

2025

# Programme Handbook

HB4082 Master of Applied Management

HB4037 Master of Applied Management

HB4036 Postgraduate Diploma in Applied Management

HB4041 Postgraduate Certificate in Applied Management



# Rāraki Upoko – Contents

|  |           |
|--|-----------|
| <b>Rāraki Upoko – Contents .....</b>   | <b>1</b>  |
| <b>Koreru Nui - Important Information.....</b>   | <b>3</b>  |
| Learner Information Handbook.....  | 3         |
| Attendance.....  | 3         |
| Non-Engagement.....  | 3         |
| Drugs and Alcohol .....  | 4         |
| Artificial Intelligence (AI) Tools .....   | 5         |
| <b>Nau mai ki Ara - Welcome to Ara .....</b>   | <b>7</b>  |
| <b>Kā Raki whakahirahira - Important Dates .....</b>                                     | <b>8</b>  |
| <b>Kā whakapātaka - Contact Details.....</b>   | <b>9</b>  |
| <b>Taipitopito akoraka - Programme Details.....</b>                                      | <b>13</b> |
| Outstanding achievement .....  | 18        |
| <b>Mahere Ako- Programme Structure .....</b>   | <b>19</b> |
| <b>Kā tika me kā kaweka o te tauira - Learner Responsibilities and Rights.....</b>       | <b>20</b> |
| <b>Kā Taunakitaka Mōu – Support for You.....</b>   | <b>24</b> |
| Quick reference – Where to find help if you have feedback or want to raise an issue..... | 24        |
| <b>Kā Aromatawai - Assessments .....</b>   | <b>26</b> |
| Academic Integrity.....  | 26        |
| The Grade Scale .....  | 29        |
| <b>Kā tikaka aromatawai - Assessment Regulations .....</b>                               | <b>31</b> |
| Regulations Flowchart.....   | 31        |
| Which form do I use? .....   | 31        |
| Extensions .....   | 33        |
| Late submissions .....   | 33        |
| Resits or resubmission of assessment tasks .....   | 33        |
| Second Results (course level) .....  | 33        |
| Assessment in Te Reo Māori .....   | 33        |
| Marks Carried Forward .....  | 33        |
| Supported Assessment.....  | 34        |

|   |           |
|---|-----------|
| Recognising Prior Knowledge and Skills.....                           | 34        |
| Alternative Arrangements .....  | 34        |
| Aegrotat.....   | 34        |
| Reconsideration of Assessment Decisions .....                         | 35        |
| Reconsideration of a Course Final Grade .....                         | 35        |
| Appeal of Reconsideration Decision.....                               | 35        |
| Conceded Pass.....  | 35        |
| <b>Kā putaka me te Whakapōtaetaka - Results &amp; Graduation.....</b> | <b>36</b> |
| Accessing Your Results .....  | 36        |
| Receiving Your Qualification.....                                     | 37        |
| Graduation .....  | 37        |
| <b>Kā ture me kā tikaka - Policies &amp; Procedures .....</b>         | <b>38</b> |
| Academic Policies .....   | 38        |
| <b>Kā tū whare - Facilities.....</b>                                  | <b>44</b> |
| Health & Safety .....   | 44        |

## Koreru Nui - Important Information

Ara is a Business Division of Te Pūkenga - New Zealand Institute of Skills and Technology'.

### Learner Information Handbook

We recommend that you read this Programme Handbook in conjunction with the Learner Information Handbook (also available on MyAra) which has more detailed information about support and services available to learners at Ara.

### Attendance

Experience has shown that if you attend regularly and participate in the class activities and assessments you are more likely to succeed. Full attendance and commitment are encouraged. You are expected to be punctual and must comply with the various behaviour and safety requirements of classrooms, workshops and labs.

For an international learner, satisfactory progress is defined as 100% attendance and successful completion of 75% or more of your courses.

**Let Ara know when you are absent from classes or if you are sick.**

**Contact your tutor or advise the Faculty by emailing  
[business@ara.ac.nz](mailto:business@ara.ac.nz)**

### Non-Engagement

Ara has processes to deal with learners who formally enrol but do not “engage” with their studies. That is, if you do not attend and/or participate and/or submit assignments and/or sit assessments or only attend briefly or spasmodically and/or do not engage significantly.

**Our Faculty process follows these steps if you are a no-show at the start of teaching:**

- 1** We will attempt to contact you 3 times and if we are not successful we will withdraw you (1) within 3 days if there is a waitlist of other learners who want to enrol, or (2) within 10% of the length of your enrolment (often 1 – 2 weeks)

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- 2** You will receive an email, text or phone call asking why you have not been attending

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- 3** There will be no academic or financial penalty from Ara but you could be overpaid by Studylink

Our Faculty process follows these steps for disengaged learners:

- 1** The registers are checked and if your engagement and attendance is a concern, we will talk with you

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- 2** You will receive an email or phone call asking why you have not been attending. You may receive a non-engagement letter

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- 3** We will attempt to contact you 3 times

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- 4** You may be placed on a Formal Academic Contract or withdrawn

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- 5** You will receive a WD grade (after 10% of the duration of the course) or a DNC grade (after 80% of the duration of the course)

**If you are struggling with attendance, we fully encourage you to talk this over as soon as possible with your tutor.**

## **Drugs and Alcohol**

In line with the expectations of many workplaces, Ara has procedures to ensure the health and safety of all learners, staff and visitors, while undertaking Ara activities.

Ara has **zero tolerance** for the misuse or abuse of alcohol and/or illegal/controlled drugs, possession and/or use of illegal/controlled drugs/substances, or intoxication on all campuses/learning sites.

Many learning activities involve high-risk situations where clear thinking, decision-making, and machinery operation need to be conducted safely. These activities cannot be compromised.

You can download the policy from [CPP506 Drugs & Alcohol Policy](#)

## **Artificial Intelligence (AI) Tools**

When submitting work for assessment, you must adhere to Ara's Assessment and Academic Misconduct policies and not present work generated by AI such as ChatGPT as your own work. Learning Services have resources to help you learn to paraphrase or reference another person's work to avoid academic misconduct.

For more detail, please read the [Kā ture me kā tikaka - Policies & Procedures](#) section of this handbook.



# Kia rite ki te ako Getting ready for study





## Nau mai ki Ara - Welcome to Ara

A warm welcome to the Faculty of Culture & Services and your journey as a learner studying for a qualification. We look forward to working with you over the next few semesters to help you reach your goals and assist your gaining of higher qualifications. This student programme information document is your essential 'operations manual' for this semester's study, so please read it carefully and keep it handy for future reference.

As you start each new subject, the lecturer will give you a course outline. This details the day-to-day subject content, delivery and assessment for that course. It is your responsibility to ensure that you have these outlines for each course and that you read them thoroughly. Any questions regarding these outlines should be directed to the lecturer. Understanding the expectations and assessments for each course will be vital to your success.

