

# 2025 Programme Handbook

Bachelor of Applied Management and Graduate Diploma Programmes  
(Level 7)

Te Hoe Manaaki Tangata  
Department of Hospitality, Business and Service Industries



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## 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 your 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 Department by emailing [business@ara.ac.nz](mailto:business@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 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 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

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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 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 Hospitality, Business and Service Industries and your challenge 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.

Mandy Gould



Head of Department  
Department of Hospitality, Business & Service Industries  
January 2025



## Kā Raki whakahirahira - Important Dates

### SEMESTER ONE

### DATES

#### TERM 1

**17 February – 11 April**

Waitangi Day

Thursday 6 February

Whakataū

Wednesday 26 February

Good Friday

Friday 18 April

Easter Monday

Monday 21 April

Easter Tuesday

Tuesday 22 April

Anzac Day

Friday 25 April

#### TERM 2

**28 April – 27 June**

King's Birthday

Monday 2 June

Matariki

Friday 20 June

#### MID YEAR BREAK

**30 June – 18 July**

### SEMESTER TWO

### DATES

#### TERM 3

**21 July – 19 September**

#### TERM 4

**06 October – 28 November**

South Canterbury Anniversary

Monday 22 September

Labour Day

Monday 27 October

Canterbury Anniversary

Friday 14 November

## Kā whakapātaka - Contact Details

### Key Staff

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Operations Administrator – Christchurch

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**Student Advisors (Domestic/International)**

Student Support

X Block – Madras Street Campus

TA Block – Timaru Campus

[Studentsupport@ara.ac.nz](mailto:Studentsupport@ara.ac.nz)

## Teaching Staff

Name/teaching area	Room	Phone	Email
Alan Clelland	A235	940 8262	<a href="mailto:Alan.Clelland@ara.ac.nz">Alan.Clelland@ara.ac.nz</a>
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# 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

## Bachelor of Applied Management L7

This programme is only offered in Christchurch.

### Programme Aim

The aim of the degree is to enable learners to gain applied knowledge and experience in business and to develop a sound understanding of the dynamic and changing environment in which managers operate both nationally and internationally. This programme will enable graduates to apply knowledge at both operational and strategic levels in a range of industries and organisations.

### Graduate Profile

Graduates of the Bachelor of Applied Management will be able to:

- Apply specialised technical knowledge and skills to business.
- Apply a broad range of generic business skills, principles and practices, including safety in the working environment.
- Employ creative skills and apply them in an organised approach to problem solving.
- Use critical thinking capabilities, including analysing, evaluating and critically reflecting on information, decisions and behaviour.
- Think strategically and be adaptable in a constantly changing global environment.
- Apply ethical dimensions inherent in business decision making having particular regard for issues of social responsibility and sustainable practice.
- Exercise self-management and adopt independent working practices.
- Apply independent learning skills that encourage the regular accessing of new knowledge and information.
- Communicate effectively in a professional manner.
- Work effectively in diverse cultural contexts and work environments as a leader or a follower as appropriate.
- Use digital technologies effectively.
- Integrate knowledge of the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to applied management in Aotearoa New Zealand.

- Apply knowledge of how to influence and lead others.

## **Employment pathways**

Graduates are likely to enter the following fields as employees or contractors, or in their own ventures within New Zealand or internationally depending on their specialisation:

- Business Information Systems: systems analysis, business analysis and ICT project management.
- Business Transformation and Change: project leadership, change management/advisory roles, coaching, training/learning and development, strategic planning, performance management, and organisational development roles.
- Event Management: fundraising, conferences, festivals, community events, arts and tourism event management, facility-based event management, public relations, sponsorship and marketing.
- Hospitality Management: supporting or running business units or enterprises in the hospitality sector or starting a new hospitality focused business.
- Human Resource Management: generalist advisory human resource roles within a generalist human resource team in medium to large organisations, or as a generalist operational human resource officer in a small organisation.
- Marketing and Sales: marketing and sales management, retail management, marketing research, market analyst, advertising, public relations.
- Operations and Production Management: management and consultancy in industry, and supervision of manufacturing or logistics technicians.
- Project Management: project managers as well as management roles requiring expertise in planning, execution, and closing of business projects.
- Strategic Management: change manager, strategic planner, strategic analyst, business developer.
- Supply Chain Logistics: supply chain and logistics, ranging from procurement, production and distribution opportunities in industries such as aviation, construction, manufacturing, retail etc.

