

2025 Programme Handbook

Postgraduate Programmes (Level 8 & 9)

Te Hoe Ora ki Manawa
Department of Health Practice



Rāraki Upoko – Contents

Korero Nui - Important Information	3
Learner Information Handbook	3
Attendance.....	3
Non-Engagement	3
Drugs and Alcohol.....	4
Artificial Intelligence (AI) Tools.....	5
Nau mai ki Ara - Welcome to Ara.....	7
Kā Raki whakahirahira - Important Dates.....	8
Kā whakapātaka - Contact Details	9
Taipitopito akoraka - Programme Details	14
Mahere Ako - Programme Structure	22
Kā tika me kā kaweka o te tauira - Learner Responsibilities and Rights	24
Unacceptable Behaviour for Learners, or Visitors at Ara.....	26
Learner Behaviour in Class / Classroom Maintenance	27
Kā Taunakitaka Mōu – Support for You	28
Kā Aromatawai - Assessments.....	30
Assessment Information	30
Academic Integrity	31
Submitting Your Work	31
The Grade Scale.....	33
Kā tikaka aromatawai - Assessment Regulations.....	35
Extensions.....	35
Resits or resubmission of assessment tasks.....	35
Assessment in Te Reo Māori.....	35
Marks Carried Forward.....	35
Supported Assessment.....	36
Recognising Prior Knowledge and Skills	36
Alternative Assessments	36
Reconsideration of Assessment Decisions.....	36
Appeal of Reconsideration Decision	37
Kā putaka me te Whakapōtaetaka - Results & Graduation	38
Accessing Your Results	38

Academic Transcripts.....	38
Access to marked assessments	38
Receiving Your Qualification	39
Graduation.....	39
Kā ture me kā tikaka - Policies & Procedures.....	40
Academic Policies	40
Academic Support and Progression.....	40
Formal Academic Contract.....	40
Academic Misconduct.....	41
Plagiarism	41
Use of Artificial Intelligence (AI) Tools	41
Cheating	41
Dishonest Academic Practice.....	42
Educative Processes.....	42
Penalties.....	42
Learner Behaviour Management	42
Probation	43
Exclusion	43
Suspension	43
Cancellation of Enrolment.....	43
Refusal of Future Enrolment.....	44
Copyright and Ara Learners.....	44
Kā tū whare - Facilities	47
Department Related Health and Safety	47
Manawa Building Emergency Procedures	47

Korero 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 your Programme handbook in conjunction with the [Learner Information Handbook](#) on MyAra.

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 Department by emailing @ara.ac.nz**

Non-Engagement

Ara has processes to deal with learners who formally enrol here 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 Department process follows these steps if you do not attend 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)

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

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

Our Department 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

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

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

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

- 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 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 [Policies](#).

Kia rite ki te ako Getting ready for study



Nau mai ki Ara - Welcome to Ara

Welcome to the Department of Health Practice and your enrolment as a health professional studying for a postgraduate qualification. We are very excited to be offering postgraduate programmes and congratulate you on your commitment to ongoing learning. We look forward to working with you to help you reach your goals and to assist you to gain a higher qualification.

This programme handbook contains information about Ara Institute of Canterbury facilities and resources. You may find this useful when you are onsite and when you access resources such as Librarian Support.

Details about the programmes are also included and provide important information about your study. Please feel free to contact the Postgraduate Course Leader or Postgraduate Programmes Leader at any time for assistance and/or advice.

Best wishes for your study.



