

Guidelines for Exemptions to MVP Enrolment Requirement

Approved by: Deputy Chief Executive Academic

Scope of Application: Manukau Institute of Technology Ltd and Unitec New Zealand Ltd

Version	Approved	Date	Changes
1	DCEA	28 January 2022	New
2	DCEA	16 February 2022	<ul style="list-style-type: none">• Version Control Table added• Heading numbering added and sections reordered• Delegation added under section 3• MVP Exemption Panel membership added under section 3• General expectation added under section 5

1 Purpose

The purpose of these Guidelines is to provide a means for continuing students and prospective students to apply for an Exemption from the requirement to have a valid *My Vaccine Pass* (MVP) in order to have enrolment for 2022 confirmed.

For clarity, an “Exemption” does not provide permission for the student to come onto campus; rather it means that a Student Learning Plan has been approved which will enable the student to complete their course/s without coming onto campus and without compromising academic standards.

This is a staff document. Separate communications for students will be developed based upon these Guidelines.

2 General

- (a) Students enrolled into programmes that are approved by NZQA for wholly online delivery are automatically exempt from the requirement to have a valid MVP.
- (b) Considerations for Exemptions will take the whole of the student’s 2022 study plan into consideration (i.e. the Panel must be satisfied that the whole year could be successfully completed via the approved Exemption arrangements).
- (c) However, Exemptions are only granted for single study periods (e.g. semesters, quarters).
- (d) Subsequent course enrolments require an MVP or a new Exemption.
- (e) Consideration of applications for new Exemptions will take into consideration whether the student successfully completed their study during the previous Exemption period.
- (f) Where Exemptions apply, these will be conditional on all relevant public health measures and instructions from government including those that come into effect after the approval of an Exemption.
- (g) Applications will be treated with the same level of confidentiality as an enrolment application.

3 COVID Exemption Panel

The DCE Academic shall delegate to a COVID Exemption Panel the authority to grant a temporary exemption on a case by case basis to the requirement for a student to have a My Vaccine Pass. This delegation is in accordance with s9.3 of the *Admission and Enrolment Procedures v4* (for Unitec) and s2.8.3 of the *Student Regulations* (for MIT).

At each institution, the COVID Exemption Panel shall be comprised of the following:

- (a) Student Support Representative appointed by the DCE Learner Experience & Success.
- (b) Academic Representative appointed by the DCE Academic.
- (c) H&S Rep appointed by the DCE People & Culture.

The Panel may delegate to subpanels if necessary in order to accommodate workload.

Unitec Panel Membership

- (a) Dr Simon Nash (Chair)
- (b) Chris King
- (c) Christine Hutton

MIT Panel Membership

- (a) Dr Simon Nash (Chair)
- (b) Dr Simon Bilton
- (c) Kirsten Sargent

4 Eligibility criteria

In order to be eligible for consideration, a student must:

- (a) be continuing in their programme (i.e. a student who has undertaken courses towards their programme in 2019 or 2020); and
- (b) be scheduled to complete their qualification in 2022.

5 Assessment criteria

To approve an Exemption the Panel (see below) should take into account the following criteria when considering an eligible application:

