Ara
Institute of Canterbury
Ara rau, taumata rau

2027

Programme Handbook

CH3700 Graduate Diploma in Laboratory Technology (Level 7)

Rāraki Upoko – Contents

Nau mai ki Ara - Welcome to Ara **3**

Tō Rangi Tuatahi - Your First Day **5**

Kōrero Nui - Important Information **7**

Evidence of vaccination/immunity 7

Student Information Handbook 7

Health and Safety 8

Attendance 8

Non-Engagement 8

Drugs and Alcohol 9

Artificial Intelligence (AI) Tools 9

Kā Raki whakahirahira - Important Dates **10**

Kā whakapātaka - Contact Details **11**

Taipitopito akoraka - Programme Details **13**

Mahere Ako - Programme Structure **15**

Kā tika me kā kaweka o te tauira - Ākonga/student Responsibilities and Rights16

Kā Taunakitaka Mōu – Support for You **16**

Kā Aromatawai - Assessments **17**

Assessment Information 17

Academic Integrity 18

Submitting Your Work 18

The Grade Scale 20

Kā tikaka aromatawai - Assessment Regulations **22**

Extensions 22

Late Submissions 22

Resits or resubmission of assessment tasks 22

Second Results (course level) 23

Assessment in Te Reo Māori 23

Marks Carried Forward 23

Supported Assessment 23

Recognising Prior Knowledge and Skills 23

Alternative Arrangements 24

Reconsideration of Assessment Decisions 24

Reconsideration of a Course Final Grade 24
Appeal of Reconsideration Decision 25
Conceded Pass 25
Kā putaka me te Whakapōtaetaka - Results & Graduation 26
Accessing Your Results 26
Academic Transcripts 26
Access to marked assessments 26
Receiving Your Qualification 27
Graduation 27
Kā ture me kā tikaka - Policies & Procedures 28
Academic Policies 28
Academic Support and Progression 28
Formal Academic Contract 28
Academic Misconduct 29
Plagiarism 29
Use of Artificial Intelligence (AI) Tools 29
Cheating 29
Dishonest Academic Practice 30
Educative Processes 30
Penalties 30
Ākonga/student Behaviour Management 30
Probation 31
Exclusion 31
Suspension 31
Cancellation of Enrolment 32
Refusal of Future Enrolment 32
Copyright and Ara Ākonga/students 32
Kā tū Whare - Facilities 35
Faculty related Health & Safety 35
Appendix A 36
Vaccination/Immunity 36

Nau mai ki Ara - Welcome to Ara

Welcome to the Faculty of Health, Science and Sustainability and your enrolment as an ākonga/student studying for a Graduate Diploma in Laboratory Technology. We look forward to working with you to help you reach your goals and assist you in gaining higher qualifications through your study at Ara.

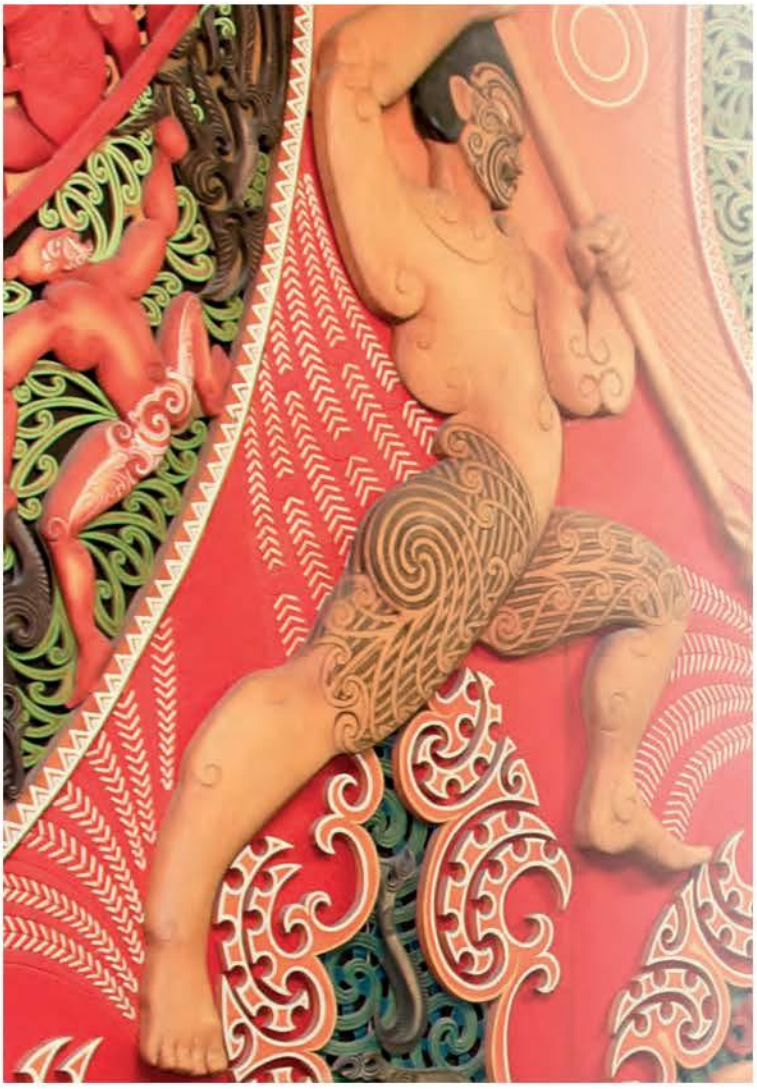
This programme information document is your essential guide for your study, so please read it carefully and keep it handy for future reference.