Your lecturers and support staff are approachable, friendly and committed to creating a positive, enthusiastic and interesting learning environment. Please do not hesitate to ask questions or request help – that is why we are here.

Make the most of your time at Ara so that you achieve the best possible outcomes. We, as staff, will do all that we can to help you be successful, but it is only you who can do the learning.

Heather Knox and Heather McEwan

Portfolio Managers  
Faculty of Culture & Services  
October 2025



## Kā Raki whakahirahira - Important Dates

### SEMESTER TWO 2025

### DATES

#### TERM 4

**6 October - 5 December**

Labour Day

Monday 27 October

Canterbury Anniversary Day

Friday 14 November

### SEMESTER ONE 2026

### DATES

#### TERM 1

**9 February – 10 April**

Waitangi Day

Thursday 6 February

Whakatau

Wednesday 26 February

Good Friday

Friday 3 April

Easter Monday

Monday 6 April

Easter Tuesday

Tuesday 7 April

## Kā whakapātaka - Contact Details

### Key Staff

**Peter Sawyer**

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Operations Administrator

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## Teaching Staff

| Name            | Office | Phone         | Email  |
|-----------------|--------|---------------|--|
| Hufsa Kazmi     | A232   | (03) 940 8278 | <a href="mailto:Hufsa.Kazmi@ara.ac.nz">Hufsa.Kazmi@ara.ac.nz</a>         |
| Imran Ishrat    | A237   | (03) 940 7586 | <a href="mailto:Imran.Ishrat@ara.ac.nz">Imran.Ishrat@ara.ac.nz</a>       |
| John O'Sullivan | A237   | (03) 940 8147 | <a href="mailto:John.O'Sullivan@ara.ac.nz">John.O'Sullivan@ara.ac.nz</a> |
| Juan Pellegrino | A232   | (03) 940 8681 | <a href="mailto:Juan.Pellegrino@ara.ac.nz">Juan.Pellegrino@ara.ac.nz</a> |

# Tō Akoako

## Your study





**This section is heavy on detail and sometimes quite formal. There will be things you want to know and other things you will only refer to when something comes up.**

**Here are some quick highlights of what is in the following pages:**

- **The details and the rules about the qualification you have enrolled in**
- **Ara's expectations about how you will behave and what your rights are**
- **How Ara checks that you are a genuine student (like your attendance)**
- **A quick access guide to getting support**
- **How assessments work and the grades that are used**
- **The assessment regulations that could support you to pass and what forms to use (extensions, resits and more)**
- **Getting your results and going to graduation**
- **Key academic policies**

**And lastly,**

**Health and safety information related to your study, and any after hours access arrangements**

## Taipitopito akoraka - Programme Details

**HB4082 Master of Applied Management (240 credits)**

**HB4037 Master of Applied Management (180 credits)**

**HB4036 Postgraduate Diploma in Applied Management**

**HB4041 Postgraduate Certificate in Applied Management**

### Programme Aim

The aim of the programmes is to develop independent professionals who can think critically and competently lead or influence organisations toward a future of commercial, community, and environmental sustainability.

The programmes have a special emphasis on small to medium-sized enterprises (SMEs).

The Master of Applied Management (240) is designed to develop advanced knowledge and skills in the applied management field for students entering the degree from successful study in other disciplines. A student undertaking the Master of Applied Management (240) is required to complete courses across a range of areas of professional competencies as approved by the Programme Coordinator. This requirement ensures that graduates gain breadth and depth of professional competence in their postgraduate studies consistent with the philosophy of the programmes. Selection of courses will take into account previous experience, individual level of competency, together with the attainment of all graduate attributes.

The Master of Applied Management (180) is designed to apply an advanced and discursive body of knowledge to a graduate's applied management knowledge and skills within the aims of the postgraduate programmes. A student undertaking a Master of Applied Management (180) is required to complete courses across a range of areas of professional competence as approved by the Programme Coordinator. This requirement ensures that graduates in the Master of Applied Management (180) gain breadth and depth of professional competence in their postgraduate studies consistent with the philosophy of the programmes. Selection of courses will take into account individual level of competency, together with the attainment of all graduate attributes.

The Postgraduate Diploma in Applied Management deepens and broadens applied knowledge well beyond initial undergraduate level. The programme enables completion of a comprehensive body of knowledge in management

relevant to specific individual's aspirations and is likely to align closely to the context of a small to medium-sized enterprise. Individuals are prepared for research, and its application to management improvement initiatives. The programme aims to develop scholarship, problem-solving and critical thinking to advanced levels.

The Postgraduate Certificate in Applied Management stimulates initial development of critical thinking in applied management through extending undergraduate achievement in areas related to their original accomplishment. The programme enables recent graduates opportunities for academic achievement in advance of their undergraduate qualifications and to make a solid start in higher level, constructive and functional applications of knowledge and initial management experience. The programme enables people already working in management roles to commence applied professional development related to their employment context and potentially of direct improvement impact on those businesses. This qualification is suitable for students who want to enter the Master Programme, but who do not meet the entry requirements, or students who only want to obtain a specific body of knowledge without a research project. All courses in the Master of Applied Management programme at level eight are available to students enrolled in the Postgraduate Certificate and Diploma in Applied Management.

## Graduate Profile

Graduates of the **Master of Applied Management** will:

- show evidence of advanced knowledge and mastery of sophisticated theoretical subject matter in the areas of professional competence
- demonstrate evidence of leadership skills in a business context

Graduates will be able to demonstrate the following professional attributes in a business context:

### **Critical thinking and problem solving**

- apply independent rigorous intellectual analysis to management decisions
- critically and effectively diagnose existing and emerging business problems in order to produce optimal solutions

### **Planning and change management skills**

- work both independently and co-operatively to make, and implement, strategic and operational business plans
- apply advanced knowledge to new situations and generate new solutions

- adapt to emerging paradigms within the profession

### **Research and informational skills**

- critically evaluate findings and discussions in applied management literature
- apply business and/or management research in industry
- research, analyse, and argue from evidence

### **Communication skills**

- effectively communicate business decisions and information both written and orally
- communicate across cultures within a business context

Graduates of the **Postgraduate Diploma in Applied Management** will show evidence of advanced technical and theoretical knowledge in the areas of professional competence. Graduates will also be able to demonstrate the following professional attributes in a business context:

### **Critical thinking and problem solving**

- engage in rigorous intellectual analysis, criticism, and problem-solving in a business context
- diagnose business problems critically and logically in order to arrive at optimal solutions

### **Planning and change management skills**

- devise, and implement, strategic and operational business plans
- apply technical and theoretical knowledge to manage and control complex situations and to generate new solutions

### **Research and informational skills**

- find and use information to extend research work and consolidate knowledge in business practice
- apply business and/or management research in industry

### **Communication skills**

- effectively communicate business decisions and information both written and orally
- demonstrate understanding of communication issues across cultures within a business context.

