Ara
Institute of Canterbury
Ara rau, taumata rau

2026

Programme Handbook

Māori and Samoan Language and Indigenous Studies Programmes

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Nau mai ki Ara - Welcome to Ara

Ko ngā pae tawhiti, whāia kia tata.
Ko ngā pae tata, whakamaua kia tina!

Welcome to the Faculty of Culture and Services and your enrolment as a learner studying for a Certificate in Te Reo Māori (Level 6, 5 4, 3 or 2). We look forward to working with you to help you reach your goals and assist you to gain higher qualifications.

This student programme document is your essential guide for your study, so please read it carefully and keep it handy for future reference.

Your tutors 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.

Good luck!

Stan Tawa

Te Pouwhakahaere Te Puna Wanaka - Manager
Faculty of Culture and Services
2026

Kia rite ki te ako
Getting ready for study

Tō Rangi Tuatahi - Your First Day

Are you ready for your first day of class? Check out your start date and where you need to be.

You can also find useful information on MyAra. To access MyAra (from 21 days prior to your course beginning), you must have a current Ara network login and password. You can use Ara Self-Service Password Reset to activate your network account.)

Where to come on your first day Semester 1 2026

Full time:
Date Monday 16 February 2026, Te Puna Wānaka
Venue Assemble in front of TM Block, corner of Williams Street and Coventry Street, City Campus
Mihi whakatau will start at 9.30am followed by orientation activities.

Part time: Level 2
Date Wednesday 18 February 2026, Te Puna Wānaka
Venue Assemble in front of TM Block, corner of Williams Street and Coventry Street, City Campus
Mihi whakatau will start at 5.30pm followed by orientation activities.

Part time: Level 3-6
Date Tuesday 17 February 2026, Te Puna Wānaka
Venue Assemble in front of TM Block, corner of Williams Street and Coventry Street, City Campus
Mihi whakatau will start at 5.30pm followed by orientation activities.

On your first day (orientation), you will be introduced to your tutors and new classmates, be given an overview of this programme, including:

- Welcome
- Programme overview
- Course details
- Campus familiarisation
- Policies and procedures
- ICT access
- Programme handbook and timetable

Returning students
Please check your timetable for your first class details.

What you will need

Bring note taking items – pens and highlighters.

Logins

If you need assistance with logins etc, contact ICT ictservicedesk@ara.ac.nz or call 03 940 8800.

Timetable information

All timetables are available on MyAra.

How to find your way around

Campus maps can be found here.

Parking and bus information

Campuses (excluding Manawa) have parking available. Payment and parking stickers may be required. Learn more about parking and biking. Or find out about bus services here.

Ara Whakatau, your official welcome

You are warmly invited to attend the official welcome to Ara for all learners, staff and whānau (family). The whakatau is a welcoming ceremony, similar to a pōwhiri, involving mihimihi (speeches), waiata (song) and will conclude with kai timotimo (light refreshments).

Click here to find out when the whakatau will be.

International learners

You will be invited to an international orientation as well as the programme orientation. You should attend both.

Korero Nui - Important Information

Programme Information Handbook

This handbook 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 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
- Health and safety information related to your study
- any afterhours access arrangements

Ask your tutor or Operations Administrator if you need help to find the information you are looking for.

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 Faculty by emailing TePunaWanaka@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 Faculty process follows these steps if you are a no-show at the start of teaching:

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

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

Kā Raki whakahirahira - Important Dates

SEMESTER ONE	DATES
TERM 1	**16 February – 10 April**
Waitangi Day	Friday 6 February
Whakatau	Wednesday 4 March
Good Friday	Friday 3 April
Easter Monday	Monday 6 April
Easter Tuesday	Tuesday 7 April
Anzac Day	Observed Monday 27 April
TERM 2	**28 April – 26 June**
King's Birthday	Monday 1 June
Matariki	Friday 10 July
MID YEAR BREAK	**29 June – 17 July**

SEMESTER TWO	DATES
TERM 3	**20 July – 18 September**
TERM 4	**05 October – 27 November**
South Canterbury Anniversary	Monday 28 September
Labour Day	Monday 26 October
Canterbury Anniversary	Friday 13 November

Kā whakapātaka - Contact Details

Key Staff

Peter Sawyer

Dean of Faculty

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Te Pouwhakahaere Te Puna Wanaka - Manager