Your lecturers, Kaiako/tutors and support kaimahi/staff are approachable, friendly and committed to creating a positive, inclusive and inspiring learning environment. Please do not hesitate to ask questions or request help – we are here to support you.

Ngā manaakitanga

Dr Michael Shone
Dean of Faculty
Health, Science and Sustainability | Te Waka Toiora
2027

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.

Enrolment Information

Study Information (February start)

CH3700 – Graduate Diploma in Laboratory Technology.

Level: 7, Duration: 1 Year, Total Credits: 120

Enrolment period: 15 February – 26 November 2027

Programme orientation

Monday 15 February 2027

9.45am

Kaimahi/staff will meet you at the Red Desk in the main foyer of the Rakaia Centre

Returning ākonga/students

Please check your timetable for your class details.

Programme Orientation

Orientation is compulsory for all ākonga/students. **International ākonga/students also need to attend an additional orientation**. You will meet kaimahi/staff and receive important information relevant to your studies, including logging into the Ara network.

Please feel free to contact us, if you have any queries related to the programme prior to this first session.

What we'll cover

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

Bring note taking items – pens and highlighters, a laptop/device.

Ara Whakatau, your official welcome

You are warmly invited to attend the official welcome to Ara for all ākonga/students, kaimahi/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).

See Whakatau ~ Welcome for more details.

Logins

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

MyAra

With MyAra you can access everything you need in one place and with notifications to keep you updated. 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). When you first log in to MyAra, it will prompt you to change your password. After that, it will ask you to enter more information such as your mobile phone number, personal email address or security questions. This information will be used to reset your password if you forget it.

Key information can be found on the MyAra app and website MyAra, including:

- Ākonga/student email
- Your timetable, calendar, and attendance
- Your ākonga/student portal
- Moodle (from 14 days prior to your course beginning and you cannot login to Moodle until you have changed your password)

Bring Your Own Device (BYOD)

We strongly encourage ākonga/students bring a personal Wi-Fi capable device to connect to our network. Devices should be able to connect to the internet, run Office 365, support Teams and have a keyboard.

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 is required at City campus. Learn more about parking and biking or find out about bus services here.

If you do not intend to study with us in 2027, let us know as soon as possible so you can be withdrawn and avoid any impact on future study.

Contact Us

To contact the Admissions and Enrolments kaimahi/staff, visit 'Admissions and Enrolments' on campus:
Monday – Friday, 8am – 4.30pm
0800 24 24 76 | info@ara.ac.nz

Kōrero Nui - Important Information

Evidence of vaccination/immunity

To be considered for a Work-Integrated Learning (WIL) placement (GDLT704) in a **medical laboratory**, ākonga/students must provide, at their own expense, evidence of immunity or vaccination against specific infectious diseases.

Please note: Supplying the required documentation and completing the health screening process does **not** guarantee a placement in a medical laboratory.