Graduates of the **Postgraduate Certificate in Applied Management** will show evidence of advanced knowledge in the areas of professional competence as



identified in the philosophy of the programmes. Graduates will also be able to demonstrate the following professional attributes in a business context:

### **Critical thinking and problem solving**

- think clearly, rationally, and independently when making applied management decisions
- diagnose and analyse business problems logically in order to produce optimal solutions

### **Planning and change management skills**

- contribute to the development and implementation of strategic and operational business plans

### **Research and informational skills**

- find, and use, information to extend research work and consolidate knowledge in business practice

### **Communication skills**

- communicate management decisions and information both written and orally demonstrate awareness of communication issues across cultures within a business context.

Graduates of the **Master of Applied Management (240)**, **Master of Applied Management (180)**, **Postgraduate Diploma in Applied Management**, and the **Postgraduate Certificate in Applied Management** will possess values and attitudes consistent with their roles as responsible citizens and members of their professional communities.

This is demonstrated by a desire for life-long learning and the ability to:

- identify and deal with ethical issues in their communities of interest;
- interact effectively with, and show sensitivity towards, others including those of different backgrounds, cultures, and ethnicities;
- adapt to uncertainty, complexity, and ambiguity;
- place their own study and intended occupation in the social and economic context of New Zealand, and the world;
- appreciate the responsibilities of citizenships and requirements for service to their communities of interest

## Programme Regulations

The qualifications will be awarded as follows:

- The HB4041 Postgraduate Certificate in Applied Management will be awarded at NZQF Level 8 upon completion of a minimum of 60 credits at Level 8 or above, of which at least 45 credits must be for courses on the Schedule.
- The HB4036 Postgraduate Diploma in Applied Management will be awarded at NZQF Level 8 upon completion of a minimum of 120 credits, including a minimum of 75 credits at Level 8 or above for courses on the Schedule, with the remaining credits at Level 7 or above.
- The HB4037 Master of Applied Management (180) will be awarded at NZQF Level 9 upon completion of a minimum of 180 credits, including a minimum of 45 credits at Level 9 for courses on the Schedule, and 135 credits at Level 8 or above, of which at least 75 credits must be for courses on the Schedule.
- The HB4082 Master of Applied Management (240) will be awarded at NZQF Level 9 upon completion of a minimum of 240 credits, including a minimum of 45 credits at Level 9 for course on the Schedule, and 195 credits at Level 8 or above, of which at least 135 must be for courses on the Schedule.

The completion requirements of the programmes are:

- Normally, the maximum period allowed for completion of the Postgraduate Certificate in Applied Management is two years, for the Postgraduate Diploma in Applied Management is four years, and for the Master of Applied Management (240) and Master of Applied Management (180) is six years. Normally, ākonga will be required to pass no less than 60 credits in two years.
- Notwithstanding (l) above, ākonga may apply to the relevant Board of Studies Committee for approval of a variation to the time limits for completion.
- Ākonga who opt not to complete the required 120 credits for the Postgraduate Diploma in Applied Management may apply for the award of the Postgraduate Certificate in Applied Management if 60 credits have been completed for courses on the relevant Schedule.
- Ākonga who opt not to complete the required credits for the Master of Applied Management (240) or the Master of Applied Management (180) may apply for the award of either the Postgraduate Certificate in Applied Management (if that programme's completion requirements have been met) or the Postgraduate Diploma in Applied Management (if that programme's completion requirements have been met).

The progression requirements for the programmes are:

- Normally, for the Master of Applied Management (180), enrolment in the Level 9 120 credit Thesis pathway requires  $\geq B$  average for  $\geq 60$  Level 8 credits including AMRM800 Applied Research Methods and AMRP800 Research Proposal. Enrolment in the Master's 90 credit Research Thesis Pathway requires a student to have completed 90 credits at Level 8, and credits or greater, normally requires a B average in at least 60 credits of Level 8 study credited to the qualification.
- Normally, for the Master of Applied Management (240), enrolment in the Level 9 120 credit Thesis pathway requires a student to have completed 120 credits at Level 8 with  $\geq B$  average for  $\geq 60$  Level 8 credits including AMRM800 Applied Research Methods and AMRP800 Research Proposal. Enrolment in the Level 9 90 credit Research Thesis Pathway requires a student to have completed 150 credits at Level 8, and enrolment in either the Level 9 Coursework or Industry Integrated Pathway requires a student to have completed.

## Outstanding achievement

Only grades achieved in Level 9 courses completed at Ara, as required according to Programme Regulations, will be considered in the awarding of outstanding achievement (Distinction or Merit). [Credit granted for study at institutions with which Ara has an agreed affiliation will be considered in accordance with the terms of each agreement.]

- Outstanding achievement will not be awarded if the ākonga has failed any Level 9 course.
- A decision to award Distinction or Merit will be made at the same time as that of eligibility to graduate, for approval by the relevant Board of Studies Committee.
- The Master of Applied Management will be awarded with Distinction where achievement in each Ara graded course within Level 9 of the programme is within the A grade range (A-, A, A+).
- The Master of Applied Management will be awarded with Merit where achievement in each Ara graded course within Level 9 of the programme is above a B grade (B+, A-, A, A+,) but achievement does not meet the criteria to award the qualification with Distinction.

# Mahere Ako- Programme Structure

## Programme Structure Matrix

Use the following table as a guide to the courses in your programme. You can find out how many credits each course is worth, and how many credits and courses you need to do to complete your study.

***\* Please note a more detailed programme structure will be available in 2026***

| Code         | Course Title                                 | Level | Credits   | Course Factor |
|--------------|--|-------|-----------|---------------|
| <b>25-T4</b> |  |       |           |               |
| AMIE800      | Information Sourcing and Evaluation          | 8     | 15        | 0.1250        |
| AMSO800      | Sustainable Organisations                    | 8     | 15        | 0.1250        |
| <b>26-T1</b> |  |       |           |               |
| AMCR800      | Scholarly Communication & Reflection         | 8     | 15        | 0.1250        |
| AMGE800      | The Contemporary Global Business Environment | 8     | 15        | 0.1250        |
| <b>Total</b> |  |       | <b>60</b> | <b>0.5000</b> |

## Our Access to Your Work

We may contact you to discuss the right to copy, reproduce, and use your learner work for promotional and education purposes for Ara.



# Kā tika me kā kaweka o te tauira - Learner Responsibilities and Rights

## Learner Responsibilities and Rights

The Ara community consists of a diverse range of people and cultures, and we respect all members of our community. Our aim is to have a community where learners respect themselves and others, a community where healthy social interactions and academic pursuits are expected. To create and maintain the best possible teaching and learning environment, you are protected by basic rights and are expected to respect the rights and responsibilities of others.