Genevieve Tогiасo
Head of Department
Department of Health Practice
2025

Kā Raki whakahirahira - Important Dates

SEMESTER ONE

DATES

TERM 1

27 January – 11 April

Waitangi Day

Thursday 6 February

Whakatau

Wednesday 19 March

Good Friday

Friday 18 April

Easter Monday

Monday 21 April

Easter Tuesday

Tuesday 22 April

Anzac Day

Friday 25 April

TERM 2

28 April – 6 June

King's Birthday

Monday 2 June

Matariki

Friday 20 June

MID YEAR BREAK

9 June – 4 July

SEMESTER TWO

DATES

TERM 3

7 July – 19 September

TERM 4

6 October – 13 November

South Canterbury Anniversary

Monday 22 September

Labour Day

Monday 27 October

Canterbury Anniversary

Friday 14 November

Kā whakapātaka - Contact Details

All staff are located on the 5th floor of the Manawa Campus

Genevieve Tогiасo

Head of Department
Dept. of Health Practice
021 358 915

Genevieve.Tогiасo@ara.ac.nz



Michelle Thompson

Academic Manager
021 280 6156

Michelle.Thompson@ara.ac.nz



Teaching Staff

Name	Email	Course Code
Alex McAllum	Alex.McAllum@ara.ac.nz	PGHL862
Heather Bustin	Heather.Bustin@ara.ac.nz	PGHL852, PGHL874
John Withington	John.Withington@ara.ac.nz	PGHL856
Maria Choukri	Maria.Choukri@ara.ac.nz	PGHL871, PGHL875
Maria Malashenkova	Maria.Malashenkova@ara.ac.nz	PGHL850, PGHL860
Margaret Hughes	Margaret.Hughes@ara.ac.nz	PGHL870
Rea Daellenbach	Rea.Daellenbach@ara.ac.nz	PGHL900, PGHL901 PGHL902
Rebecca Majendie	Rebecca.Majendie@ara.ac.nz	PGHL851, PGHL854
Suzy Hodgson	Suzanne.Hodgson@ara.ac.nz	PGHL900, PGHL901 PGHL902

Admin Staff

Name	Phone	Email
Kerry Chisholm Team Leader	022 019 3358	
Anne Snelling Operations Administrator	021 271 8569	Please use DeptofHealthpractice@ara.ac.nz for all enquiries
Ali Irvine Operations Administrator	03 940 8254	

Department Links



<https://www.facebook.com/Aradeptofhealthpractice>

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 detail 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

Programme Philosophy

The Postgraduate Certificate and Postgraduate Diploma in Health Practice, Master of Health Practice, Master of Health Science and Master of Nursing enable health professionals to advance their practice as well as their skills in critical evaluation and research. The overarching philosophy of this suite of programmes is underpinned by both educational and health care values. Educational values inform the approaches and tools used to enhance the learners' experiences and engagement with their learning to advance their practice. The health care values aim to improve health outcomes for all health consumers through interprofessional collaboration. They are framed by the principles of Te Tiriti o Waitangi/the Treaty of Waitangi. This underpins the relationship between Māori and the Crown supporting the principles of partnership, participation, and protection: Tino rangatiratanga.

Graduate Profile

Graduates of the **Postgraduate Certificate in Health Practice** will be able to:

- analyse and apply advanced knowledge and research within their area of practice.
- analyse complex health issues and generate solutions.

Graduates of the **Postgraduate Diploma in Health Practice** will also be able to:

- critically evaluate evidence within an interprofessional health context.
- *In addition: applicable to learners completing PGHL853 Registered Nurse Prescribing Practicum:*
- demonstrate the Nursing Council of NZ Competencies for Nurse Prescribers (NCNZ, 2016).

Graduates of the **Master of Health Practice** (180 credits) will also be able to:

- demonstrate mastery of specialised knowledge within their specialist area of practice.
- demonstrate capacity for leadership through research and/or advanced scholarship within their specialist practice.

Graduates of the **Master of Health Science** (by course work or thesis) (240 credits) will also be able to:

- plan, execute and complete a piece of literary work or original research thereby contributing to ongoing development in their area of practice.

Graduates of the **Master of Nursing** will be able to:

- demonstrate mastery of their specialised area of practice, provide leadership and practice collaboratively.
- demonstrate the Nursing Council of NZ Competencies for Nurse Practitioner scope of practice (NCNZ, 2017).

Programme Regulations

Programme Regulations for Postgraduate Certificate in Health Practice

- The Postgraduate Certificate in Health Science is a six-month full time equivalent programme of study requiring the successful completion of 60 course credits.
- Applications for entry to the programme are evaluated against the stated entry and selection criteria, published annually on the Ara website and in programme brochures.
- The maximum period to complete the programme is three years. Any extension to this period requires a written application to the Head of Department or delegate.
- The Postgraduate Certificate comprises 60 elective course credits at level 8.
- All relevant credits from other approved programmes will be considered for credit recognition (cross credits, credit transfers and recognition of prior learning) as stated in 8.3 Credit Recognition and according to Ara standard policy and procedure.
- A learner showing insufficient academic progress will be advised in writing of the learner support services available, and their academic performance (including course engagement) will be monitored by the Course Leader or Programme Leader. Should performance not improve, the Programme Leader will discuss with the Head of Department or delegate the benefit of placing the learner on a Formal Academic Contract.
- The Postgraduate Certificate in Health Practice will be awarded to all learners who successfully complete all the requirements laid down by the Department of Health Practice and approved by the Academic Board.