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Stanley.Tawa@ara.ac.nz

Erin Gilchrist

Kaiwhakatau Manuhiri -
Reception/Facility Co-ordinator

Phone: (03) 940 8631
Room: TM130

Erin.Gilchrist@ara.ac.nz

Faculty Links

https://www.facebook.com/TePunaWanakaAra/

Permanent Teaching Staff

Name/teaching area	Room	Phone	Email
Charmaine Tukua Te Reo Māori and Society, Tikanga Māori, Foundation Education, Literacy and Numeracy, Adult Education and Mental Health	TM130	940 8657	Charmaine.Tukua@ara.ac.nz
Tawhiri Ruru Te Reo Māori and Tikanga Māori	TM130	940 8234	Tawhiri.ruru@ara.ac.nz
Rachael Wilson Te Reo Māori and Māori Development	TM130	940 7627	Rachael.Wilson@ara.ac.nz
Te Manuiti Whata Te Reo Māori and Tikanga Māori	TM130	940 8762	Manu.Whata@ara.ac.nz
Te Kurawhiti Hitchens Te Reo Māori and Tikanga Māori	TM130		TeKurawhiti.Hitchens@ara.ac.nz

Casual Teaching Staff

Name/teaching area	Room	Phone	Email
Suayd Hakaria Te Reo Māori and Tikanga Māori	TM130		Suayd.hakaria@ara.ac.nz
Nicky Ward Te Reo Māori and Tikanga Māori	TM130		Nicky.ward@ara.ac.nz
Davina Eru Te Reo Māori and Tikanga Māori	TM130		Davina.eru@ara.ac.nz
Kate White Te Reo Māori and Tikanga Māori	TM130		Kate.white@ara.ac.nz

Taipitopito akoraka - Programme Details

Programme Aims for our qualifications

NZ3049 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6)
New Zealand Certificate in Te Reo Māori (Immersion) (Level 6)
To be able to communicate independently with spontaneity and precision to articulate ideas and theories on a range of topics in whānau, marae, professional and/or academic contexts; and will also be able to research Te Reo Māori related topics.

NZ3047 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 5)
New Zealand Certificate in Te Reo Māori (Immersion) (Level 5)
To be able to communicate independently in Te Reo Māori and express ideas and theories in a wide range of familiar and some less-familiar situations with fluency and flexibility. In addition to the acquisition of the language, graduates will have developed technical knowledge in Te Reo Māori.

NZ3046 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 4)
New Zealand Certificate in Te Reo Māori (Bilingual) (Level 4)
The aim of this programme is to provide graduates with the skills and knowledge to communicate independently in familiar, and some less familiar, situations with fluency and increasing flexibility in everyday whānau, marae, social/community workplace and/or academic contexts, and in broader aspects of te ao Māori.

The programme is intended for learners who have an advanced-intermediate level of understanding and ability in the use of Te Reo Māori. It is also intended for those who have a desire to contribute positively to the development of te reo kia tika, kia rere, kia Māori, or have a personal and/or professional interest in Te Reo Māori.

NZ3045 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)
New Zealand Certificate in Te Reo Māori (Immersion, Bilingual) (Level 3)
To have the skills and knowledge to communicate in Te Reo Māori with some independence and confidence in everyday whānau, marae, social/community, workplace and/or academic contexts; and in Māori environments where they feel comfortable.

NZ3044 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 2)
New Zealand Certificate in Te Reo Māori (Bilingual) (Level 2)

The aim of this programme is to provide graduates with the language skills required to communicate, with little support, in familiar everyday contexts, and in Māori environments where they feel comfortable.

The programme is intended for learners who have a basic understanding and ability in the use of Te Reo Māori. It is also for those who have a desire to contribute positively to the development of te reo kia tika, kia rere, kia Māori, or have a personal and/or professional interest in Te Reo Māori.

Graduate Profiles for our qualifications

NZ3049 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6)

New Zealand Certificate in Te Reo Māori (Immersion) (Level 6)

On successful completion of the programme graduates will be able to:

- use technical skills in Te Reo Māori at an advanced level to communicate and express ideas across a wide range of contexts as an expression of *mana tangata*;
- use advanced language and expressions in Te Reo Māori to show a broad understanding of their connections to the land and the environment, prominent places, people, histories, stories, and local proverbs; as well as those from beyond their immediate environs as an expression of *mana whenua*;
- apply advanced level Te Reo Māori and technical skills to communicate effectively in Te Reo Māori, creatively and with linguistic embellishments in a wide range of contexts, as an expression of *mana reo*;
- demonstrate the observance of tikanga, to independently lead tasks and confidently guide people in a range of prescribed, and some unfamiliar contexts, as an expression of *mana ao tūroa*;

Employment pathways

Graduates are able to pursue careers in the following areas:

administration roles; (senior) policy analysts; liaison person; Māori Cultural advisors; (senior) educators/ teachers– general and reo Māori; Kaiāwhina, kaiārahi i Te Reo Māori in Kōhanga Reo, Kura Kaupapa Māori, Primary Schools, or in the workplace; broadcasters in Māori Radio; senior health care workers in the Health sector; roles in the Arts sector – singers, composers, writers, artists, actors; senior roles as tour guides or instructors in the Tourism sector;

hospitality positions; senior positions in Government Departments; Politics – advisory roles on Hospital Boards, Regional Boards, Local Council, Parliament; advisor roles within Museums; Foreign Embassies in New Zealand, or overseas.