### Useful Contacts:

Independent Student Advocate: Duncan Dunbar.

Email: [duncan.dunbar@ara.ac.nz](mailto:duncan.dunbar@ara.ac.nz) | Mobile: 027 273 6246

Email: [studentvoice@ara.ac.nz](mailto:studentvoice@ara.ac.nz)

## Your Responsibilities as a Learner

As a learner here, Ara expects you to:

### Behave safely

- Take care when using equipment and facilities.
- Wear suitable clothing.
- Follow health and safety guidelines and instructions.
- Not endanger yourself or others.
- Follow relevant professional guidelines.
- Ensure you are not intoxicated or under the influence of drugs on Ara premises or when involved in Ara related activities both formal and informal, with your programme, field trips, internships etc.

### Respect others

- Be sensitive to personal, social, and cultural differences.
- Respect the needs, rights, and freedoms of others.
- Help to uphold the integrity of Ara qualifications by discouraging/reporting dishonest practices.

### Observe Ara rules

- Behave appropriately for a tertiary education environment.

- Genuinely attempt to meet all course requirements including financial obligations.
- Comply with visa requirements.
- Be honest when completing assignments/other assessments.
- Comply with requirements of programme handbooks.
- Follow Ara policies and regulations (refer: <https://www.ara.ac.nz/about-us/policies>).

## Your Rights as a Learner

Ara will protect your right to fairness. You have a right to:

### **Fairness**

- Open and accurate information.
- Fair evaluation and assessment.
- Have any problems handled as quickly as is practical and consistent with 'natural justice'.
- Personal privacy.
- Support, representation, and advocacy.

### **Ara Respects your right to:**

- Academic freedom, defined as 'freedom, within the law, to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions.' (Education and Training Act 2020)
- Freedom from any form of harassment, bullying, or unjust discrimination.
- Respect for personal, social, and cultural differences.
- Representation in the development, implementation, and review of policies.

### **Ara will protect your right to Standards:**

- Study programmes that meet internal and external standards for approval and registration.
- To have competent and effective teachers.
- Appropriate support services delivered in a professional manner.
- Facilities and resources that meet or exceed Health & Safety legislation.

### **Concerns / Complaints:**

Your rights will be upheld by Ara management. If you think they have been infringed, in the first instance please contact your course tutor. If it is not appropriate to contact your tutor regarding your complaint, or the matter has not been resolved, please contact your Dean, Portfolio Manager or Student Advocate and/or the Student Life Team

## Unacceptable Behaviour for Learners, or Visitors at Ara

The following are examples of behaviour which are not acceptable for anyone (learners, or visitors), at Ara or involved in Ara related activities:

- Breaking any NZ law (e.g., assault, theft).
- Any form of cheating (including plagiarism and other dishonest practices).
- Misuse of technology, software, hardware, or communication systems provided by Ara (refer Ara Code of Conduct for ICT Users in particular).
- Any form of harassment, bullying, or unjust discrimination including social media.
- Unacceptable sexual behaviour (e.g., sexual harassment, accessing pornography/other restricted material).
- Misuse of alcohol, drugs or other substances affecting behaviour, health, or safety.
- Smoking (including vaping) on Ara campuses. (Ara is a smoke free campus).
- Violence or threats of violence.
- Vandalism or other abuse of facilities and buildings.
- Disruptive behaviour in class (e.g., arriving late, use of any electronic device, interfering with the learning of other individuals).
- Inductions (informal) are not permitted at Ōtautahi House or on other Ara premises and are strongly and expressly discouraged by Ara.
- The above is not an exhaustive list of unacceptable behaviours. Where appropriate, Ara reserves the right to contact or report to external authorities.

Academic staff have the responsibility to maintain a safe and effective learning environment.

They may ask you to leave the class if your behaviour indicates limited ability to be safe, disturbance to others learning, or puts others at risk.

Ara takes this code of conduct seriously. Your marks, reports, and references may include an assessment of your behaviour, as well as your educational achievement. Serious infringement may lead to probation, suspension, or cancellation of a current enrolment and/or refusal of a future enrolment (see relevant policies). This may be referred to an appropriate external authority e.g., NZ Police

## **Learner Behaviour in class / classroom maintenance**

Be respectful of other learners and the classroom environment, following classroom specific rules and requirements. To avoid any distractions, you must ensure any electronic device you have on you/with you is diverted, not set to ring, or switched off. Both staff and students have a responsibility to ensure this happens.

## **Dress code**

There is no written dress code, but you are expected to attend classes dressed in a way which is generally acceptable. However, you're expected to be "dressed for the occasion" when going on a site visit or undertaking a Cooperative Education Project. You may be prevented from going on site visits if a staff member is of the opinion that you're not dressed for the occasion. In specific courses, a "dress code" and standard is required. These will be detailed in the Programme Handbook and Course Outline.



## Kā Taunakitaka Mōu – Support for You

### Quick reference – Where to find help if you have feedback or want to raise an issue

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice sets out the expectations that tertiary education organisations need to consider how their overall systems and resources support learners' wellbeing and safety.

For more detailed information on the code, and support areas listed below, please refer to the [Learner Information Handbook](#) on MyAra.

| Support Area                        | Details  | People  | Links  |
|-------------------------------------|--|---|--|
| <b>Faculty Staff</b>                | This team are your first port of call for issues impacting your ability to study   | Lecturer<br>Portfolio Manager<br>Dean   |  |
| <b>Student Reps</b>                 | Student reps are invited to attend student rep meetings within your faculty where they can raise issues on your behalf       | Student Voice<br>Posters of your student reps are displayed in your faculty   | <a href="#">Student Voice</a>  |
| <b>Student Services</b>             | Ara offers a wide range of student services  | Student Advisors<br>Health Centre<br>Student Voice  | <a href="#">Student Support</a>  |
| <b>Te Pae Ora</b>                   | A wellbeing hub for ākonga   |   | <a href="#">Te Pae Ora   Te Pūkenga</a>  |
| <b>Independent Student Advocate</b> | Student Advocacy is available to assist you if you are facing difficulties within or beyond Ara that could affect your study | Duncan Dunbar<br>027 273 6246<br><a href="mailto:Duncan.Dunbar@ara.ac.nz">Duncan.Dunbar@ara.ac.nz</a><br>X106 (Rakaia Centre) | <a href="#">Student Advocacy</a>   |
| <b>Complaints Process</b>           | Ara has a process to support you and respond if you have a concern or complaint about a                                      | Complaints Co-ordinator   | <a href="#">CPP117-Raising-problems-or-complaints</a><br><a href="#">CPP117a-Raising-problems-or-complaints-form</a> |

| Support Area       | Details  | People   | Links  |
|--------------------|--|--|--|
| Safe Place         | course, tutor, or another aspect of your programme   |  |  |
|                    | Safe Place is the tool we use to report risks, accidents and other incidents               | Safety & Wellbeing Co-ordinator<br>Safety & Wellbeing Business Partner | <a href="#">SafePlace FAQ for Learners</a>   |
| Important Policies | All Ara Corporate and Academic Policies can be found at <a href="#">Ara Policy Library</a> |  | <a href="#">Student Rights and Responsibilities Addressing Bullying, Harassment and Discrimination</a> |

# Kā Aromatawai - Assessments

## Assessment Information

At the start of each course, you will be given a **Course Outline**. Before each assessment you will be given an **assessment brief**. They will show:

The number, type, and due dates for all assessments, including tests and assignments, and will give you details on:

- The weighting of each assessment in your course that contributes to your final grade, if applicable.
- The assessment policy for resits, second results and alternative assessments, if they are different from the policies in this document.
- The time frame for getting your marked assessments back from tutors, if they are different from those stated in this document.
- The penalties for handing assessments in late, if they are different from those stated in this document. These may be different for each course.