Programme Regulations for Postgraduate Diploma in Health Practice

- The Postgraduate Diploma in Health Practice is a one-year full time equivalent programme of study requiring the successful completion of 120 course credits.
- Applications for entry to the programme are evaluated against the stated entry and selection criteria, published annually on the Ara website and in programme brochures.
- The maximum period to complete the programme is four years. Any extension to this period requires a written application to the Head of Department or delegate.
- The Postgraduate Diploma completed without endorsement comprises 120 elective course credits at level 8. The Postgraduate Diploma completed with a Midwifery endorsement comprises 60 compulsory course credits and 60 elective course credits and the Registered Nurse Prescribing endorsement comprises 120 compulsory course credits.
- All relevant credits from other approved programmes will be considered for credit recognition (cross credits, credit transfers and recognition of prior learning) as stated in 8.3 Credit Recognition and according to Ara standard policy and procedure. Credit applications for courses that have relevance to the learners' pathway of study will be approved where possible according to Ara policy and procedure, to promote maximum recognition of prior learning and to reduce barriers to programme completion.
- A learner showing insufficient academic progress will be advised in writing of the learner support services available, and their academic performance (including course engagement) will be monitored by the Course Leader or Programme Leader. Should performance not improve, the Programme Leader will discuss with the Head of Department/delegate the benefit of placing the learner on a Formal Academic Contract.
- Enrolment in PGHL853 Registered Nurse Prescribing Practicum requires the learner to have achieved a minimum of a B grade in each pre-requisite course.
- The Postgraduate Diploma in Health Practice will be awarded to all learners who successfully complete all the requirements laid down by the Department of Health Practice and approved by the Academic Board.

- Learners may be eligible to graduate with an endorsement to acknowledge a specialty focus achieved through the learner's programme of study. The endorsements are:
 - Midwifery
 - Registered Nurse Prescribing

Programme Regulations for Master of Health Practice

- The Master of Health Practice is an 18-month full time equivalent programme of study requiring the successful completion of 180 course credits.
- Applications for entry to the programme are evaluated against the stated entry and selection criteria, published annually on the Ara website and in programme brochures.
- The maximum period to complete the programme is five years. Any extension to this period requires a written application to the Head of Department or delegate.
- The programme comprises 180 credits at levels 8 and 9, with a minimum of 60 credits at level 9. The programme comprises 120 elective course credits at level 8 and 60 compulsory course credits at level 9.
- All relevant credits from other approved programmes will be considered for credit recognition (cross credits, credit transfers and recognition of prior learning) as stated in 8.3 Credit Recognition and according to Ara standard policy and procedure. Credit applications for courses that have relevance to the learners' pathway of study will be approved where possible according to Ara policy and procedure, to promote maximum recognition of prior learning and to reduce barriers to programme completion.
- A learner showing insufficient academic progress will be advised in writing of the learner support services available, and their academic performance (including class attendance) will be monitored by the Course Leader and Programme Leader. Should performance not improve, the Programme Leader will discuss with the Head of Department/delegate the benefit of placing the learner on a Formal Academic Contract.
- The Master of Health Practice will be awarded to all learners who successfully complete all the requirements laid down by the Department of Health Practice and approved by the Academic Board.

- Learners may be eligible to graduate with an endorsement to acknowledge a specialty focus achieved through the learner's programme of study. The endorsements are:
 - Midwifery
 - Nursing

Programme Regulations for Master of Health Science

- The Master of Health Science is a two-year full time equivalent programme of study requiring the successful completion of 240 course credits.
- Applications for entry to the programme are evaluated against the stated entry and selection criteria, published annually on the Ara website and in programme brochures.
- The maximum period to complete the programme is six years. Any extension to this period requires a written application to the Head of Department or delegate.
- The programme comprises 240 credits at levels 8 and 9, with a minimum of 60 credits at level 9.
 - Option A comprises 60 compulsory course credits and 180 elective course credits.
 - Option B comprises 120 compulsory course credits and 120 elective course credits.
- All relevant credits from other approved programmes will be considered for credit recognition (cross credits, credit transfers and recognition of prior learning) as stated in 8.3 Credit Recognition and according to Ara standard policy and procedure. Credit applications for courses that have relevance to the learners' pathway of study will be approved where possible according to Ara policy and procedure, in order to promote maximum recognition of prior learning and to reduce barriers to programme completion.
- A learner showing insufficient academic progress will be advised in writing of the learner support services available, and their academic performance (including class attendance) will be monitored by the Course Leader and Programme Leader. Should performance not improve, the Programme Leader will discuss with the Head of Department/delegate the benefit of placing the learner on a Formal Academic Contract.
- The Master of Health Science will be awarded to all learners who successfully complete all the requirements laid down by the Department of Health Practice and approved by the Academic Board.

