

Governance New Zealand Incorporated

Subject Completion Policy

1.0 Introduction

This policy applies to all students in the Governance New Zealand Professional Education Programme.

2.0 Policy statement

Where a student fails to complete the assessment component(s) for subject(s) studied in their first semester of study, they will be able to complete them in the next consecutive semester at a fee of **\$250** per subject, with updated materials supplied online. Full online support, including participation in the online classroom, will be available during the second semester of study.

3.0 Extension Fees

3.1 Students enrolled in subject(s) who have **completed only one assessment component** in their first semester of study are eligible to extend the enrolled subject(s) to the next consecutive semester (**extension semester**) at a fee of **\$250** per subject based on the above guidelines.

3.2 The result for the completed assessment will be carried over to the extension semester and students must complete the second assessment component in the extension semester. Where one assessment component is completed in the first semester of study, students are **not eligible** to complete the same assessment component in the extension semester.

4.0 Assessment Re-sit

4.1 If a student fails an assessment component resulting in a Fail grade of the overall subject, the student can re-sit the failed assessment in the next consecutive semester upon remitting the assessment Re-sit Fee as shown below.

Assignment	\$50
Examination	\$150

4.2 Please note that if you had completed an assessment component (either assignment or exam) for a subject, the mark obtained for the completed assessment can only be carried over to a maximum of three consecutive semesters.

5.0 Studying beyond a second semester

5.1 All students will be permitted a maximum of two consecutive semesters to complete their subject(s) as detailed in the above sections. No further extensions will be permitted unless applications on Special Consideration grounds have been approved by the Chief Executive.

5.2 Therefore, any students who have not completed all assessment requirements for any subject in which they are enrolled by the end of their second semester of enrolment and who wish to extend the subject enrolment for a further semester will be obliged to re-enrol in that subject and pay the full enrolment fees.

5.3 All applications for a semester extension should be emailed to the Chief Executive.

6.0 Special consideration

6.1 Governance NZ recognises that there may be serious misadventure, accident, illness or extenuating circumstances beyond a student's control which are of such severity or gravity that they may impact adversely on the student's ability to complete the subject requirements within a semester.

6.2 Any student affected adversely is entitled to submit a case for special consideration on the above grounds, supported by a medical certificate or other appropriate evidence from a third party.

6.3 Special consideration can be grounds to extend an enrolment beyond the second semester without penalty.

6.4 Please note that the failure to complete a subject after two semesters because of the pressures of work is not sufficient grounds for special consideration.

6.5 All applications for special consideration must be submitted in writing to the Chief Executive.