See **Appendix A** for more 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'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
- Health and safety information related to your study
- Any after-hours access arrangements

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

Student Information Handbook

We recommend that you read your Programme handbook in conjunction with the Student Information Handbook on MyAra.

Health and Safety

Please refer to the Student Information Handbook for general Health and Safety information and evacuation details. In an emergency advise a kaimahi/staff member, and if no one is available phone 111.

For more detail about your Faculty's requirements and afterhours arrangements please read the **Kā tū whare – Facilities** section of this handbook

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 ākonga/student 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 programme leader by emailing: grant.bennett@ara.ac.nz

Non-Engagement

Ara has processes to deal with ākonga/students 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 ākonga/students 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 ākonga/students:

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 Kaiako/tutor .

Drugs and Alcohol

In line with the expectations of many workplaces, Ara has procedures to ensure the health and safety of all ākonga/students, kaimahi/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	**15 February – 9 April**
Whakatau	See Whakatau ~ Welcome for more details.
Good Friday - Ara Closed	Friday 26 March
Easter Monday - Ara Closed	Monday 29 March
Easter Tuesday - Ara Closed	Tuesday 30 March
TERM 2	**26 April – 25 June**
Anzac Day Observed – Ara Closed	Monday 26 April
King's Birthday – Ara Closed	Monday 7 June
Matariki – Ara Closed	Friday 25 June

SEMESTER TWO	DATES
TERM 3	**19 July – 24 September**
TERM 4	**11 October – 26 November**
Labour Day – Ara Closed	Monday 25 October
Canterbury Anniversary Day – Ara Closed	Friday 12 November