## **Education pathways**

- Graduate Diploma in another specialisation or discipline
- Postgraduate Certificates and Diplomas in Management and Business-related disciplines
  - Master of Commerce and Management (research) (Lincoln University)
  - Master of Professional Accounting (taught) (Lincoln University)
  - Master of Tourism Management (taught) (Lincoln University)



- Master of Business (Global Management and Marketing) (taught) (Lincoln University)

## Programme Regulations

The Bachelor of Applied Management is a three-year full time equivalent programme of study requiring the successful completion of 360 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 ten years. Any extension to this period would require a written application from the Head of Department or delegate to the Department Group Meeting for consideration.

The programme comprises 360 credits.

Two specialisations may be completed. Learners will be required to complete all compulsory courses in both specialisations as per the Programme Structure. The Co-operative Education Project must incorporate both academic disciplines. Where there are common courses between specialisations, learners will not be required to repeat courses but must still complete 360 credits in total. It is not possible to complete three specialisations, instead learners would complete two specialisations and then enrol in a Graduate Diploma in a third discipline area.

A learner, through application to the Academic Manager, may apply to study a coherent sequence of courses in lieu of a specialisation (so as to design their own specialisation). This will only occur in exceptional circumstances where a coherent progression of knowledge can be shown. In this instance the qualification will be awarded without a specialisation. The focus of the Co-operative Education Project must represent the coherent focus of the chosen courses.

A minimum of 200 work integrated learning hours is required.

All relevant credits from other approved programmes will be considered for credit recognition (cross credits, credit transfers and recognition of prior learning) according to Ara standard policy and procedure.

A learner showing insufficient academic progress will be advised in writing of the student support services available, and their academic performance (including class attendance) will be monitored by the Academic and/or Operations Manager. Should performance not improve, the Manager will discuss with the

Head of Department the benefit of placing the learner on a Formal Academic Contract according to Ara standard policy and procedures.

The Bachelor of Applied Management will be awarded to all learners who successfully complete all the requirements laid down by the Department of Hospitality, Business and Service Industries and approved by the Academic Board.

The award title will include the named specialisation, or two specialisations if appropriate, except where a learner has been approved an alternative coherent sequence of courses in lieu of a specialisation when there will be no named specialisation included in the title.

Unspecified credits must be approved by the Academic Manager to ensure alignment of the graduate profile outcomes, and that content is not replicated in courses.

Learners will be eligible to graduate with “Distinction” if they have attained a grade average of A or higher overall level 6 and level 7 specialisation compulsory courses (135 credits). The majority of courses must be completed at Ara. Marks will be used to calculate a weighted average with the Cooperative Education Project (45 credits) being weighted as equivalent to three courses.

Credits for Study Abroad: Current learners who study overseas may at the discretion of the Head of Department enrol in the elective, AMSA600 Study Abroad. On successful completion of AMSA600 learners can be awarded up to 60 credits against any specific courses completed overseas.

# Mahere Ako- Programme Structure

## Bachelor of Applied Management

### 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 that not all specialisations are taught every semester**

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Year 1 Core</b>					
BSNS5001	Organisations in an Aotearoa New Zealand Context	5	15	0	0.1250
BSNS5002	Business Environments	5	15	0	0.1250
BSNS5003	Business Functions	5	15	0	0.1250
BSNS5004	Change & Innovation	5	15	0	0.1250
ACCY5104	Budgets for Planning & Control	5	15	0	0.1250
ACCY5105	Commercial Law	5	15	0	0.1250
ACCY5106	Economics	5	15	0	0.1250
BSNS5501	Introduction to Marketing	5	15	0	0.1250
<b>Total</b>			<b>120</b>	<b>0</b>	<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Year 2 Core</b>					
AMGS600	Global Challenges and Sustainable Futures (year 2)	6	15	0	0.1250
<b>Compulsory: Three</b> courses from the Specialisations below.			45	0	0.3750
<b>Electives: Four</b> courses from the list of Electives			60	0	0.5000
<b>Total</b>			<b>120</b>		<b>1.0000</b>
<b>Year 3 Core</b>					
ACCY6107	Research Methodology	6	15	0	0
<b>Compulsory: Two</b> courses from the Specialisations below			30	0	0.2500
AMCP700	Co-operative Education Project		45	100	0.3750
AMCR700	Critical Reflection on Work	7	15	100	0.1250
<b>Electives: One</b> course from the list of Electives			15	0	0.1250
<b>Total</b>			<b>120</b>		<b>1.0000</b>
<b>Programme Totals</b>			<b>360</b>		<b>3.000</b>



Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Accounting Specialisation</b>					
<b>Compulsory</b>					
ACCY6101	Intermediate Management Accounting	6	15	0	0.1250
	Intermediate Financial Accounting	6	15	0	0.1250
ACCY6103	Taxation in Aotearoa New Zealand	6	15	0	0.1250
ACCY7101	Advanced Management Accounting	7	15	0	0.1250
ACCY7102	Advanced Financial Accounting	7	15	0	0.1250

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Business Information Systems Specialisation</b>					
<b>Compulsory</b>					
AMIS608	IT Service Management	6	15	0	0.1250
AMIS612	Introduction to Enterprise Solutions Architecture	6	15	0	0.1250
AMIS613	Introduction to Enterprise Intelligence and Analytics	6	15	0	0.1250
AMIS712	Enterprise Solutions Architecture	7	15	0	0.1250

AMIS713	Enterprise Intelligence and Analytics	7	15	0	0.1250
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Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Business Transformation and Change Specialisation</b>					
<b>Compulsory</b>					
AMPM600	Project Management	6	15	0	0.1250
AMPL630	Principles of Leadership	6	15	0	0.1250
AMOB600	Organisational Behaviour	6	15	0	0.1250
AMSM700	Strategic Management	7	15	0	0.1250
AMTC700	Business Transformation and Change	7	15	0	0.1250

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Event Management Specialisation</b>					
<b>Compulsory</b>			<b>Only available in odd years</b>		
AMEL600	Event Logistics	6	15	0	0.1250
AMEP600	Event Planning and Management	6	15	0	0.1250
<b>Choose One:</b>					
AMPM600	Project Management				
	<b>OR</b>				
AMMC600	Integrated Marketing Communications	6	15	0	0.1250

**OR**

AMCU600 Customer Engagement

**OR**AMBB600 Business-to-Business  
Sales and Marketing

AMEP700	Event Project	7	15	0	0.1250
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AMEM700	Event Marketing and Sponsorship	7	15	0	0.1250
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Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
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**Human Resource Management Specialisation**

It is recommended to complete AMHR541 Introduction to Human Resources before enrolling in the courses below.

**Compulsory**

AMAE600	Applied Employment Law	6	15	0	0.1250
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AMHS600	Health, Safety and Wellbeing Leadership	6	15	0	0.1250
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AMOB600	Organisational Behaviour	6	15	0	0.1250
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AMSH700	Strategic Human Resources Value	7	15	0	0.1250
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AMHR721	Contemporary Issues in Human Resource Management	7	15	0	0.1250
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Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
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**Innovation and Entrepreneurship Specialisation****Compulsory**

AMEN600	Entrepreneurship	6	15	0	0.1250
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AMIB600	Innovation in Business	6	15	0	0.1250
AMTC700	Business Transformation & Change	7	15	0	0.1250
AMPD700	Product Development	7	15	0	0.1250
<b>Choose One:</b>					
AMBB600	Business-to-Business Sales & Marketing				
	<b>OR</b>				
AMOB600	Organisational Behaviour				
	<b>OR</b>	6	15	0	0.1250
AMPM600	Project Management				
	<b>OR</b>				
AMPL630	Principles of Leadership				

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Marketing and Sales Specialisation</b>					
<b>Compulsory</b>					
AMMP648	Marketing Planning and Control	6	15	0	0.1250
AMBB600	Business-to-Business Sales and Marketing	6	15	0	0.1250
<b>Choose One:</b>					
AMMC600	Integrated Marketing Communications	6	15	0	0.1250
	<b>OR</b>				
AMCU600	Customer Engagement				
AMCM700	Contemporary Issues in Marketing Practice	7	15	0	0.1250
AMIM700	International Marketing	7	15	0	0.1250

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Operations and Production Management Specialisation</b>					
<b>Compulsory</b>					
AMPM600	Project Management	6	15	0	0.1250
AMOM632	Operations Management	6	15	0	0.1250
<b>Choose One:</b>					
ACCY6104	Introduction to Finance				
	<b>OR</b>				
AMHS600	Health, Safety and Wellbeing Leadership	6	15	0	0.1250
	<b>OR</b>				
AMPL630	Principles of Leadership				
AMRI700	Resource Integration Management	7	15	0	0.1250
AMPD700	Product Development	7	15	0	0.1250
Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Project Management Specialisation</b>					
<b>Compulsory</b>					
AMPM600	Project Management	6	15	0	0.1250
ACCY6104	Introduction to Finance	6	15	0	0.1250
AMOM632	Operations Management	6	15	0	0.1250
2					
AMPM700	Advanced Project Management	7	15	0	0.1250