- Learners may be eligible to graduate with an endorsement to acknowledge a specialty focus achieved through the learner’s programme of study. The endorsements are:
 - Midwifery
 - Nursing
- Learners will be eligible to graduate with “Distinction” or “Merit” if they have met the requirements detailed in the tables below. Note: These requirements are only available in the Master of Health Science (240 credits).

For Option A: Course Work and Research Project (PGHL901)

Award with	Courses PGHL900 Research Design and Methods and PGHL901 Research Project (60 credits)
Distinction	A+, A or A- grade
Merit	B+ or B grade
Pass	B-, C+, C, or C- grade

For Option B: Course work and Thesis PGHL902 (90 credits):

Award with	Course PGHL902 Thesis (90 credits)
Distinction	A+, A or A- grade
Merit	B+ or B grade
Pass	B-, C+, C, or C- grade

Research requirements

- Learners will undertake a research report or thesis under the guidance of a research supervisor.
- Admission to PGHL902 Thesis is dependent upon satisfactory academic progress.
 - Enrolment in PGHL901 requires the learner to have achieved a minimum of a B grade in PGHL900 Research Design and Methods.
 - Enrolment in PGHL902 Thesis requires the learner to have achieved a B average in previous course work and a B grade minimum for PGHL900 Research Design and Methods).
- Learners will be required to maintain regular contact with the research supervisor(s).
- All PGHL901 Research Reports submitted as part of the Master of Health Science are subject to internal examination. An examiner within the Department undertakes internal examination.
- All PGHL902 theses submitted as part of the Master of Health Science are subject to internal and external examination. An examiner within the Department undertakes internal examination. External examination is normally undertaken by an expert from another New Zealand or overseas centre. Examiners' reports are made available to learners when the dissertation/thesis has been examined.

Refer Appendix 3.10 for the Postgraduate Thesis and Research Project Supervision and Examination Policy.

Programme Regulations for Master of Nursing

- The Master of Nursing is a two-year full time equivalent programme of study requiring the successful completion of 240 course credits.
- Applications for entry to the programme are evaluated against the stated entry and selection criteria, published annually on the Ara website and in programme brochures.
- The maximum period of time to complete the programme is six years. Any extension to this period requires a written application to the Head of Department or delegate.
- The programme comprises 240 compulsory course credits with a minimum of 60 credits at level 9.
- Every learner's programme of study shall be approved by the Programme Leader.
 - i. Every learner's programme of study shall satisfy the requirements of pre-requisites and co-requisites.
 - ii. The Head of Department may in exceptional circumstances, approve a personal programme of study which does not conform to these regulations.
- All relevant credits from other approved programmes will be considered for credit recognition (cross credits, credit transfers and recognition of prior learning) as stated in 8.3 Credit Recognition and according to Ara standard policy and procedure.
- A learner showing insufficient academic progress will be advised in writing of the learner support services available, and their academic performance (including class attendance) will be monitored by the Programme Leader. Should performance not improve, the Programme Leader will discuss with the Head of Department or delegate the benefit of placing the learner on a Formal Academic Contract.
- Enrolment in PGHL903 Nurse Practitioner requires the learner to have achieved a minimum of a B grade in each pre-requisite course.
- The Master of Nursing will be awarded to all learners who successfully complete all the requirements laid down by the Department of Health Practice and approved by the Academic Board.

Mahere Ako - Programme Structure

Programme Matrix

Use the following tables as a guide to the courses in your programme(s). 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.

Ara Institute of Canterbury delivers specified courses each year. The timetable will be made available annually on the Postgraduate Programmes Moodle site.