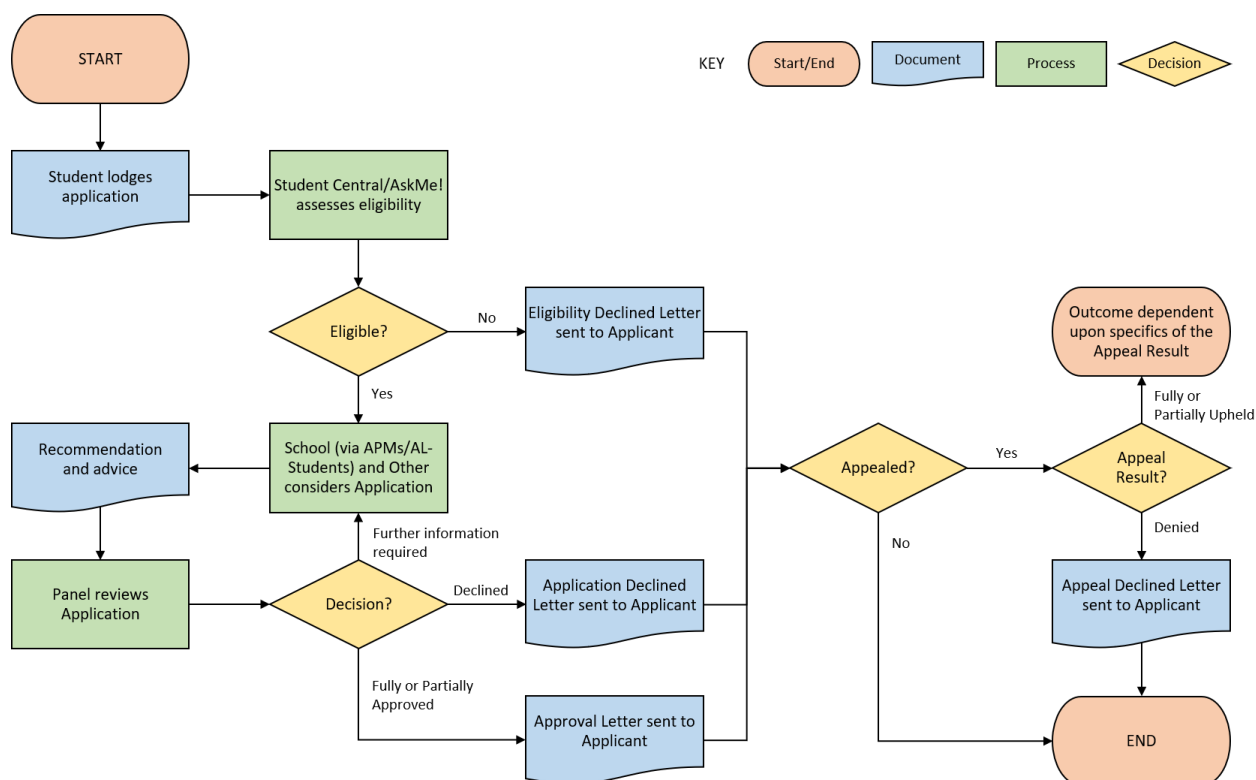
- (a) It does not involve a course covered by the *COVID-19 Public Health Response Vaccinations Order 2021* (or other such legal instrument that requires vaccination).
- (b) The current terms and conditions of enrolment relating to the student.
- (c) Any and all applicable programme-specific requirements.
- (d) The relevant School recommends that:
 - a. the student could complete the course off-campus without changing learning outcomes or making changes (e.g. to assessment) that would require a Type 2 change; and
 - b. the accommodations are feasible for the School and institution to implement.
- (e) It does not involve a placement for which an MVP is required (either by way of Public Order or relevant Risk Assessment).

- (f) It would be acceptable to relevant regulatory bodies.
- (g) The student has a first vaccination and is booked for the second vaccination within a timeframe whereby they could study away from campus without major changes to delivery being required
- (h) The School and the Panel agree that the student's academic history does not present significant doubts as to their potential for success.
- (i) Any other consideration that the Panel deems appropriate.

Generally, the Panel is expected to look favourably upon an application whereby a learner has received their first vaccination within the last 3-4 weeks and can provide evidence of a booking for their next vaccination within the next 2-3 weeks.

6 Exemption Application Workflow

- (a) Applications may be lodged and considered prior to, concurrently with, or after enrolment processing. However, they must be lodged no later than two weeks before the applicable course start date/s. Final confirmation of enrolment cannot take place until the Exemption is approved.
- (b) Student lodges application using a form (eligibility check, list of courses, proposed solutions)
- (c) Admin assesses for eligibility.
 - a. Ineligible applicants get a rejection letter
 - b. Eligible applicants are forwarded to the relevant School (Unitec – APM; MIT – AL Student)
- (d) School considers the Application and sends a Recommendation and accompanying advice to the Panel. The School may discuss with other parties within the institution as necessary.
- (e) Panel considers application and School recommendation against the Considerations and makes Decision.
- (f) Decision communicated to:
 - a. Student
 - b. School
 - c. Enrolments
 - d. Others depending upon the Plan.



7 Outcome

The Panel will produce two outcomes for each individual student's Application:

- The formal Decision (per course)
- An Approved Learner Agreement.

8 Appeals Process

- The decision of the Panel is final and binding, except where an Applicant is entitled to appeal the outcome of the Panel's Decision in accordance with the below criteria.
- The right of Appeal will be limited to:
 - That there was a procedural flaw in the management of the Exemption consideration process;
 - That new evidence has become available that could have a material effect on the outcome;
 - That all relevant factors were not taken into account; or
 - That the decision reached is manifestly at odds with the evidence provided.
- An application to appeal a decision of the Panel must be submitted to the Chief Executive by email chiefexecutive@manukau.ac.nz or chiefexecutive@unitec.ac.nz within 10 working days from the Decision date.
- The Applicant should provide sufficient evidence of the factual basis for their application to appeal. The Applicant may be asked to attend a meeting (online) to provide further details or evidence relating to their Appeal.
- The Chief Executive (who may delegate) will determine the matter within a timeframe taking into consideration the Applicant's scheduled course start date.

- (f) At the conclusion of his/her determinations the Chief Executive or their delegate will advise the Applicant of the outcome of their Appeal in writing.