**Choose One:**

AMPD700	Product Development	7	15	0	0.1250
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**OR**

AMTC700	Business Transformation and Change				
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Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Strategic Management Specialisation</b>					
<b>Compulsory</b>					
AMSM700	Strategic Management	7	15		0.1250
AMPL630	Principles of Leadership	6	15	0	0.1250

**Choose Two:**

ACCY6104	Introduction to Finance				
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**OR**

AMBB600	Business-to-Business Sales and Marketing	6	30	0	0.2500
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**OR**

AMSP631	Strategic Planning for Small Business				
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**Choose One:**

AMSH700	Strategic Human Resources Value				
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**OR**

AMTC700	Business Transformation and Change	7	15	0	0.1250
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Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Supply Chain Logistics Specialisation</b>					
<b>Compulsory</b>					
AMPM600	Project Management	6	15	0	0.1250
AMOM632	Operations Management	6	15	0	0.1250
<b>Choose One:</b>					
AMBB600	Business-to-Business Sales and Marketing				
	<b>OR</b>	6	15	0	0.1250
AMHS600	Health, Safety and Wellbeing Leadership				
AMRI700	Resource Integration Management	7	15	0	0.1250
AMSC700	Contemporary Issues in Supply Chain and Logistics Management	7	15	0	0.1250

## 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.

## Graduate Diplomas in Business L7

This programme is only offered in Christchurch.

### Programme Aim

The aim of the Graduate Diplomas is to enable graduates with an undergraduate degree to gain applied specialised knowledge and experience in their chosen field of business. Graduates will have sound knowledge of the dynamic and changing environment in which managers operate both nationally and internationally. This will enable learners to apply discipline specific knowledge at both operational and strategic levels in their chosen industry.

### Graduate Profile

Graduates of the Graduate Diplomas will be able to:

- Apply specialised technical knowledge and skills to business.
- Employ creative skills and apply them in an organised approach to problem solving.
- Use critical thinking capabilities, including analysing, evaluating and critically reflecting on information, decisions and behaviour.
- Think strategically and be adaptable in a constantly changing global environment.
- Apply ethical dimensions inherent in business decision making having particular regard for issues of social responsibility and sustainable practice.
- Work effectively in diverse cultural contexts and work environments as a leader or a follower as appropriate.
- Integrate knowledge of kaupapa Māori and its relevance to applied management in Aotearoa New Zealand.
- Apply knowledge of how to influence and lead others.

### Employment pathways

Graduates are likely to enter into the field of business as employees, contractors or in their own ventures within New Zealand or internationally.

## Education pathways

Graduates will be able to seek entry to higher level programmes of study in a business-related field.

## Programme Regulations

A Graduate Diploma is a one-year full time equivalent programme of study requiring the successful completion of 120 course credits.

Applications for entry to the programmes 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 four years. Any extension to this period would require a written application from the Head of Department or delegate to the Department Group Meeting for consideration. In granting an extension of time, current competency will be taken into account.

The programme comprises 120 compulsory course credits with a minimum of 75 credits at Level 7.

Note: The Graduate Diploma in Applied Management comprises 45 compulsory course credits and 75 elective course credits, with a minimum of 75 credits at Level 7.

A minimum of 200 Work Integrated Learning hours is required.

All relevant credits from other approved programmes will be considered for credit recognition (cross credits, credit transfers and recognition of prior learning) according to Ara standard policy and procedure.

No learner can complete a Graduate Diploma in the same field in which they have gained their undergraduate degree.

A learner showing insufficient academic progress will be advised in writing of the student support services available, and their academic performance (including class attendance) will be monitored by the Academic and/or Operations Manager. Should performance not improve, the Manager will discuss with the Head of Department the benefit of placing the learner on a Formal Academic Contract according to Ara standard policy and procedures.