Kā whakapātaka - Contact Details

Key Kaimahi/staff

TBC

Portfolio Manager

Grant Bennett

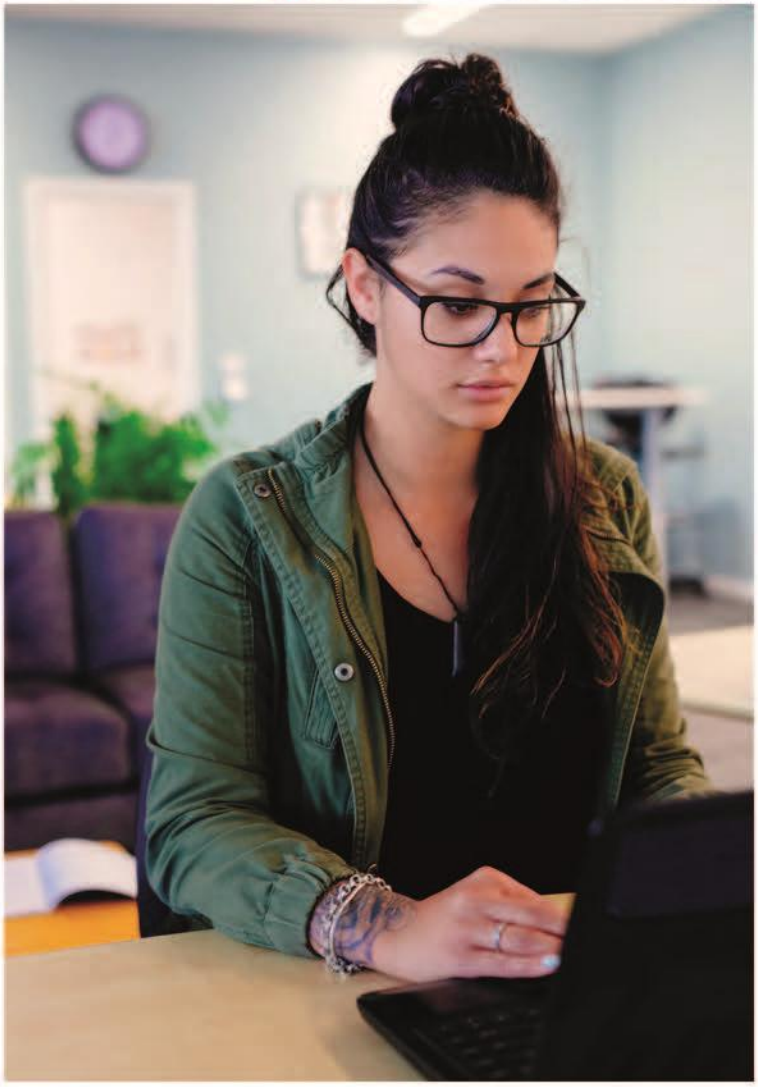
Senior Academic Staff Member

03 940 8690
Room: S572
Grant.Bennett@ara.ac.nz

Teaching Kaimahi/staff

Name/	Room	Phone	Email
David Hawke	S561	(03) 940 8327	David.Hawke@ara.ac.nz
Clare Hutchinson	S464A	(03) 940 8317	Clare.Hutchinson@ara.ac.nz
Martin Downing	S354	(03) 940 8354	Martin.Downing@ara.ac.nz
Mary Fitzpatrick	S464A	(03) 940 8572	Mary.Fitzpatrick@ara.ac.nz
Jasper Obico	S572B	(03) 940 8688	Jasper.Obico@ara.ac.nz

Tō Akoako
Your study



Taipitopito akoraka - Programme Details

Programme Aim

The programme will enable ākonga/students to upskill and build on existing capability in laboratory technical skills and knowledge and enhance employability as laboratory technicians in a wide range of industries. It is targeted at people who have a strong interest in laboratory science, and who wish to work in the life sciences, chemistry, earth sciences, environmental science and associated industries.

Graduate Profile

Graduates of this programme will be able to:

- Apply broad and specialist discipline specific knowledge and skills to a laboratory workplace.
- Communicate and collaborate effectively in a range of vocational, educational and cultural settings in order to establish and maintain effective and ethical workplace and client relationships.
- Comply with the laboratory environment and documentation to meet international quality standards and legislative requirements.
- Think critically and systematically when undertaking routine and analytical laboratory work.

Programme Regulations

The Graduate Diploma in Laboratory Technology is a one-year full-time equivalent programme of study requiring the successful completion of 120 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 120 credits (however, the credit system does allow for a range of programme structures).

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 three years. Extension of this period requires a written application from the Dean.

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

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.

Progression through the courses is dependent on meeting the prerequisites for each course.

Ākonga/students who pass at least half of their courses in a semester may progress to the following semester's programme provided the relevant pre-requisites have been achieved.

Ākonga/students who pass less than half of their courses in a semester will not be eligible to continue in that programme without academic approval. Ākonga/students who gain approval to continue will be advised of the courses they must pass before further study in the same programme is permitted.

Unsatisfactory progress may result in any of the following:

- ākonga/student being placed on an academic contract
- conditions being applied to future enrolment
- future enrolment being refused
- cancellation of current enrolment

The Graduate Diploma in Laboratory Technology will be awarded to all ākonga/students who successfully complete all the requirements laid down by the Academic Board.

The programme consists of 260 hours of work integrated learning and is negotiated by Ara with the employer and ākonga/student.

Mahere Ako - Programme Structure

Programme 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.

Code	Course Title	Level	Credits	Course Factor
Compulsory				
GDLT500	Practical Skills in the Laboratory	5	15	0.1250
GDLT700	Laboratory Management Systems	7	15	0.1250
NSCI6105	Advanced Biochemistry for Applied Science	6	15	0.1250
GDLT701	Instrumental Analysis	7	15	0.1250
GDLT702	Applied Microbiology	7	15	0.1250
GDLT703	Laboratory Science and Community	7	15	0.1250
GDLT704	Work Integrated Learning	7	30	0.2500
Total			**120**	**1.0000**

Our Access to Your Work

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

Kā tika me kā kaweka o te tauira - Ākonga/student Responsibilities and Rights

Ākonga/student 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 ākonga/students 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.

These can be viewed in the Student Information Handbook.

Kā Taunakitaka Mōu – Support for You

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 ākonga/students' wellbeing and safety.

For more detailed information on the code, please refer to the Student Information Handbook.

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 Kaiako/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 Kaiako/tutor or 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 Kaiako/tutor for each course. If at any point your Kaiako/tutor or Programme Leader is concerned about your progress, they will let you know.

Academic Integrity

Ara requires ākonga to be honest and act with integrity in their learning and assessments. All ākonga are required to:

- present their own original work for assessment
- acknowledge contributions from other sources by using correct APA referencing format; this includes direct copying, paraphrasing, summarising, and the rearranging of, another person's words or idea/s
- not cheat in tests or examinations
- ensure they follow all instructions and the correct procedures
- not collude on assessments with other ākonga
- 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 their own (this includes purchased and AI-generated 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.

