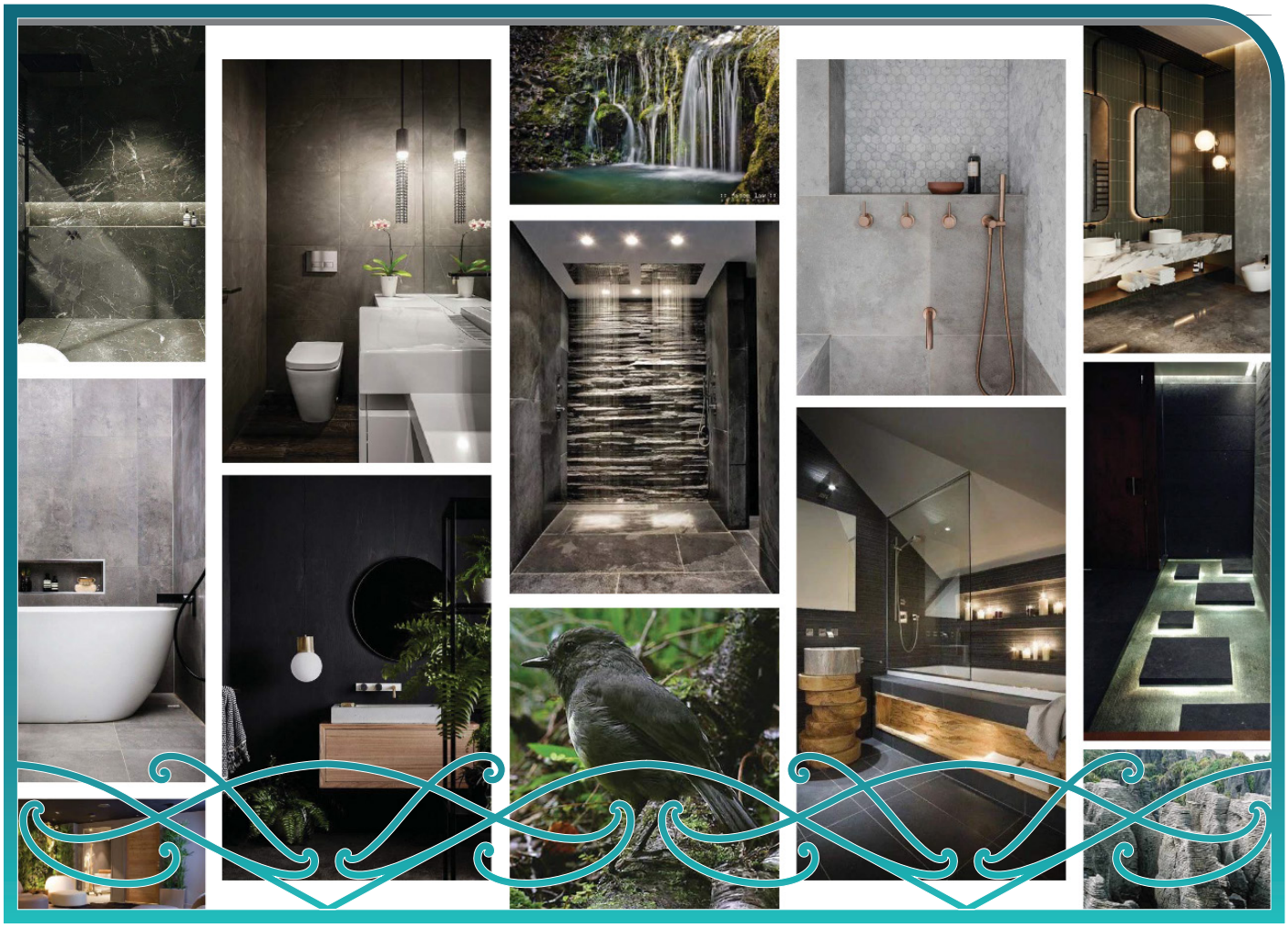
Ara
Institute of Canterbury
Ara rau, taumata rau

2027

Programme Handbook

NZ3665 NZ Diploma in Interior Design (Residential) (Level 5)



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Nau mai ki Ara - Welcome to Ara

Congratulations on your decision to study the New Zealand Diploma in Interior Design (Res) in the Faculty of Applied Technology at Ara. This programme is well recognised and respected by industry, and the skills and knowledge you will gain are in constant demand.