Education pathways

Graduates may progress to Degree level studies, or other mātauranga Māori related fields.

NZ3047 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 5)
New Zealand Certificate in Te Reo Māori (Immersion) (Level 5)

On successful completion of the programme graduates will be able to:

- use Te Reo Māori vocabulary, grammatical structures, and technical skills at an advanced level in a range of familiar and unfamiliar settings as an expression of *mana tangata*;
- use advanced language and expressions independently to show a broad understanding of own connections to the land and the environment, prominent places, people, histories and stories, and local proverbs and colloquial sayings in a range of familiar and unfamiliar settings as an expression of *mana whenua*;
- apply advanced-level technical skills, to independently communicate and use Te Reo Māori creatively in familiar and some unfamiliar contexts, and promote the use and development of Te Reo Māori, as an expression of *mana reo*;
- demonstrate observance of tikanga to independently lead tasks in familiar, and some unfamiliar contexts, as an expression of *mana ao tūroa*.

Employment pathways

Administration support roles; junior policy analysts; liaison support

Māori cultural advisors; educator/teacher – general and reo Māori

Kaiāwhina, kaiārahi i Te Reo Māori in Kōhanga Reo, Kura Kaupapa Māori, Primary Schools, or in the workplace

Māori radio trainees; health care support workers; trainee/apprentice roles in the Arts sector – singers, composers, writers, artists, actors, tour guides hospitality positions, politics – administration roles for Hospital Boards, Regional Boards, Local Council, and in Parliament; workers in Museums; administration roles at Foreign Embassies in New Zealand, or overseas.

Education pathways

Graduates are able to pursue study in the following areas:

Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6)

NZ3046 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 4)
New Zealand Certificate in Te Reo Māori (immersion, Bilingual) (Level 4)

On successful completion of the programme graduates will be able to:

- Kawe i ngā kupu Māori, i ngā hanganga wetereo hoki, ki tōna taumata autaia tonu mā roto atu i ngā mātāpono hei tohu i te mana tangata. Use Te Reo Māori vocabulary and grammatical structures at an advanced-intermediate level as an expression of mana tangata.
- Whakamahi i Te Reo Māori ki tōna taumata autaia tonu ki te whakaatu i te whānui o te mōhio ki ōna hononga ki te whenua me te taiao, ki ngā wāhi, ki ngā tāngata, ki ngā tāhuhu kōrero, ki ngā pūrākau, ki ngā pēpeha me ngā kīwaha rongonui o te rohe, hei whakaputanga i te mana whenua. Use Te Reo Māori at an advanced intermediate-level to show a broad understanding of connections to the land and the environment, prominent places, people, histories and stories, and local proverbs and colloquial sayings as an expression of mana whenua.
- Kawe i Te Reo Māori ki tōna taumata autaia tonu me te whakamahi i ngā pūkenga rehe ki ōna wāhi, ki ōna horopaki i tohua ai, hei whakapakari i tōna mōhio ki Te Reo Māori me tana whakaaronui ki te mana o Te Reo Māori hei tohu i te mana reo. Apply advanced intermediate-level Te Reo Māori and technical skills in selected places and contexts to develop a growing knowledge of, and respect for Te Reo Māori, as an expression of mana reo.
- Kawe i Te Reo Māori, ki tōna taumata autaia tonu, ki te whakatutuki i ētahi mahi me te ārahi i ētahi atu i ngā horopaki kua āta tohua, i ngā horopaki hoki e tauhou ana ki a ia, mā roto atu i ngā mātāpono hei tohu i te mana ao tūroa. Use advanced-intermediate level Te Reo Māori to achieve and lead tasks in specified contexts, and some unfamiliar settings as an expression of mana ao tūroa.

Employment pathways

Contribution to community and cultural roles may include the following: support roles in a range of Māori and non-Māori organisations, broadcasting, tourism, health sector, education, foreign embassies in New Zealand.

trainee/apprentice roles in the arts - singers, composers, writers, artists, actors.
trainees in museums.
dedicated and committed speakers of intermediate level Te Reo Māori in homes within whānau and communities.
support the use of Te Reo Māori amongst whānau and hapū in everyday settings.