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 Kaiako/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 Programme Leader.

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

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 an ākonga/student 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

You must attempt and submit all summative assessment items within the timeframe or by due date indicated in the course outline **unless an extension has been granted.**

Extensions

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

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

Late Submissions

Other than approved extensions, late submissions will have 10% deducted for each day (or part thereof) of lateness up to a maximum of five days after it was due. If an assessment is submitted more than five days after it was due, it will not be marked unless special circumstances are approved by the Portfolio Manager.

Unless approved, we will not accept the assessment and a Not Passed (NP) or equivalent failing grade will be assigned.

Resits or resubmission of assessment tasks

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

In this programme one resit/resubmission of that assessment. Two resits or resubmissions are available across the compulsory courses with a maximum of one resit or resubmission per course. One resit or resubmission is available across the elective courses.

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 at a recognised educational institution, or work/life experience, may be relevant to the qualification you are studying, you could apply for recognition of your prior knowledge and skills.

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

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

Alternative Arrangements

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

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

Aegrotat

Aegrotats are not available on this programme.

For information about these regulations, see Aegrotat Pass Regulations

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.**

Unfair, or a reconsideration is not available, you may appeal against the final grade awarded.

Kā putaka me te Whakapōtaetaka - Results & Graduation

Accessing Your Results

Results of assessments will be returned to you within ten (10) 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 MyAra app.

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

Note: Kaimahi/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 kaimahi/staff time to complete the marking. At the end of semester kaimahi/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 your written work submitted for assessment.

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

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

Please note that in order to meet internal and external academic quality assurance requirements, ākonga/student 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 Operations 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 Kaiako/tutor(s). You are also responsible for making sure your 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 an ākonga/student, 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 kaimahi/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 Dean 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 an ākonga/student in a current course is still considered by Kaiako/tutors to not be satisfactory you will be invited to a meeting and advised in writing by the Dean 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 an ākonga/student, 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 an ākonga/student, in understanding the expected standards and skills needed to succeed and may include:

- a facilitated discussion with an appropriate kaimahi/staff member
- a formal contract with Learning Services or other appropriate kaimahi/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.

Ākonga/student Behaviour Management

If you are identified as an ākonga/student who displays unacceptable behaviour, the faculty 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 an ākonga/student, is unacceptable and of concern to kaimahi/staff or other ākonga/students, you will be advised of this in writing by the Portfolio Manager. This written warning is known as “probation”.

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

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

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

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

For more information about probation, see Probation - scroll down and find **3.4 Probation.**

Exclusion

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

Suspension

Suspension is a short-term exclusion and is the formal process by which you, as an ākonga/student, 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 an ākonga/student 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 Chief Executive 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 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 Chief Executive or 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 Dean must forward a recommendation to the Chief Executive or nominee 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 Ākonga/students

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 ākonga/student, and/or Ara. Infringement by you, as an ākonga/student, 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 & Safety

Please refer to the Student Information Handbook for general Health and Safety information and evacuation details. In an emergency advise a kaimahi/staff member, and if no one is available phone 111.

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

Appendix A

Vaccination/Immunity

Faculty of Health, Science and Sustainability
Requirements for students seeking a Medical Lab WIL Placement

Health Screening Requirements for GDILT Students Seeking Placement in a Medical Laboratory
To be considered for a Work-Integrated Learning (WIL) placement in a medical laboratory in Aotearoa New Zealand, GDILT students must provide, at their own expense, evidence of immunity or vaccination against specific infectious diseases. These requirements align with those set by Health New Zealand | Te Whatu Ora and other medical laboratory providers to ensure the safety of patients, staff, and students.

Please note: Supplying the required documentation and completing the health screening process does **not** guarantee placement in a medical laboratory. Placement decisions are made by host organisations and are dependent on their capacity, risk assessment, and placement availability.

Steps to provide evidence of immunity or vaccinations:

1. Review the Student Immunity/Vaccination Requirements listed below, including the relevant documentary evidence needed.
2. Contact your health provider (e.g., practice nurse or GP) to obtain the required documentation. It is recommended this is done before arrival in Aotearoa New Zealand to avoid expense.
3. Vaccinations and serology testing can be arranged through the Ara Health Centre.

