***

In the event of an earthquake, Drop-Cover-Hold.

All electrical appliances should be switched off and the building vacated once shaking has stopped.

### ***Security***

Polytechnic activities must be conducted in an atmosphere of trust. Nevertheless, any person who appears to be acting suspiciously should be reported immediately to a staff member.

## **General Information**

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### ***Lost Property***

Students are reminded that they are responsible for the safe keeping of their personal property and are advised to be conscious of the security of their valuables at all times. Enquiries regarding lost property items should be made at reception.

### ***Personal Property Insurance***

Students are reminded that **the insurance of all personal property is the responsibility of the owner of the property at all times**. This includes those items of property that are used during Polytechnic classes. (TPP insurance covers Polytechnic property only.) This is of particular significance to students whose classes take them off-campus, but also applies to personal property left in Polytechnic vehicles or buildings, even behind locked doors. Those students who do not already have all-risk cover for their personal effects can obtain cover through one of our local insurers.

### ***Student Parking***

**Greymouth Campus:** There is limited parking at the Greymouth Campus for students' cars. Bicycle racks are available on site for those who require them. There are two car parks for persons with disabilities located at the Greymouth Campus.

Students and staff are not permitted to park in the visitors' car park in front of the main steps. Cars parked in non-designated areas may be towed at the owner's expense.

Contact Student Support Services for information about parking on your campus.

### ***Student Illness or Injury***

A student who feels unwell should advise their tutor or reception. Students who are not able to attend class for more than three days due to sickness will be required to produce a medical certificate.

### ***Accidents or Injury***

A student who suffered any accident or injury during a programme activity must report that event to their tutor.

### ***Pre-Existing Medical Conditions***

Any pre-existing medical conditions must be disclosed on the enrolment form. This will ensure staff are aware of how to treat any situation that may arise. If you have a condition that has not been disclosed please ensure you advise staff immediately.

### ***Smokefree, Drug and Alcohol***

All TPP campuses are smokefree, drug and alcohol free. This includes e-cigarettes and other vaporisers.

## **GENERIC PROGRAMME REGULATIONS**

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TPP has an extensive quality management system (QMS) that provides both policy and procedures under which the institute operates. If you would like a copy of a particular policy, please contact the Student Support Officer.

The Academic Statute can be found here: <https://www.tpp.ac.nz/student-info/handbooks-prospectus-and-academic-statute/>.

It is important that all students familiarise themselves with the TPP Generic Programme Regulations section 8 of the Academic Statute 2016-18.

## Code of Student Conduct

Tai Poutini Polytechnic expects that students will not engage in behaviours that endanger their own or others' safety and well-being.

Students are expected to conform to the standards contained in this Code of Student Conduct off campus as well as on campus.

Tai Poutini Polytechnic reserves the right to pursue through its disciplinary procedures matters that are also being, or may also be, addressed by the legal system or under TPPs Student Disciplinary Actions.

Tai Poutini Polytechnic reserves the right to invite the Police or a Police Dog onto the campus at any time.

### Requirements of Student Conduct

While attending Tai Poutini Polytechnic students have the responsibility to:

- (a) Abide by this Code of Conduct.
- (b) Abide by Programme Handbooks to meet the needs of specific programmes.
- (c) Be aware of and adhere to the Code of Conduct for Users of TPP Computing Facilities (on display in computer rooms, reproduced in the Computer Users Guide, and on the Terms and Conditions of Use screen during the login process).
- (d) Take responsibility for their own learning.
- (e) Share in the responsibility of a healthy, safe environment under the Health and Safety Act of 1992. Specifically:
  - (i) be aware of the hazards and comply with hazard controls and safety rules including reporting of potential hazards, accidents and near misses;
  - (ii) wear and use suitable protective clothing and equipment provided by TPP and as directed by staff;
  - (iii) students are expected to conduct themselves in an orderly way that does not, through action or inaction, endanger themselves or others.
- (f) Abide by the Copyright Act of 1994 and its amendments (refer to overview in Student Information Handbook or related policy within the QMS for details).
- (g) Respect the learning environment and property of TPP, and consider the rights of other members of the campus community.
- (h) Behave with integrity (honesty) during assessments. In order to avoid being suspected of cheating, plagiarism or other academic misconduct, students are expected to:
  - (i) Only submit material that is their own original work;
  - (ii) Collaborate only as permitted;
  - (iii) Acknowledge contributions from other writers using APA referencing style (6th edition).  
Note: failure to do this correctly may be regarded as plagiarism;
  - (iv) Talk to no one except the assessor/supervisor;
  - (v) Secure written and electronic work and log off computers when not in use (to prevent others from accessing and copying work);
  - (vi) Understand what is considered to be academic misconduct and the implications that may ensue if found responsible of committing academic misconduct (see regulation 8.3 Academic Misconduct).



While attending Tai Poutini Polytechnic students must not:

- (a) Introduce, consume or possess controlled substances (other than prescription medications) or alcohol while within any Polytechnic campus, learning facility or in any situation where students are under the supervision of a tutor, with the exception of alcohol for alcohol-related studies within the Tourism and Hospitality mainstream and community education curricula, or other functions authorised by the Chief Executive.
- (b) Participate in any course-related activity while under the influence of illegal drugs or alcohol;
- (c) Drive a Polytechnic vehicle or operating any course-related equipment or machinery while under the influence of illegal drugs or alcohol;
- (d) Use or consume drugs or alcohol in their own time if it would result in the student attending any course-related activities while being under the influence of illegal drugs or alcohol.

**Please sign and return these 2 pages to your programme tutor.**

Before you sign please ensure you have read the Academic Statute for your convenience here is a link to the document: <https://www.tpp.ac.nz/student-info/handbooks-prospectus-and-academic-statute/>.

I \_\_\_\_\_ (please print) hereby verify that I have read and understand the:

- Tai Poutini Polytechnic Student Handbook 2018
- The Academic Statute 2016-18 Section 8 – Generic Programme Regulations

Signed: \_\_\_\_\_

Programme: \_\_\_\_\_ Year: \_\_\_\_\_

Parent or Guardian to sign (if student is under 18): \_\_\_\_\_

Date: \_\_\_\_\_

Office Use:

Programme Tutor - please forward completed forms to the Academic Quality Co-ordinator



# Tai Poutini Polytechnic

**freephone:** 0800 800 411

**telephone:** 03 769 9400

**location:** 73-87 Tainui Street  
Greymouth 7805

Private Bag 607  
Greymouth 7840

0800 800 411  
[www.tpp.ac.nz](http://www.tpp.ac.nz)