Educational Pathways

NZ3047 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 5)
New Zealand Certificate in Te Reo Māori (Immersion) (Level 5)

NZ3045 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)
New Zealand Certificate in Te Reo Māori (Immersion, Bilingual) (Level 3)

On successful completion of the programme graduates will be able to:

- use Te Reo Māori vocabulary and grammatical structures at an intermediate level as an expression of mana tangata
- use Te Reo Māori at an intermediate level to show an understanding of their connections to the land and the environment, prominent places, people, histories and stories, as an expression of mana whenua
- use Te Reo Māori at an intermediate level in selected contexts to develop a growing knowledge base of, and an emerging respect for Te Reo Māori, as an expression of mana reo
- use Te Reo Māori at an intermediate level to achieve tasks and guide others in specified contexts as an expression of mana ao tūroa

Employment pathways

Contribution to community and cultural roles may include the following:
support in preparing the whare and/or marae for hui, support kaiwaiata, and support in the marae kitchen and dining room
dedicated and committed speakers of intermediate level Te Reo Māori in homes within whānau and communities
support the use of Te Reo Māori amongst whānau and hapū in everyday settings.

Educational Pathways

NZ3046 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 4)
New Zealand Certificate in Te Reo Māori (immersion, Bilingual) (Level 4)

NZ3044 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 2)
New Zealand Certificate in Te Reo Māori (Bilingual) (Level 2)

On successful completion of the programme graduates will be able to:

- Kawe i ngā kupu Māori, i ngā hanganga wete reo hoki ki tōna taumata ā-tumu mā roto atu i ngā mātāpono hei tohu i te mana tangata. Use Te Reo Māori vocabulary and grammatical structures at a foundation level as an expression of mana tangata.
- Kawe Te Reo Māori o te taumata ā-tumu mā te kōrero i ōna ake hononga ki te whenua, ki te taiao hoki, ki ngā wāhi me ngā tāngata rongonui o te rohe, hei whakaputanga i te mana whenua. Use foundation-level reo Māori to express connections to the land and the environment, prominent places and people of the area, as an expression of mana whenua.
- Kawe i ngā whakanakotanga o Te Reo Māori, ki tōna taumata ā-tumu, i roto i ētahi horopaki kua tohua, me te whakapakari i te whakaaronui ki te mana o Te Reo Māori. Apply technical knowledge of foundation-level reo Māori in selected contexts and develop an emerging respect for Te Reo Māori as an expression of mana reo.
- Kawe i Te Reo Māori ki tōna taumata ā-tumu, ki te whakatūtuki i ētahi mahi i ngā horopaki kua āta tohua mā roto atu i ngā mātāpono hei tohu i te mana ao tūroa. Use foundation level Te Reo Māori to achieve tasks in specified contexts as an expression of mana ao tūroa

Employment pathways

Contribution to community and cultural roles may include the following:
Administrative support in a range of Māori and non-Māori organisations, Radio station, Tourism, Health sector.
support roles in broadcasting, tourism, health sector, education, foreign embassies in New Zealand.

Educational Pathways

NZ3045 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)
New Zealand Certificate in Te Reo Māori (immersion, Bilingual) (Level 3)

Certificate in Samoan Language (Gagana Sāmoa)

Graduates of this training scheme will be able to:

- Apply their language skills in everyday social or professional settings to enable communication and cultural understanding.
- Participate and contribute confidently in a range of community and social contexts underpinned by Pasifika customs, protocols and practice.

Programme Regulations for our qualifications

NZ3049 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6)
New Zealand Certificate in Te Reo Māori (Immersion) (Level 6)

There are clear, relevant, and appropriate regulations that specify requirements for:

- admission
- credit recognition and transfer
- recognition of prior learning
- programme length and structure
- integration of practical and work-based components
- assessment procedures, including authenticity of learner work
- normal progression within the programme.

NZ3047 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 5)
New Zealand Certificate in Te Reo Māori (Immersion) (Level 5)

There are clear, relevant, and appropriate regulations that specify requirements for:

- admission
- credit recognition and transfer
- recognition of prior learning
- programme length and structure
- integration of practical and work-based components
- assessment procedures, including authenticity of learner work
- normal progression within the programme.

NZ3046 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 4)
New Zealand Certificate in Te Reo Māori (Bilingual) (Level 4)

- Te Pōkaitahi Reo (Reo Rua) (Kaupae 4) is a 19-week full-time equivalent programme of study requiring the successful completion of 60 compulsory course credits at level 4.

- The maximum period of time to complete the programme is two years. Any extension to this period would require a written application from the Dean of Faculty or delegate to the Faculty of Culture and Services Programme Group.

NZ3045 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)
New Zealand Certificate in Te Reo Māori (Immersion, Bilingual) (Level 3)

There are clear, relevant, and appropriate regulations that specify requirements for:

- admission
- credit recognition and transfer
- recognition of prior learning
- programme length and structure
- integration of practical and work-based components
- assessment procedures, including authenticity of learner work
- normal progression within the programme.