Disease	Evidence of immunity required is;
Measles, Mumps, Rubella (MMR)	Documented administration of **two doses** of the MMR vaccine **or** Serology showing evidence of immunity to Measles, Mumps and Rubella due to receiving the vaccine in the past. You will only be required to show this evidence or undergo the serology testing if you are selected for placement in a medical lab. If you have not received 2 doses of the MMR vaccine and wish to be considered for a medical lab placement, you will need to receive **two doses** of the MMR vaccine, **four weeks apart**. Both doses must be completed by the end of week 5, Semester 1 of the GDILT in order to be considered for a medical lab placement in Semester 2. **NB:** Adults born in New Zealand before 1969 are considered immune to measles, mumps, and rubella. They do not require any other evidence of immunity. If this applies to you, please advise your programme leader.
Varicella (Chicken Pox)	Documented administration of **two doses** of the Varicella vaccine, **or** Serology showing evidence of immunity to Varicella or confirmation of a previous infection **or** Documented diagnosis or confirmation of a history of Herpes Zoster by a health professional If you do not have **one** of these pieces of evidence, you will need to receive **two doses** of the varicella vaccine, **six weeks apart**. Both doses must be completed by the end of week 5, Semester 1 of the GDILT in order to be considered for a medical lab placement in Semester 2.
Diphtheria, Tetanus, Pertussis (Whooping cough)	Documented administration of **one adult dose** of Diphtheria/Tetanus/Pertussis vaccine required within the last 10 years. If you do not have this evidence, you be required to receive one does of the DTAP(Boostrix) vaccine **only if** you are selected for a medical lab placement.

Hepatitis B	Documented administration of 3 doses of Hepatitis B **and** Confirmed Serology checks for HB antibodies **and/or** If the last vaccine dose was more than 5 years ago, a booster is required **4 weeks prior** to serology testing. If you have not previously received the Hepatitis B vaccine, you will need to complete **three** doses, spaced **one month apart**, by the end of week 5, Semester 1 of the GDILT to be considered for a medical lab placement in Semester 2. If/once you have evidence of vaccination **then** serology testing will be required **only if** you are selected for a medical lab placement. **NB:** Protection as soon as possible is important to reduce occupational risk. Completing the three doses at one-month intervals leads to an equivalent seroconversion rate (≥10 IU/L) as the standard schedule.
Tuberculosis	Documented Mantoux or QuantiFERON-TB Gold test results to identify if further treatment is required. NB: Only required if a student has lived or travelled to a TB High Incidence country within the last five years. If this applies to you, you will need to undertake this blood test in New Zealand and **only if** you are selected for a medical lab placement.
COVID-19	Documented evidence of **three** covid-19 vaccinations (two primary and a booster)

Reference: The Immunisation Advisory Centre (Fact Sheet: July 2020) - Occupational related immunisation

In accordance with generally accepted standards of practice for health professionals in New Zealand, no learners will be permitted access to Te Whatu Ora facilities and/or partnering health organisations, where there is a known risk that a learner's health may be affected by these infectious diseases. Ara is required to know the immune/vaccination status of each learner prior to their being provided access to healthcare facilities.

Please note that any information provided will be kept confidential. In the event of an outbreak of an infectious disease Ara will disclose to placement providers the above health information if required. Ara will not otherwise pass the information collected for application and enrolment purposes to any third party.

Transport Requirements for GDILT Students Seeking Placement in a Medical Laboratory

If you are hoping to undertake your Work Integrated Learning (WIL) placement in a medical laboratory, please be aware that one of the two medical laboratories in Christchurch is **not** easily accessible by public transport.

Students placed at this location will be responsible for arranging their own transport to and from the site. If you do not have access to a private vehicle or reliable alternative transport, this may affect your eligibility for placement in a medical laboratory.

Please note: Access to appropriate transportation **does not guarantee** that you will be placed in a medical laboratory. Placement decisions are made by host organisations and depend on their capacity, risk assessment, and placement availability.

For any questions relating to health screening please contact FacultyHealthSciSust@ara.ac.nz

Disclaimer:

All care and attention have 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 8 October 2026.

Want to find out more?

For details and information about making the most of your study at Ara, visit **www.myara.ac.nz** or get the **downloadable app.**

Get in touch of you have any questions: **0800 24 24 76 | info@ara.ac.nz**