If you do not receive this information, talk to the course tutor or Portfolio Manager.

## Assessment Types

|                             |  |
|-----------------------------|--|
| <b>Formative assessment</b> | Verbal and written feedback that takes place throughout classes and the programme. |
|-----------------------------|--|

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|                             |  |
|-----------------------------|--|
| <b>Summative assessment</b> | Assessments throughout the year that are based on learning outcomes for the course and determine how well you have achieved each outcome. You are given grades and verbal or written feedback. These assessments may include practical tests and projects. |
|-----------------------------|--|

The contents of the course work will be explained by the tutor for each course. If at any point your tutor or Portfolio Manager is concerned about your progress, they will let you know.

## Academic Integrity

Ara requires learners to be honest and act with integrity in their learning and assessments.

You are required to:

- present your own original work for assessment
- acknowledge contributions from other sources by using the referencing format required for the programme (failure to do this correctly may be regarded as plagiarism); this includes direct copying, paraphrasing, summarising, and the rearranging of, another person's words or idea/s
- not cheat in tests or examinations
- ensure you follow all instructions and the correct procedures (e.g., no use of mobile phones or personal electronic devices)
- not enter into any agreements with other learners to collude on assignments
- collaborate only as permitted
- not over- or misrepresent the individual contributions of members of any group assignment
- not knowingly help others to cheat
- not present another person's assessment as your own (this includes purchased assessments)
- not act or behave in a way that prevents others from completing their assessments
- keep written and electronic work secure to prevent others from accessing and copying work.

Any exceptions to the above are clearly stated in the information and requirements for the course.

By enrolling at Ara, you agree to your work being reviewed by various means to confirm an assessment is your own work. This includes the use of similarity detection software.

Any breaches of academic integrity follow the process set out in the academic integrity procedures. For more detailed information, please refer to the [Academic Integrity Policy](#)

## Submitting Your Work

Your tutors will let you know if they have guidelines for presenting your assessments and how to submit your work. Use a computer to create your assessments.

You may be required to submit your work manually or electronically. If you submit your work electronically, keep a copy until your official results are published at the end of the semester. If you have any questions, contact your tutor.

**Note:** Ara uses as part of its assessment processes electronic plagiarism detection. You will, from time to time, be required to submit assessments for scanning. Electronic copies of assessments must be retained by you until the official results are published after the end of semester or year.

## Quality Assurance

Your assessments and exam scripts may be used for internal and external moderation, monitoring, programme reviews, aegrotats, and the resolution of academic appeals and complaints. This helps Ara meet internal and external academic quality assurance requirements. If your assessments are used this way, before they are used, any information that could reasonably be expected to identify you will be removed.



## The Grade Scale

The various assessments within a course will be combined according to the weightings shown in the course descriptor, and a grade for the course as a whole will be assigned from the table shown below. A "C-" grade and above represents a pass for the course.

The following grade scale (G29aa) will be used for all courses on the programmes unless advised otherwise in the course descriptor:

### Marked Grades

| Grade | Mark range | Pass or fail |
|-------|------------|--------------|
| A+    | 90-100     | Pass         |
| A     | 85-89      | Pass         |
| A-    | 80-84      | Pass         |
| B+    | 75-79      | Pass         |
| B     | 70-74      | Pass         |
| B-    | 65-69      | Pass         |
| C+    | 60-64      | Pass         |
| C     | 55-59      | Pass         |
| C-    | 50-54      | Pass         |
| D     | 40-49      | Fail         |
| E     | 0-39       | Fail         |