A Graduate Diploma will be awarded to all learners who successfully complete all the requirements laid down by the Academic Board and the Department of

Hospitality, Business and Service Industries. A learner will receive one of the following Graduate Diplomas; Graduate Diploma in Accounting, Graduate Diploma in Applied Management, Graduate Diploma in Business Transformation and Change, Graduate Diploma in Business Information Systems, Graduate Diploma in Event Management, Graduate Diploma in Hospitality Management, Graduate Diploma in Human Resource Management, Graduate Diploma in Innovation and Entrepreneurship, Graduate Diploma in Marketing and Sales, Graduate Diploma in Operations and Production Management, Graduate Diploma in Project Management, Graduate Diploma in Strategic Management, Graduate Diploma in Supply Chain Logistics, Graduate Diploma in Retail Management, Graduate Diploma in Event Management, Graduate Diploma in Food and Beverage Management.

Learners will be eligible to graduate with “Distinction” if they have attained a grade average of A or higher across all courses (120 credits). The majority of courses must be completed at Ara. Marks will be used to calculate a weighted average with the Industry Project (30 credits) being weighted as equivalent to two courses.



# Mahere Ako- Programme Structure

## Graduate Diplomas

### Programme Structure Matrix

Use the following tables 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 not that not all specialisations are taught every semester**

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH3993 Graduate Diploma in Accounting</b>					
ACCY6101	Intermediate Management Accounting	6	15	0	0.1250
ACCY6102	Intermediate Financial Accounting	6	15	0	0.1250
ACCY6103	Taxation in Aotearoa New Zealand	6	15	0	0.1250
ACCY7101	Advanced Management Accounting	7	15	0	0.1250
ACCY7102	Advanced Financial Accounting	7	15	0	0.1250
AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Programme Total</b>			<b>120</b>	<b>200</b>	<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH3994 Graduate Diploma in Business Information Systems</b>					
AMIS608	IT Service Management	6	15	0	0.1250
AMIS612	Introduction to Enterprise Solutions Architecture	6	15	0	0.1250
AMIS613	Introduction to Enterprise Intelligence and Analytics	6	15	0	0.1250
AMIS712	Enterprise Solutions Architecture	7	15	0	0.1250
AMIS713	Enterprise Intelligence	7	15	0	0.1250
AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Programme Total</b>			<b>120</b>		<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH3995 Graduate Diploma in Business Transformation and Change</b>					
AMPM600	Project Management	6	15	0	0.1250
AMPL630	Principles of Leadership	6	15	0	0.1250
AMOB600	Organisational Behaviour	6	15	0	0.1250
AMSM700	Strategic Management	7	15	0	0.1250
AMTC700	Business Transformation and Change	7	15	0	0.1250

AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Programme Total</b>			<b>120</b>	<b>200</b>	<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH3996 Graduate Diploma in Event Management</b>		<b>Only available in odd years</b>			
AMEL600	Event Logistics	6	15	0	0.1250
AMEP600	Event Planning and Management	6	15	0	0.1250
<b>Choose One:</b>					
AMPM600	Project Management				
	<b>OR</b>				
AMMC600	Integrated Marketing Communications				
	<b>OR</b>	6	15	0	0.1250
AMCU600	Customer Engagement				
	<b>OR</b>				
AMBB600	Business-to-Business Sales and Marketing				
AMEP700	Event Project	7	15	0	0.1250
AMEM700	Event Marketing and Sponsorship	7	15	0	0.1250
AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Programme Total</b>			<b>120</b>	<b>200</b>	<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH3999 Graduate Diploma in Human Resource Management</b>					
AMAE600	Applied Employment Law	6	15	0	0.1250
AMHS600	Health, Safety and Wellbeing Leadership	6	15	0	0.1250
AMOB600	Organisational Behaviour	6	15	0	0.1250
AMSH700	Strategic Human Resources Value	7	15	0	0.1250
AMHR721	Contemporary Issues in Human Resource Management	7	15	0	0.1250
AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Programme Total</b>			<b>120</b>	<b>200</b>	<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH4000 Graduate Diploma in Innovation and Entrepreneurship</b>					
<b>Choose One:</b>					
AMEN600	Entrepreneurship	6	15	0	0.1250
AMIB600	Innovation in Business	6	15	0	0.1250
AMBB600	Business-to-Business Sales & Marketing	6	15	0	0.1250
<b><u>OR</u></b>					
AMOB600	Organisational Behaviour				
<b><u>OR</u></b>					
AMPL630	Principles of Leadership				
<b><u>OR</u></b>					
AMPM600	Project Management				
AMTC700	Business Transformation and Change	7	15	0	0.1250
AMPD700	Product Development	7	15	0	0.1250
AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Programme Total</b>			<b>120</b>	<b>200</b>	<b>1.0000</b>



Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH4003 Graduate Diploma in Marketing and Sales</b>					
AMMP648	Marketing Planning and Control	6	15	0	0.1250
AMBB600	Business-to-Business Sales and Marketing	6	15	0	0.1250
<b>Choose One:</b>					
AMMC600	Integrated Marketing Communications	6	15	0	0.1250
	<b><u>OR</u></b>				
AMCU600	Customer Engagement				
AMCM700	Contemporary Issues in Marketing Practice	7	15	0	0.1250
AMIM700	International Marketing	7	15	0	0.1250
AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Programme Total</b>			<b>120</b>	<b>200</b>	<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH4001 Graduate Diploma in Operations and Production Management</b>					
AMPM600	Project Management	6	15	0	0.1250
AMOM632	Operations Management	6	15	0	0.1250
<b>Choose One:</b>					
ACCY6104	Introduction to Finance				
	<b><u>OR</u></b>				
AMHS600	Health, Safety and Wellbeing Leadership	6	15	0	0.1250
	<b><u>OR</u></b>				
AMPL630	Principles of Leadership				
AMRI700	Resource Integration Management	7	15	0	0.1250
AMPD700	Product Development	7	15	0	0.1250
AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Programme Total</b>			<b>120</b>	<b>200</b>	<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH4002 Graduate Diploma in Project Management</b>					
AMPM600	Project Management	6	15	0	0.1250
ACCY6104	Introduction to Finance	6	15	0	0.1250
AMOM632	Operations Management	6	15	0	0.1250
AMPM700	Advanced Project Management	7	15	0	0.1250
<b>Choose One:</b>					
AMPD700	Product Development				
	<b>OR</b>				
AMTC700	Business Transformation and Change	7	15	0	0.1250
AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Programme Total</b>			<b>120</b>	<b>200</b>	<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH4005 Graduate Diploma in Strategic Management</b>					
AMPL630	Principles of Leadership	6	15	0	0.1250
<b>Choose Two:</b>					
ACCY6104	Introduction to Finance				
	<b>OR</b>				
AMBB600	Business-to-Business Sales & Marketing	6	30	0	0.2500
	<b>OR</b>				
AMSP631	Strategic Planning for Small Business				
AMSM700	Strategic Management	7	15	0	0.1250
<b>Choose One:</b>					
AMSH700	Strategic Human Resources Value				
	<b>OR</b>				
AMTC700	Business Transformation and Change	7	15	0	0.1250
AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Programme Total</b>			<b>120</b>	<b>200</b>	<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH4050 Graduate Diploma in Supply Chain Logistics</b>					
AMPM600	Project Management	6	15	0	0.1250
AMOM632	Operations Management	6	15	0	0.1250
<b>Choose One:</b>					
AMBB600	Business-to-Business Sales and Marketing				
	<b>OR</b>	6	30	0	0.2500
AMHS600	Health, Safety and Wellbeing Leadership				
AMRI700	Resource Integration Management	7	15	0	0.1250
AMSC700	Contemporary Issues in Supply Chain and Logistics Management	7	15	0	0.1250
AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Programme Total</b>			<b>120</b>	<b>200</b>	<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>CH4047 Graduate Diploma in Applied Management</b>					
<b>Compulsory</b>					
AMGW700	Preparation for Work Placement	7	15	0	0.1250
AMGP700	Industry Project	7	30	200	0.2500
<b>Electives</b>					
	Select 75 credits from the list of courses from Bachelor of Applied Management Programme Structure of which 30 credits must be at Level 7	-	75	0	0.6750
<b>Programme Total</b>			<b>120</b>	<b>200</b>	<b>1.0000</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

Student Life Team Leader: Meg Nelis

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 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
<b>Department Staff</b>	This team are your first port of call for issues impacting your ability to study	Lecturer Academic Manager Head of Department	
<b>Student Reps</b>	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	<a href="#">Student Voice</a>
<b>Student Services</b>	Ara offers a wide range of student services	Student Advisors Health Centre 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 027 273 6246 <a href="mailto:Duncan.Dunbar@ara.ac.nz">Duncan.Dunbar@ara.ac.nz</a> 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> <a href="#">CPP117a-Raising-problems-or-complaints-form</a>

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

## Assessment Types

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

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**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 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 Academic 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) j
- 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 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