NZ3044 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 2)
New Zealand Certificate in Te Reo Māori (Bilingual) (Level 2)

- Te Pōkaitahi Reo (Reo Rua) (Kaupae 2) is a 19-week full-time equivalent programme of study requiring the successful completion of 60 compulsory course credits at level 2.
- The maximum period of time to complete the programme is 2 years. Any extension to this period would require a written application from the Dean of Faculty or delegate to the Faculty of Culture and Services Programme Group.

Certificate in Samoan Language (Gagana Sāmoa)

The Certificate in Samoan Language (Gagana Sāmoa) is a ten-week full time equivalent training scheme requiring the successful completion of 30 course credits.

For Government funding purposes, one credit is equal to ten notional learning hours and a full-time single year programme is equal to 10 credits (however, the credit system does allow for a range of programme structures).

Applications for entry to the training scheme are evaluated against the stated entry and selection criteria, published annually on the Ara website and in brochures.

The maximum period of time to complete the training scheme is 2 years. Any extension to this period would require a written application from the Dean of Faculty or delegate to the Faculty of Culture and Services Programme Group.

The training scheme comprises 30 compulsory credits with a minimum of 30 credits at Level 5.

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

The Certificate in Samoan Language will be awarded to all learners who successfully complete all the requirements laid down by the Faculty of Culture and Services and approved by the Academic Board.

Mahere Ako- Programme Structure

Programme Matrices for our programmes

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.

NZ3049 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6)
New Zealand Certificate in Te Reo Māori (Immersion) (Level 6)

Code	Course Title	Level	Credits	Course Factor
Compulsory Courses				
REO601	Mana Reo 6	6	15	0.1250
REO602	Mana Whenua 6	6	15	0.1250
REO603	Mana Atua 6	6	15	0.1250
REO604	Mana Tangata 6	6	15	0.1250
Elective	*Any approved* course at level 4 or above* *Note: Level 4 courses cannot give credit towards the degree.*		15	0.1250
Programme Totals			**60**	**0.5000**

NZ3047 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 5)
New Zealand Certificate in Te Reo Māori (Immersion) (Level 5)

Code	Course Title	Level	Credits	Course Factor
Compulsory Courses				
REO501	Mana Reo 5	5	15	0.1250
REO502	Mana Whenua 5	5	15	0.1250
REO503	Mana Atua 5	5	15	0.1250
REO504	Mana Tangata 5	5	15	0.1250
Programme Totals			**60**	**0.5000**

NZ3046 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 4)
New Zealand Certificate in Te Reo Māori (Bilingual) (Level 4)

Code	Course Title	Level	Credits	Course Factor
Compulsory Courses				
REO401	Mana Reo 4	4	15	0.1250
REO402	Mana Whenua 4	4	15	0.1250
REO403	Mana atua 4	4	15	0.1250
REO404	Mana Tangata 4	4	15	0.1250
Programme Totals			**60**	**0.5000**

NZ3045 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)
New Zealand Certificate in Te Reo Māori (Immersion, Bilingual) (Level 3)

Code	Course Title	Level	Credits	Course Factor

Compulsory Courses				
REO301	Mana Reo 3	2	15	0.1250
REO302	Mana Whenua 3	3	15	0.1250
REO303	Mana atua 3	3	15	0.1250
REO304	Mana Tangata 3	3	15	0.1250
Programme Totals			**60**	**0.5000**

NZ3044 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 2)
New Zealand Certificate in Te Reo Māori (Bilingual) (Level 2)

Code	Course Title	Level	Credits	Course Factor
Compulsory Courses				
REO201	Mana Reo 2	2	15	0.1250
REO202	Mana Whenua 2	2	15	0.1250
REO203	Mana Atua 2	2	15	0.1250
REO204	Mana Tangata 2	2	15	0.1250
Programme Totals			**60**	**0.5000**

Certificate in Samoan Language (Gagana Sāmoa)

Code	Course Title	Level	Credits	Course Factor
Compulsory Courses				
SAMO501	Samoan Language 1	5	15	0.1250
SAMO502	Samoan Language 2	5	15	0.1250
Programme Totals			**30**	**0.2500**

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 | Mobile: 027 273 6246

Student Life: Coordinator

Email: student.voice@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 Portfolio Manager or Student Advocate and/or the Student Life Team

Unacceptable Behaviour for Learners, or Visitors at Ara

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

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

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

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

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

Learner Behaviour in class / classroom maintenance

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

Dress Code

There is no written dress code, but you are expected to attend classes dressed in a way which is generally acceptable. However, you're expected to be "dressed for the occasion" when going on a site visit or undertaking a Cooperative Education Project. You may be prevented from going on site visits if 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.