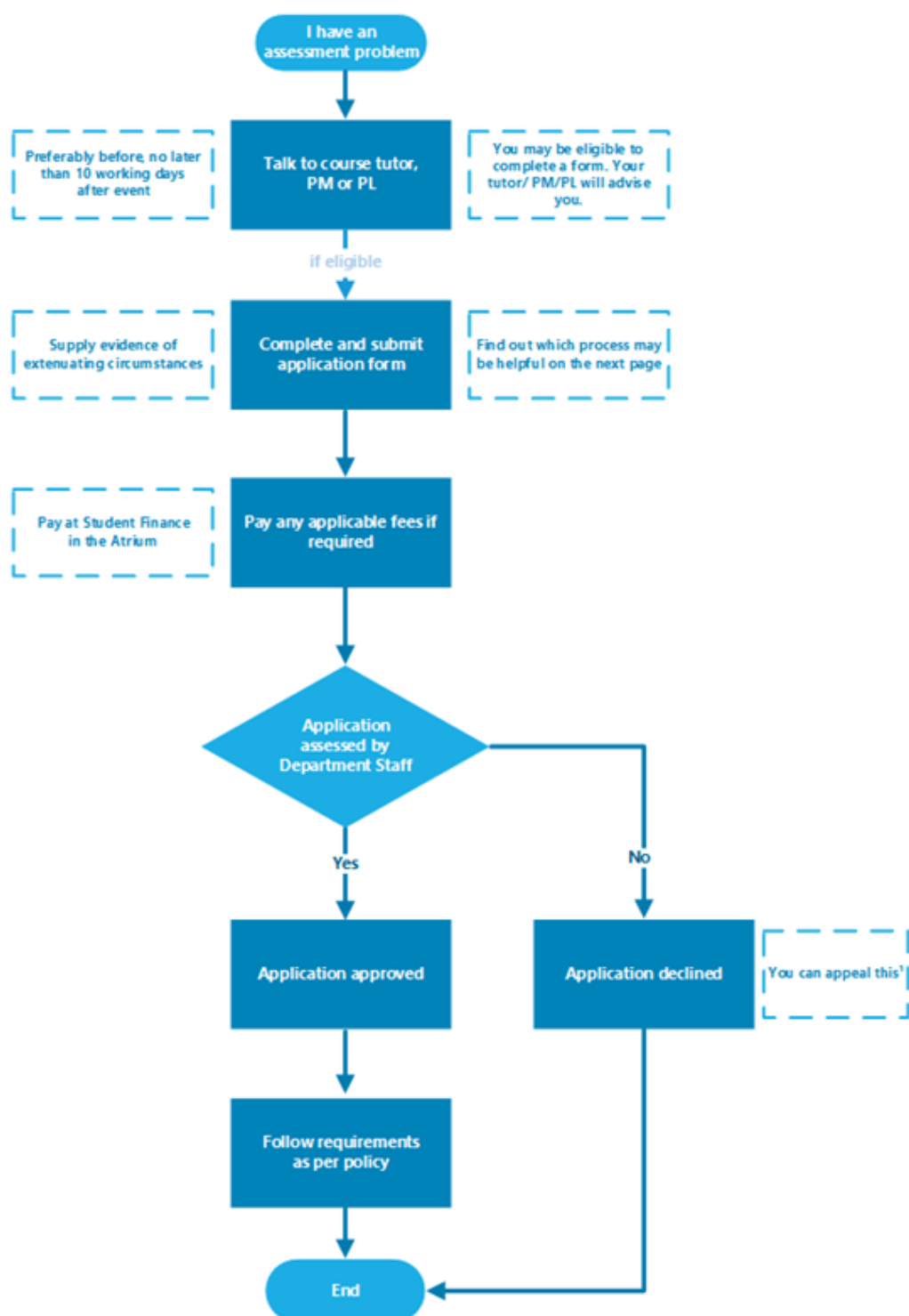
## Other Grades

Other grades that may be awarded for particular circumstances in achievement-based courses include:

| Course result | Grade | Description  |
|---------------|-------|--|
| Pass          | Pass  | Awarded pass and no appropriate grade can be awarded   |
| CC            | Pass  | Course credit awarded by Cross Credit                  |
| CT            | Pass  | Course credit awarded by Credit Transfer               |
| P             | Pass  | Course credit awarded by Recognition of Prior Learning |
| ADV           | Pass  | Course credit awarded by Advanced Standing             |
| CON           | Pass  | Conceded Pass  |
| RP            | Pass  | Restricted Pass - Conceded Pass Non-Advancing          |
| CP            | Pass  | Conditional Pass - Pass on Second Result               |
| AEG           | Pass  | Aegrotat Pass  |
| FF            | Fail  | Forced Fail due to not attaining mandatory minimums    |
| Fail          | Fail  | Not passed and no appropriate grade can be awarded     |

# Kā tikaka aromatawai - Assessment Regulations

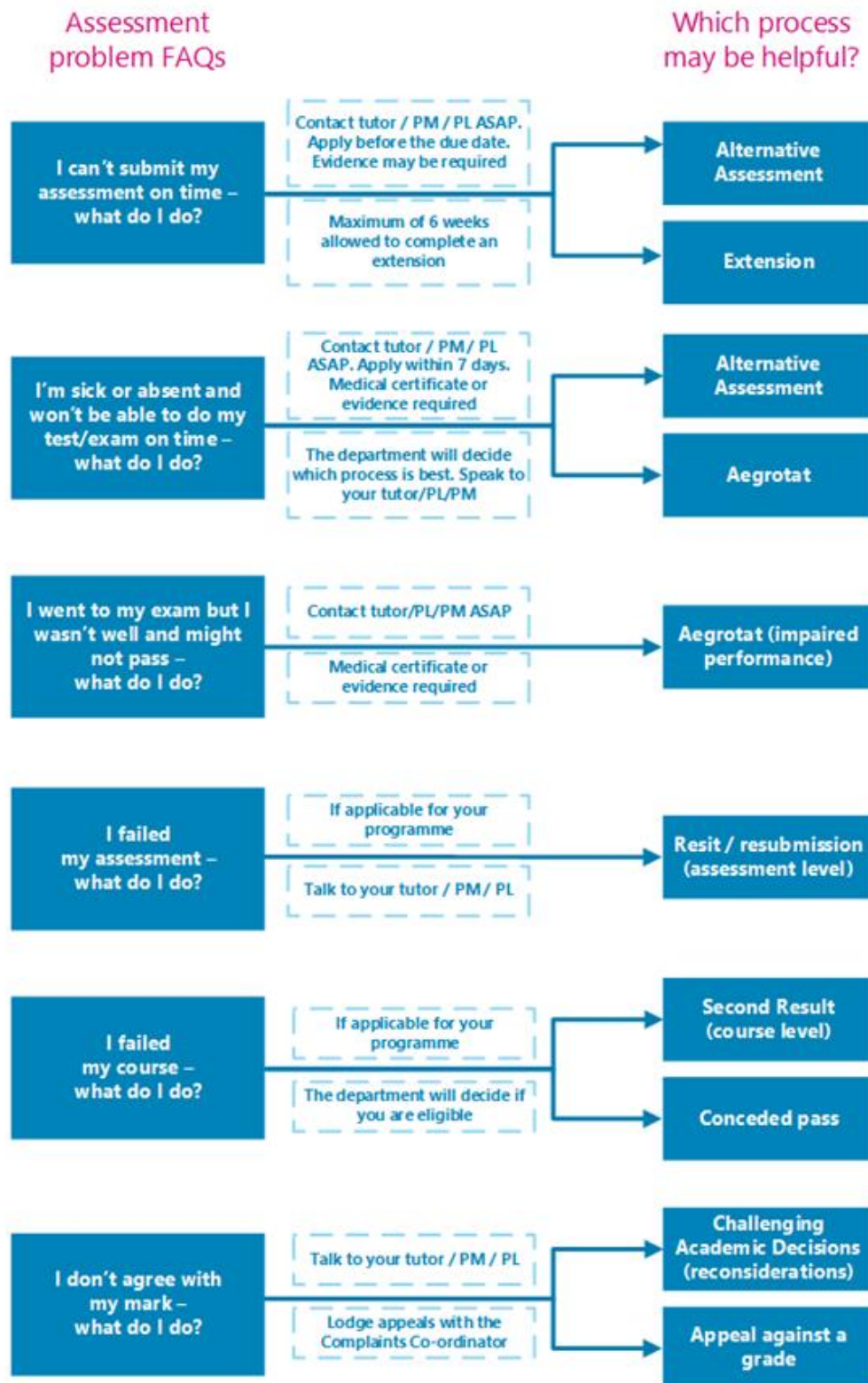
## Regulations Flowchart



<sup>1</sup>The student lodges the appeal in writing with the Complaints Co-ordinator with a copy to the Head of Department

## Which form do I use?

*\* Always speak to your tutor, Programme Manager (PM) or Programme Leader (PL) to see if you are eligible*



## Extensions

If you anticipate difficulty in submitting assessments by the due time and date you may be able to request an extension.