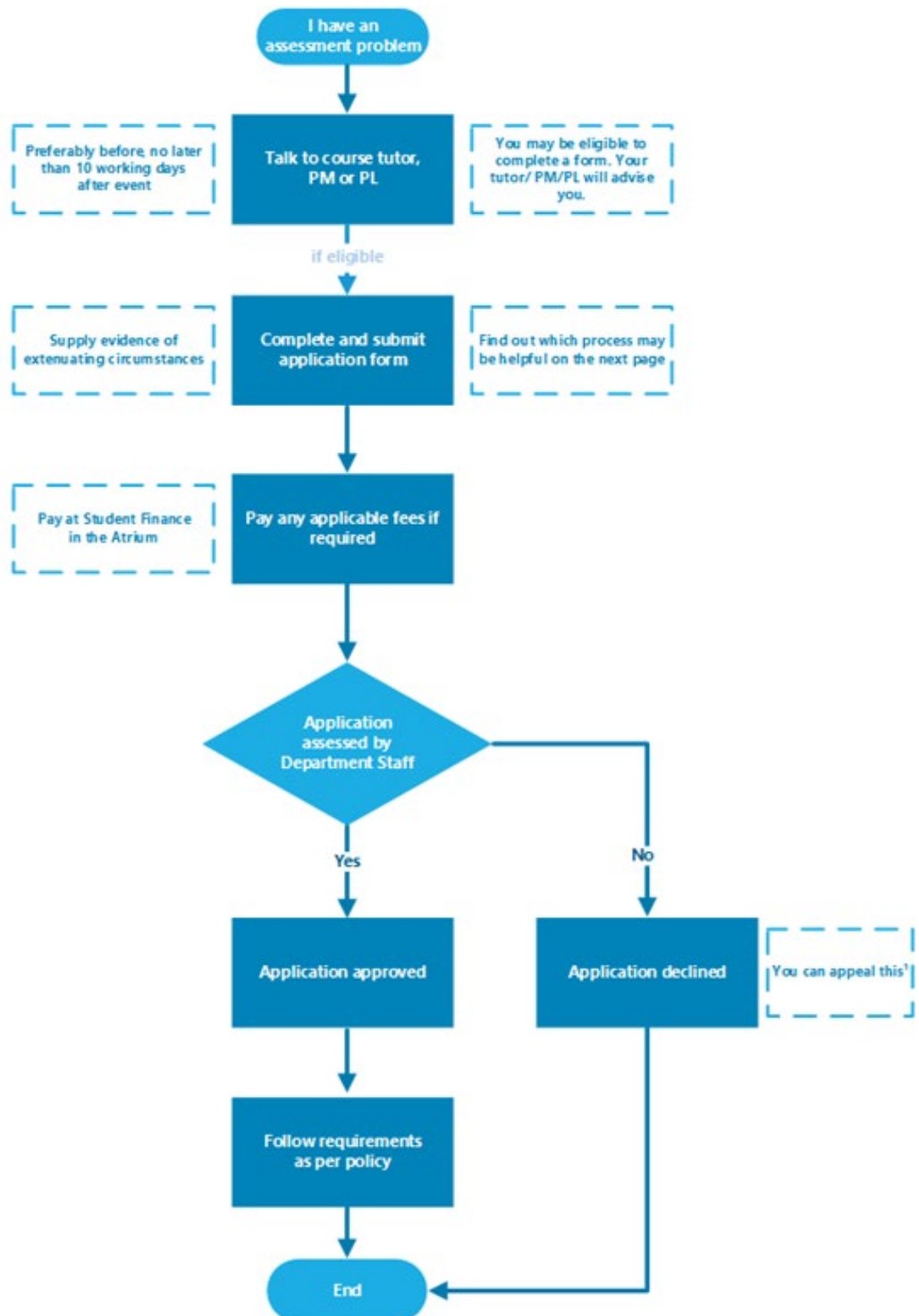
## Other Grades

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

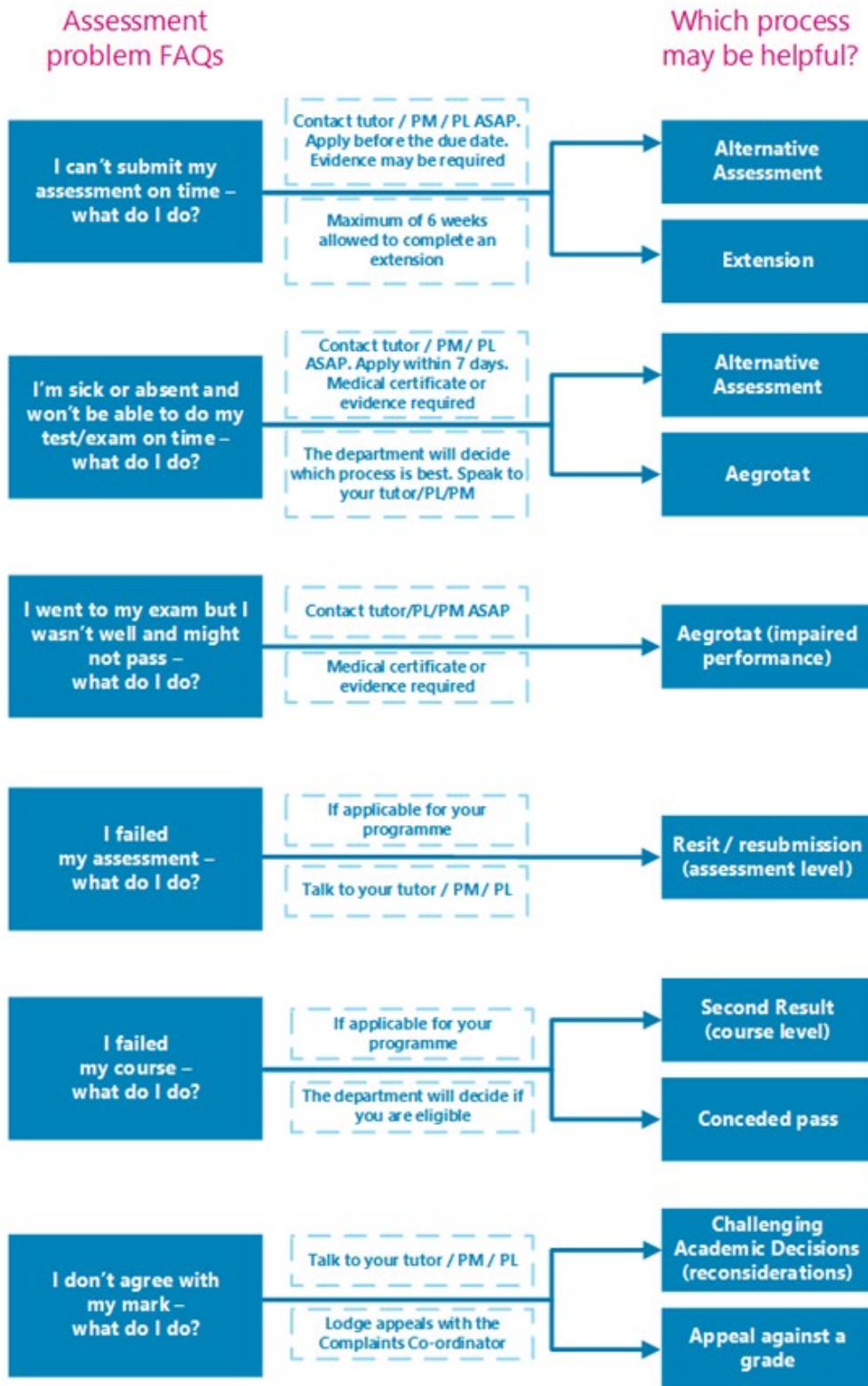
## Regulations Flowchart



\*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

**For all Level 5 courses in the programme:**

If an assessment is handed in late without an approved extension, a penalty of 20% per day for up to two days will apply. If an assessment is received more than two days after the due date without an approved extension, it will not be marked. Late submission of any assessment past the approved extension date will not be marked. Should a learner wish to appeal any decisions, they may do so in writing to the Head of Department within ten days of receiving the decision.

**For Level 6 and Level 7 courses in the programme:**

If an assessment is handed in late without an approved extension, a penalty of 10% per day will apply, up to a maximum of 50%. If an assessment is received more than five days after the due date without an approved extension, it will not be marked. Late submission of any assessment with an approved extension will not be marked. Should a student wish to appeal any decisions, they may do so in writing to the Head of Department within ten days of receiving the decision.

## 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

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)

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 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

You may qualify for a conceded pass if you marginally fail a course.

For information about conceded passes, see [Assessment Policy](#) - scroll down and find **3.17 Conceded Pass**.

# 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 Central Academic Records (CAR) 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 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 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, 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 tutors 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.

## 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 Leader 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 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 Head of Department must forward a recommendation to the Operations Leader 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 & 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 and laboratory managers 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 13 December 2024.



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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)