List of Approved Courses

CH4081 Postgraduate Certificate in Health Practice, Level 8
CH4082 Postgraduate Diploma in Health Practice, Level 8
CH4079 Master of Health Practice, Level 9
CH4080 Master of Health Science, Level 9
CH4083 Master of Nursing, Level 9

Every candidate's programme of study must be approved by the Postgraduate Programme Leader. Therefore, please ensure you discuss your selection of courses, or any changes, with your Programme Leader.

Code	Course Title	Level	Credits	Course Factor
PGHL850	Advanced Practice: Pathophysiology	8	30	0.2500
PGHL851	Advanced Practice: Health Assessment and Diagnostic Reasoning	8	30	0.2500
PGHL852	Advanced Practice: Pharmacotherapeutics	8	30	0.2500
PGHL853	*Registered Nurse Prescribing Practicum – Semester 2 only	8	30	0.2500
PGHL856	Health Services Management	8	30	0.2500
PGHL857	Leading Change in Health Practice	8	30	0.2500

Code	Course Title	Level	Credits	Course Factor
PGHL860	Advanced Practice: Diabetes	8	30	0.2500
PGHL862	Educational Practice in Health	8	30	0.2500
PGHL870	Evidence for Health Practice	8	30	0.2500
PGHL871	Nutrition for Special Populations	8	30	0.2500
PGHL872	Health Promotion	8	30	0.2500
PGHL874	Health Care in Aotearoa New Zealand	8	30	0.2500
PGHL875	Health Psychology	8	30	0.2500
PGPS801	Foundations of Supervision	8	30	0.2500
PGPS802	Developing Supervision Practice	8	30	0.2500
PGHL900	Research Design and Methods	9	30	0.2500
PGHL901	Research Report	9	30	0.2500
PGHL902	Thesis	9	90	0.7500

** Only available to registered nurses with a current Nursing Council of New Zealand annual practising certificate*

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 taura - 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 | Mobile: 027 273 6246

Student Life Team Leader: Meg Nelis

Email: 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 Head of Department/Programme 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 the 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
Department Staff	This team are your first port of call for issues impacting your ability to study	Tutor Programme Leader Programme Manager Head of Department	
Student Reps	Student reps are invited to attend student rep meetings within your department where they can raise issues on your behalf	Student Voice Posters of your student reps are displayed in your department	Student Voice
Student Services	Ara offers a wide range of student services	Student Advisors Health Centre Student Voice	Student Support
Te Pae Ora	A wellbeing hub for ākonga		Te Pae Ora Te Pūkenga
Independent Student Advocate	Student Advocacy is available to assist you if you are facing difficulties within or beyond Ara that could affect your study	Duncan Dunbar 027 273 6246 Duncan.Dunbar@ara.ac.nz X106 (Rakaia Centre)	Student Advocacy

Support Area	Details	People	Links
Complaints Process	Ara has a process to support you and respond if you have a concern or complaint about a course, tutor, or another aspect of your programme	Complaints Co-ordinator	CPP117-Raising-problems-or-complaints CPP117a-Raising-problems-or-complaints-form
Safeplace	Safeplace is the tool we use to report risks, accidents and other incidents	Safety & Wellbeing Co-ordinator Safety & Wellbeing Business Partner	SafePlace FAQ for Learners
Important Policies	All Ara Corporate and Academic Policies can be found at Ara Policy Library		Student Rights and Responsibilities Addressing Bullying, Harassment and Discrimination

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 lecturers, 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 or Manager/Programme Leader.

Assessment Types

Formative assessment Verbal and written feedback that takes place throughout classes and the programme.

Summative assessment 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 written feedback. These assessments may include practical tests and projects.

The contents of the course work will be explained by the for each course. If at any point your lecturer or Programme Leader 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. (2)

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 electronic plagiarism detection as part of its assessment processes. You will 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.

Assessment Marking

Learner's assessment work is not necessarily marked by the course lecturer. Full time, part time and casual staff may be markers. The Ara course leader is responsible for moderation of assessments to ensure there is consistency in the application of marking criteria by all those involved in marking a particular assessment.

Learners will be given a required word count for written assignments which may include a range of +/-10%. For example, a required word count of 1,000 may result in an assignment of 900-1,100 words.