For information about how to apply for an extension of time, see [Assessment Policy](#) - scroll down and find **3.14 Extensions**. You can download the form from [Application for Extension of Time](#)

## Late submissions

Other than approved extensions, an assessment submitted up to 24 hours late will be marked and 20% of the actual mark will be deducted. An assessment is received more than 24 hours after the due date will not be marked unless special circumstances are approved by the Portfolio Manager or delegate.

## Resits or resubmission of assessment tasks

Not available in these programmes.

## Second Results (course level)

If you receive a fail grade in a course, you may be able to apply for a reassessment of the course.

For information about how to apply for a second result, see [Assessment Policy](#) - scroll down and find **3.16 Second Results**. You can download the form from [Application for Second Result](#)

## Assessment in Te Reo Māori

You can request to have your assessments conducted in Te Reo Māori, except where the task requires English language or other language capability. Other exceptions may apply.

For information about how to apply for assessment in Māori see [Assessment Policy](#) - scroll down and find **3.4 Assessment in Te Reo Māori**.

## Marks Carried Forward

You may be able to apply to carry marks forward for completed assessments to the next available occurrence of the course and not redo those assessments.



For information about how to apply for marks carried forward, see [Assessment Policy](#) - scroll down and find **3.18 Marks Carried Forward**. You can download the form from [Marks Carried Forward Application form](#)

## Supported Assessment

You may be able to apply for special assistance in order to undertake an assessment.

For more information about how to apply for additional assessment arrangements for disabled learners, see [Assessment Policy](#) - scroll down and find **3.19 Procedures for additional assessment arrangements for disabled learners**.

## Recognising Prior Knowledge and Skills

If you believe that a qualification, course or unit standard you have previously completed at a recognised educational institution, or work/life experience, may be relevant to the qualification you are studying, you could apply for recognition of your prior knowledge and skills.

The previous grade is carried forward for any Cross Credit or Credit Transfer, and the Pass (P) grade given where a standard grade cannot be stated.

For information about how to apply for credit recognition, see [Credit Recognition](#). You can download the form from [Credit Recognition Application](#)

## Alternative Arrangements

If you are unable to sit a test or exam on the scheduled date, or complete an assessment on the due date, you may be able to apply for an alternative assessment

For information about how to apply for an alternative assessment see [Assessment Policy](#) - scroll down and find **3.13 Alternative Assessment Arrangements**. You can download the form from [Application for Alternative Time for Test / Exam](#)

## Aegrotat

You may be able to apply for an aegrotat when illness, injury, bereavement, childbirth, or other unforeseen critical circumstances occur on or immediately

prior to the day of assessment, and prevent you from attending the assessment or seriously impair your performance during the assessment itself.

For information about these regulations, see [Aegrotat Pass Regulations](#). You can download the form from [Aegrotat Application](#) and the Practitioner Statement form from [Aegrotat Practitioner Statement](#).

## Reconsideration of Assessment Decisions

If you have reason to believe that the mark for a particular assessment is incorrect you may be able to apply for a reconsideration.

For information about challenging academic decisions (reconsideration), see Challenging Academic Decisions (Reconsideration) [Assessment Policy](#) - scroll down and find **3.20 Reconsiderations and Appeals**. You can also refer to [Reconsiderations and Appeals](#).

## Reconsideration of a Course Final Grade

If you have reason to believe that the grade for a particular assessment is incorrect you may be able to apply for a reconsideration.

For information about challenging academic decisions (reconsideration), see Challenging Academic Decisions (Reconsideration) [Assessment Policy](#) - scroll down and find **3.20 Reconsiderations and Appeals**. You can also refer to [Reconsiderations and Appeals](#).

## Appeal of Reconsideration Decision

If you consider that the outcome of the reconsideration process is incorrect or unfair, or a reconsideration is not available, you may appeal against the final grade awarded.

**For information about challenging academic decisions (reconsideration), see [Assessment Policy](#) - scroll down and find 3.20 Reconsiderations and Appeals. You can also refer to [Reconsiderations and Appeals](#)**

## Conceded Pass

Not available in these programmes.

# Kā putaka me te Whakapōtaetaka - Results & Graduation

## Accessing Your Results

Results of individual assessments will be made available to you within fifteen (15) working days of your assessment due date.

These results may be returned to you in class or online. Final grades for each course will be available online within fifteen (15) working days of the end date of the course and accessible through [MyAra](#) or through the My Ara app.

Any results displayed publicly will use unique identifiers such as student ID numbers, not student names.

**Note:** Staff members are under no obligation to advise you of your final grade for a course. After you have completed all the assessments in a course, we ask that you allow the staff time to complete the marking. At the end of semester staff members are under great pressure to submit final results to Academic Records so that they can be processed and then made available to all learners as soon as possible.

## Academic Transcripts

If you require your results to be printed, visit Academic Records in A121 or email [academic.records@ara.ac.nz](mailto:academic.records@ara.ac.nz) to request a transcript.

## Access to marked assessments

You are entitled to access to your written work submitted for assessment.

Where assessed work is to be returned, time limits for collection will be advised by the Faculty.

You may view copies of your examinations, but these are retained by Ara. Any time or access limitations will be advised by the Faculty.

Please note that in order to meet internal and external academic quality assurance requirements, learner assessments and examination scripts may be used for the purposes of:

- internal and external moderation

- programme review
- aegrotats (if available)
- resolution of academic appeals and complaints

Assessments used for these purposes will have information, which could reasonably be expected to identify the individual removed before they are copied and used.

## Receiving Your Qualification

Once you have successfully completed your approved programme of study you will receive a notification advising you that your certificate is ready and will be posted to you.

**Note:** Please make sure your address details are up to date when you finish studying. Advise Academic Records if you are updating your address details after you receive the notification, so the correct address is used.

## Graduation

We hold several graduation ceremonies.

If you're eligible to graduate, you'll receive a communication from Ara advising you of this. You'll need to complete the online graduation form, by the date indicated, to register for your ceremony.

**Note:** If you believe you are entitled to graduate and do not hear from Ara please contact the Faculty Administrator or Academic Records.

For all information on graduation, including dates, please see [Graduation](#)

## Kā ture me kā tikaka - Policies & Procedures

### Academic Policies

All policies are accessible on the Ara website All policies are accessible on the Ara website [Ara Policy Library](#). Ara provides a student advocacy service.

It is well known that people learn better when they work together, and this is encouraged, but when it comes to assessment, collaboration (working together) is not permitted unless it is a formal part of the assignment set by the tutor(s). Each learner is also responsible for making sure his/her work is not able to be copied by others. Sharing or comparing tests, exams and assessments is prohibited and, if detected, will be treated as “academic misconduct”.

### Academic Support and Progression

Support is available if you are having difficulty meeting academic standards or you seek guidance, assistance or support with study related matters.

If you are not achieving satisfactorily you will receive specifically targeted advice and assistance at an early stage.