Shows, Competitions and Exhibitions

For events, please check the Te Puna Wānaka Facebook site.

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
Faculty Staff	This team are your first port of call for issues impacting your ability to study	Tutor Programme Leader Portfolio Manager	
Student Reps	Student reps are invited to attend student rep meetings within your Faculty where they can raise issues on your behalf	Student Voice Posters of your student reps are displayed in your faculty	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 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 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 tutor for each course. If at any point your tutor or Programme Leader is concerned about your progress, they will let you know.

Academic Integrity

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

You are required to:

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

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

By enrolling at Te Pūkenga, ākonga 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.

Submitting Your Work

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

Assignment cover sheet templates will be made available for each course on Moodle. Assignments can be delivered to Reception at Te Puna Wānaka and will be forwarded to the relevant tutor.

If you have any questions, contact your Programme Leader.

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

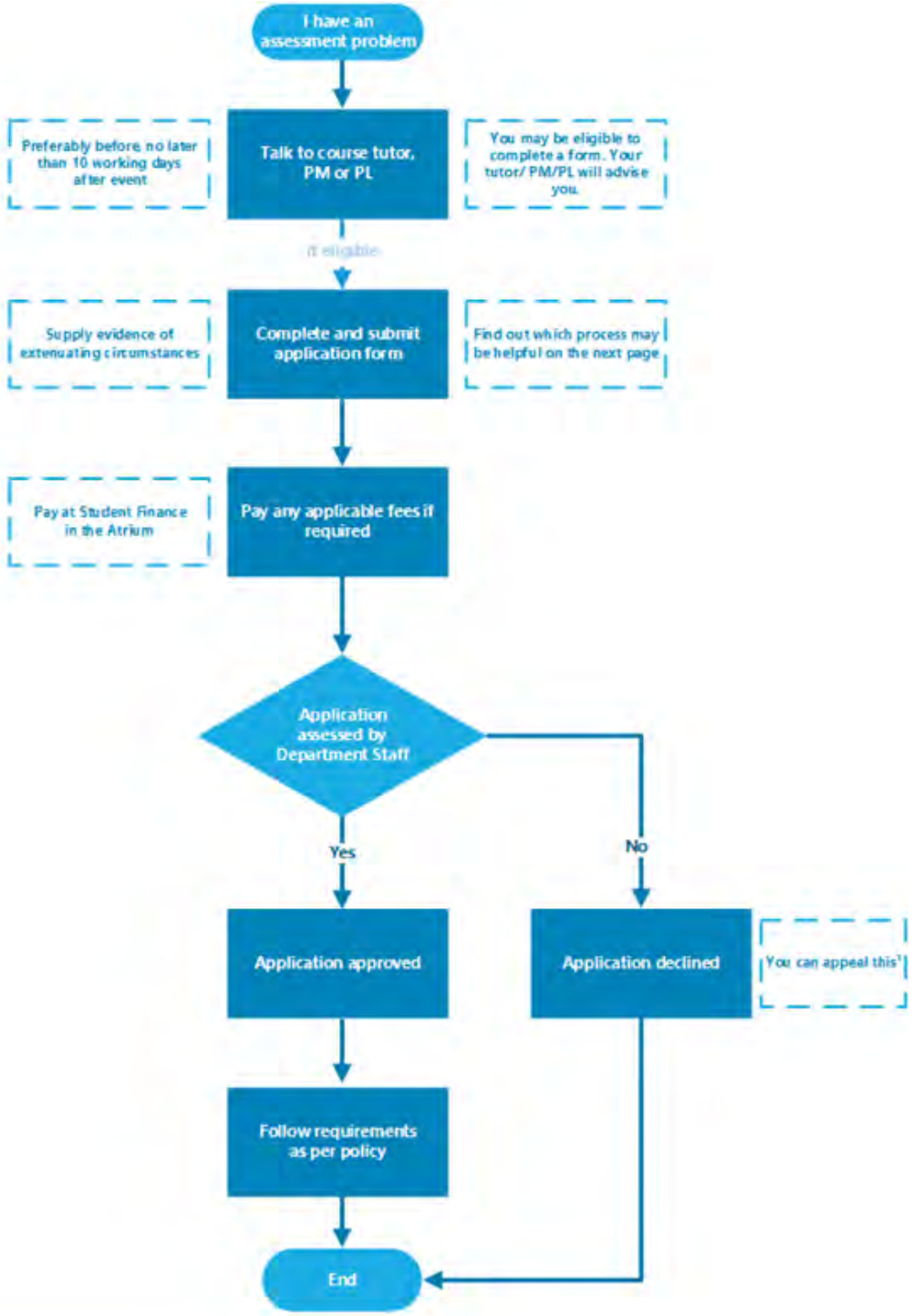
Other Grades

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

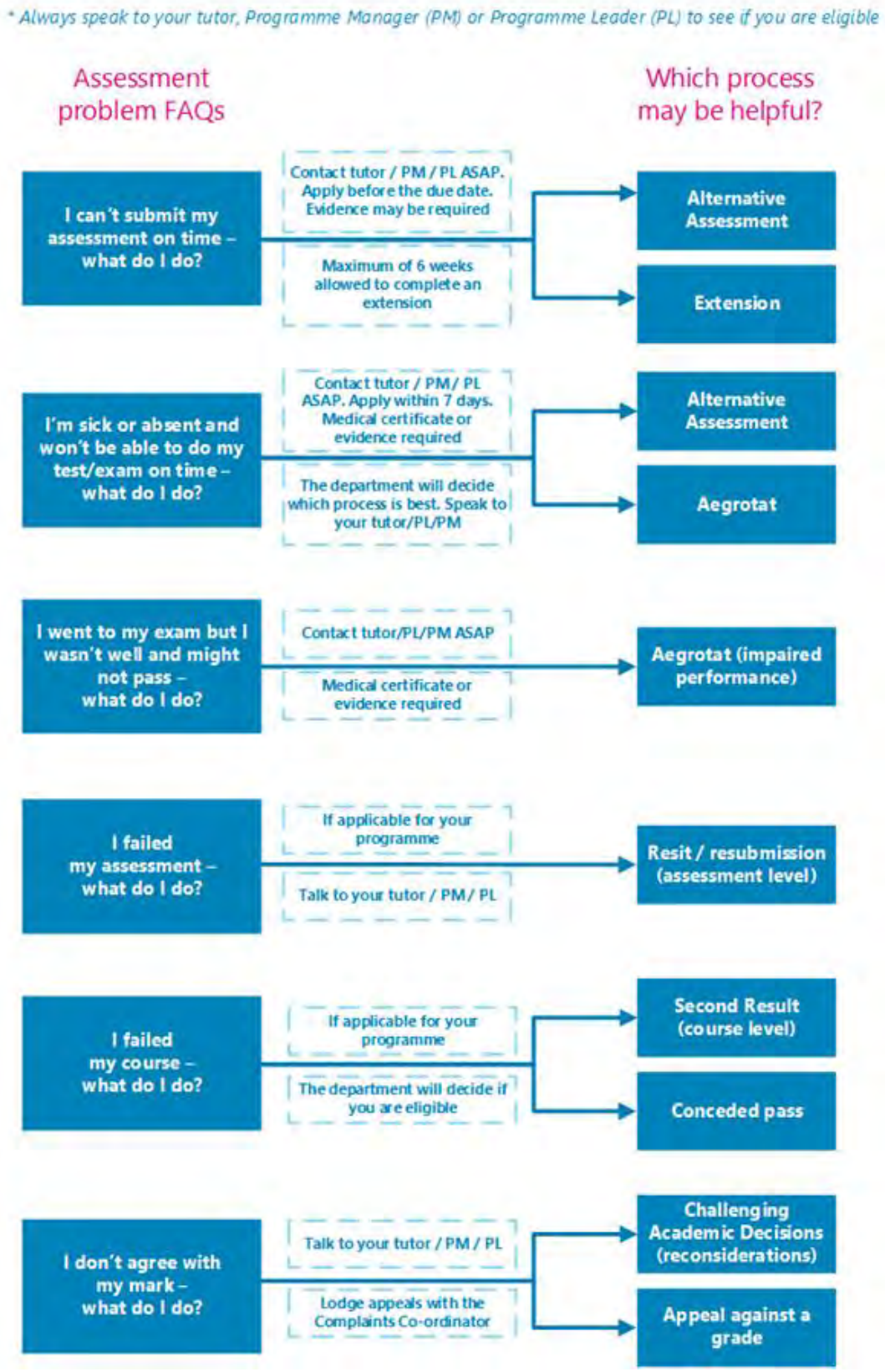
Course result	Grade	Description
Pass	Pass	Awarded pass and no appropriate grade can be awarded
Fail	Fail	Not passed and no appropriate grade can be awarded
Credit Transfer	CT	Course credit awarded by credit transfer
Cross Credit	CC	Course credit awarded by cross credit
Recognition of Prior Learning	P	Course credit awarded by Recognition of Prior Learning
Did not complete	DNC	Did not complete course requirements
Withdrawn	W	Formal withdrawal within the non-academic penalty period
Aegrotat	AEG	Awarded pass following consideration of impaired performance / aegrotat application. Where a grade is able to be determined AEG (Grade) will be recorded.
Restricted pass	RP	Where a course was narrowly failed (45-49%) and is compensated by overall good performance in the relevant subject. It cannot be used to meet pre-requisite requirements
Conceded Pass	CON	Where there is considerable evidence that marginal failure (45-49%) in one course is compensated by good overall performance. Only one conceded pass may be granted to a learner towards a particular qualification
Conditional Pass	CP	Where a course was narrowly failed (45-49%) and an agreed portion of work or assessment is to be completed.