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 in 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

G29AA grades may also be reported as:

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

RPL	Pass	Course credit awarded by Recognition of Prior Learning
ADV	Pass	Course credit awarded by Advanced Standing
FF	Fail	Forced Fail due to not attaining mandatory minimums
Fail	Fail	Not passed and no appropriate grade can be awarded
DNC	Incomplete	Did not complete course requirements
W	Withdrawn	Formal withdrawal within the non-academic penalty period

The following grade scale (M4) will be used for PGHL853 and PGHL903:

Grade	Result	Definition
P	Pass	Pass
E	Excellence	Pass with Excellence
M	Merit	Pass with Merit
NP	Not passed	Not competent/No credit
XT	Pass	External Result

Kā tikaka aromatawai - Assessment Regulations

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](#)

Resits or resubmission of assessment tasks

If you have submitted and failed an assessment task you may be able to apply for a resubmission/resit.

In these programmes you may apply to the Programme Leader for a resubmission of ONE written assignment only in the first semester of enrolment in your programme. If there are extenuating circumstances you may apply for an additional resubmission.

For information about how to apply for a resit or resubmission, see [Assessment Policy](#) - scroll down and find **3.15 Resits and Resubmissions**. You can download the form from [Application for Resit or Resubmission](#)

Second Results (Course Level)

Second Results are not allowed in these programmes.

Assessment in Te Reo Māori

You can request to have your assessments conducted in Te Reo Māori, except where the task requires English language capability.

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 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 Assessments

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

Aegrotat Pass is not allowed in these programmes.

Reconsideration of Assessment Decisions

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

Reconsiderations are not available for the courses PGHL853 Registered Nurse Prescribing Practicum or PGHL903 Nurse Practitioner Practicum.

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

Conceded Pass is not allowed in these programmes.

Kā putaka me te Whakapōtaetaka - Results & Graduation

Accessing Your Results

Results of individual assessments will be made available to you within ten (10) working days of your assessment due date or as advised by your Course Leader.

These results may be returned to you 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 learner 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 Central Academic Records (CAR) or email 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 department.

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

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 Department 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 [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 lecturer(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, as a learner, 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 Head of Department 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 lecturers to not be satisfactory you will be invited to a meeting and advised in writing by the Head of Department 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.

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. 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, 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.

Learner Behaviour Management

If you are identified as a learner who displays unacceptable behaviour the department will monitor your progress, and provide support at the earliest stage. This may include referral to Student Support Services to ensure additional support is provided to you.

If you do not respond you may be placed on a behaviour improvement plan This will include identifying, documenting, implementing, and monitoring goals, expected behavioural progress, timelines, and support. If you do not meet the outcomes outlined in the behaviour management plan, you may be moved to probation.

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 Head of Department. 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 Operations Lead 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 Head of Department 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 Lead 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 Head of Department must forward a recommendation to the Operations Lead 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

Department Related Health and Safety

Please refer to the [Learner Information Handbook](#) for general Health and Safety information and evacuation details.

Manawa Building Emergency Procedures

Emergency calls

In an emergency dial 111 for all emergency services. Staff/learners should follow the emergency procedures on the **Emergency Flip Charts** which will be available at reception, manual call points and on the H&S noticeboards around the building.

Fire and Evacuation

Fire Alarm Manual Call Point

When activated, any manual call point fire alarm will automatically raise the alarm with the Fire Service. There are several manual call points located in all areas of the facility – see floor maps at the back of this paper.

N.B. Call 111 and ask for Fire Service

Manawa Address: 276 Antigua Street

Voice messages will tell you what action should be taken.



Fire Extinguishers & Hoses

There are no fire hoses within the building. Fire extinguishers are placed on each floor in the corridors or near the fire alarm manual call point – see floor maps in your packs. The building does have a sprinkler system. All occupants exiting via the stairwells are reminded to use the designated safe exit path leading to final exits on Tuam Street. Once reaching the ground floor, walk to the riverbank assembly area.

Earthquake

In the event of a **serious** earthquake, staff should Drop, Cover and Hold. Staff should then evacuate the building via the stairs if damage is evident.

Civil Defence

There is emergency lighting in the building.

First Aid

First aid supplies are located on the ground floor, in the simulation centre and on the fifth floor. Their specific location will be covered in your onsite orientation.

There are two AEDs in Manawa building which are located currently ground floor in the reception area on the wall on the 5th floor in the reception area on the wall. In an emergency call **111**

Address: 276 Antigua Street.

**The Emergency Assembly Point for Manawa is:
Riverside on the riverbank**



Want to find out more?

For details and information about making the most of your study at Ara, visit 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