Academic staff members will work with you if you are not meeting academic standards to document and implement a plan. This will include identifying and monitoring goals, expected academic progress, timelines and support.

If satisfactory progress is not made then you will be invited to meet with the Portfolio Manager or his/her delegate, who will explain the circumstances, discuss the consequences, and give you the opportunity to present your view of events leading up to the meeting. Depending on the outcome of the meeting, a Formal Academic Contract may be entered into.

### Formal Academic Contract

If your progress as a learner in a current course is still considered by tutors to not be satisfactory you will be invited to a meeting and advised in writing by the Portfolio Manager or delegate.

The Formal Academic Contract will record the deficiencies or concerns, the progress which must be met, any assistance available, the time within which progress or change must be demonstrated, and the method and criteria by which such progress or change will be measured.



For more information about Academic Support and Progression, see [Academic Support and Progression](#) - scroll down and find **3.3 Formal Academic Contract**.

## Academic Misconduct

Cheating, plagiarism and other dishonest academic practices have serious consequences in this programme and if you fail to meet academic standards you, as a learner, may be subject to educative processes or penalties.

## Plagiarism

Copying, taking or using someone else's work or ideas and presenting them as if they were your own original work or thought, without clear acknowledgement of the actual source, is a form of academic misconduct.

## Use of Artificial Intelligence (AI) Tools

Generative Artificial Intelligence (AI) services such as ChatGPT can be used for learning. When submitting work for assessment, you must adhere to Ara's Assessment and Academic Misconduct policies. In relation to AI, this means;

- you must not present any output from any AI services as your own work in your assessment.
- you must use your own words.
- if you paraphrase or quote from a source such as a textbook, website and AI service, you must reference correctly.

If you submit an assessment using content copied directly from an AI service without acknowledgement, it is a form of academic misconduct.

## Cheating

Acting deceitfully or dishonestly to gain academic recognition or an academic result is a form of academic misconduct. Examples include copying answers from another person's work, taking useful information secretly into a test or exam, improperly accessing information about questions and/or answers, or arranging for someone else to produce an assignment or to sit a test or exam.

## Dishonest Academic Practice

Any other act or omission that contravenes Ara academic requirements of a programme or course.

## Educative Processes

These are actions designed to assist you, as a learner, in understanding the expected standards and skills needed to succeed and may include:

- a facilitated discussion with an appropriate staff member
- a formal contract with Learning Services or other appropriate staff member for skills development including specific learning outcomes and timeframes
- additional work may be required
- a formal written warning may be given, or marks deducted.

## Penalties

These are actions designed to deter misconduct and/or deal with the consequences of it in a fair and appropriate way and may include:

- a decision not to mark or assess the work or record a mark/grade
- formally recorded fail / zero for the work concerned which remains on your academic record
- cancellation of credit already awarded if the academic misconduct is admitted/ established after assessments have been completed and recorded
- formal notice indicating 'Intentional Plagiarism' (or other misconduct) placed on academic record for a specified period of time
- formal written warning
- probation or suspension from the programme or other penalty.

## Probation

If your behaviour, as a learner, is unacceptable and of concern to staff or other learners, you will be advised of this in writing by the Portfolio Manager. This written warning is known as probation.

The written advice must briefly record the deficiencies or concerns, the progress or standards of behaviour which must be met, any assistance available, the time within which progress or change must be demonstrated, and the method and criteria by which such progress or change will be measured.

The progress or change required should be reasonable and the criteria for assessing whether the progress or change has been achieved should be easily understood and capable of being clearly demonstrated.

The written advice must include the warning that failure to make progress or achieve change may lead to suspension and/or cancellation of current enrolment(s) and/or refusal of future enrolment(s).

These requirements are known as the “terms and conditions of probation”.

For more information about probation, see [Probation](#) - scroll down and find **3.4 Probation**.

## Exclusion

An exclusion may apply to one or more specified courses, a whole programme, or all enrolment at Ara. An exclusion may also apply to one or more specified services or facilities.

## Suspension

Suspension is a short-term exclusion and is the formal process by which you, as a learner, are temporarily prohibited from attending classes in one or more courses and/or is refused access to one or more services/facilities provided by Ara. In serious circumstances a Trespass Notice may also be issued.

## Cancellation of Enrolment

Ara may cancel your enrolment as a learner on any of the Education Act (1989) grounds:

- The person is not of good character.
- The person has been guilty of misconduct or a breach of discipline.
- The person is enrolled for full-time instruction in another institution or in a school.
- The person has made insufficient progress in the person’s study or training after a reasonable trial at the institution or at another institution.

The decision to cancel or refuse an enrolment may be made only by the Dean or nominee.

Failure to meet the terms and conditions of Academic Contract and/or probation may lead to exclusion.

When a cancellation is being considered, the Dean or Portfolio Manager must invite you to an interview.

## Refusal of Future Enrolment

Any person may, for good reason and on good evidence, be refused enrolment at Ara generally or in a particular programme or course only by the Operations Leader or by his or her nominee under specific delegation.

Enrolment may be refused on any of the Education Act (1989) grounds.

Failure to meet the terms and conditions of probation may lead to exclusion.

The Portfolio Manager must make a recommendation that the person's application(s) to enrol be refused. The recommendation must state which of the Education Act (1989) grounds is the basis of the recommendation and must include the supporting evidence.

For more information about Exclusion, including Appeal Rights and Other Rights, see [Exclusion](#) - scroll down and find **3.4 Refusal of Enrolment**.

## Copyright and Ara Learners

Copyright legislation exists to protect copyright owners from unauthorised copying of their work (literary, dramatic, musical and artistic), and provides them with exclusive rights to how their work is used.

During your study with us we will endeavour to educate you on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

Infringement of copyright regulations may result in civil or criminal prosecution against you, as the learner, and/or Ara. Infringement by you, as a learner, may also be considered academic misconduct and result in penalties.

For more information about Copyright, see [Copyright](#).



# Kā tū whare me kā rauemi

## Facilities and resources





## Kā tū whare - Facilities

### Health & Safety

Please refer to the [Learner Information Handbook](#) for general Health and Safety information and evacuation details. In an emergency advise a staff member, and if no one is available phone 111.

Refer to your tutors for instructions and specific Health & Safety information related to laboratory and field activities.

**Disclaimer:**

All care and attention has been given to ensure the information in this document is accurate at the time of publishing. Ara does not take responsibility for any loss or harm incurred as a result of reliance upon any information which is incorrect or out of date. This document was last updated on 29 September 2025.



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## Want to find out more?

For details and information about making the most of your study at Ara, visit **[www.myara.ac.nz](http://www.myara.ac.nz)** or get the **downloadable app**.

Get in touch if you have any questions: **0800 24 24 76 | [info@ara.ac.nz](mailto:info@ara.ac.nz)**