Kā tikaka aromatawai - Assessment Regulations

Regulations Flowchart



Which form do I use?



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. One resit or resubmission per course is allowed on failed results. The maximum mark for passing a resit or resubmission is the minimum mark to pass the assessment.

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.

NB: *marks carried forward are not available for NZ3045, NZ3047 or NZ4049*

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

Challenging Academic Decisions (Reconsideration)

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.

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

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

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 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 Programme Leader/Portfolio Manager.

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

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

- internal and external moderation
- programme review

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

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

Receiving Your Qualification

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

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

Graduation

We hold several graduation ceremonies.

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

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

For all information on graduation, including dates, please see Graduation

Kā ture me kā tikaka - Policies & Procedures

Academic Policies

All policies are accessible on the Ara website 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 Portfolio Manager or his/her delegate, who will explain the circumstances, discuss the consequences, and give you the opportunity to present your view of events leading up to the meeting. Depending on the outcome of the meeting, a Formal Academic Contract may be entered into.

Formal Academic Contract

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

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

For more information about Academic Support and Progression, see Academic Support and Progression - scroll down and find **3.3 Formal Academic Contract**.

Academic Misconduct

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

Plagiarism

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

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 Portfolio Manager 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 Portfolio Manager/Dean of Faculty. 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 Dean of Faculty 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 Portfolio Manager 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

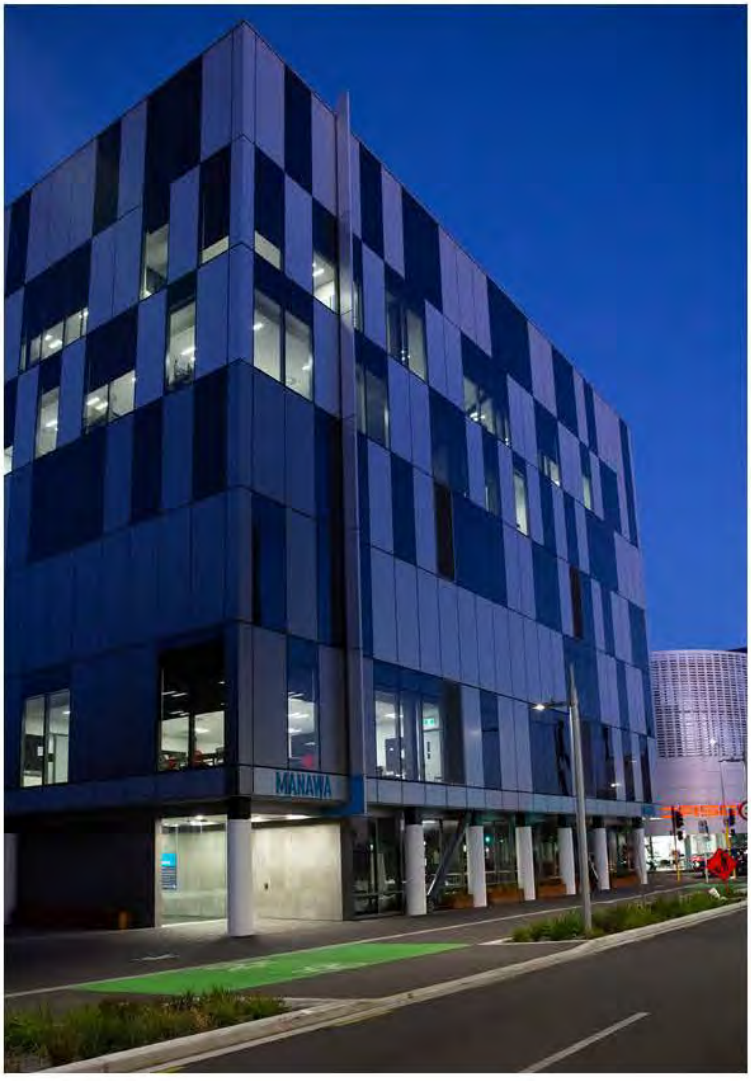
Copyright legislation exists to protect copyright owners from unauthorised copying of their work (literary, dramatic, musical and artistic), and provides them with exclusive rights to how their work is used.

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

Faculty related Health and Safety

Please refer to the 2026-learner-information-handbook.pdf for general Health and Safety information and evacuation details. In an emergency advise a staff member, and if no one is available phone 111.

Disclaimer:

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