Our highly qualified staff are here to support you in your studies. Please make themost of their expertise.

Success in this programme requires commitment to meet the course objectives and good time management skills to ensure you allow sufficient time for assignments and project work. By attending and positively contributing to your classes you will find that you will produce your best work and enjoy your studies more.

If you find yourself unsure of anything, or you are having problems with your studies, or any other issues, talk to a lecturer, your year leader, or the programme leader as soon as possible. It is always best to deal with any issues early so that they can be quickly resolved, and you can get back on track with your studies.

We are focused here at Ara to ensure you have a positive experience and help you achieve your academic goals.

I wish you every success while studying at Ara and that you have fun and enjoyment along the way.

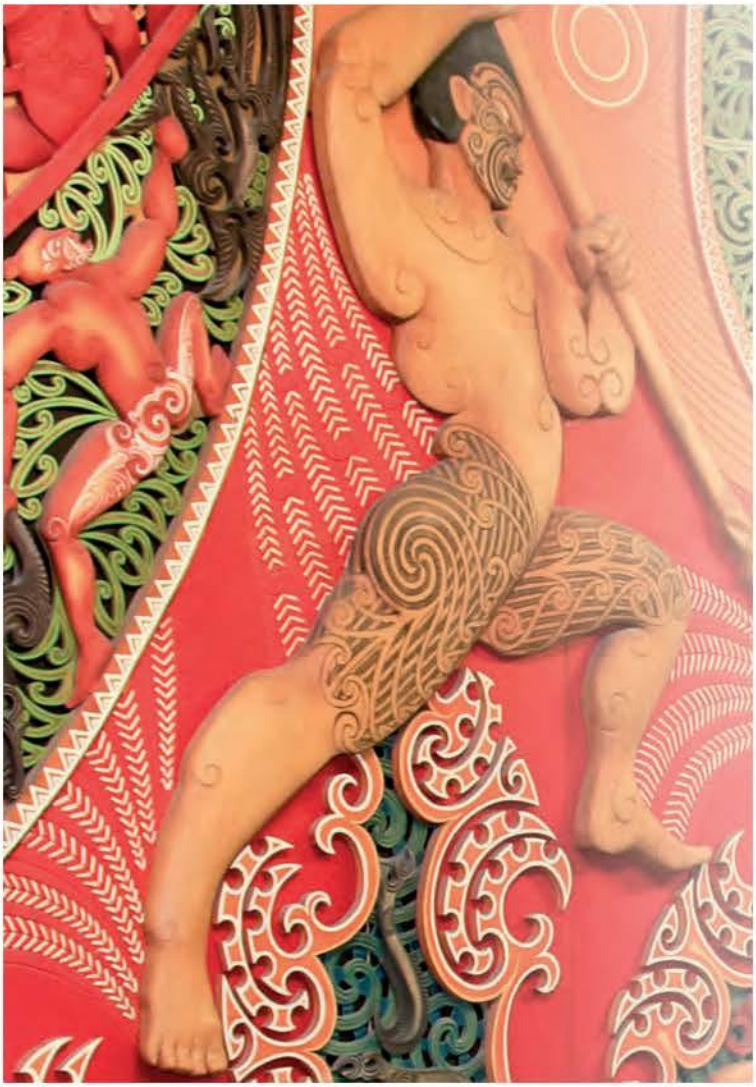
Mā te kimi ka kite. Mā te kite ka mōhio. Mā te mōhio ka mārama

Seek and discover. Discover and know. Know and become enlightened.

Vanessa Gooch
Portfolio Manager – Built Environment
Faculty of Applied Technology

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 if you start in S1/Full year (February start)

CH3665 NZ Diploma in Interior Design (Residential)

Level: 5, Duration: 1 year

Credits: 120

Enrolment period: 22 February 2027 – 19 November 2027

Programme orientation

19 February 2027

9am

Kahukura Foyer (K Block)

Programme Orientation

Orientation is compulsory for all learners. **International learners also need to attend an additional orientation**. You will meet 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
- Course details
- Campus familiarisation
- Policies and procedures
- ICT access
- Programme handbook and timetable

Bring note taking items – pens, highlighter,

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).

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 login 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:

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

Equipment requirements

For equipment requirements see Appendix 1.

Timetable information

All timetables are available on MyAra.

How to find your way around

Campus maps can be found here. https://www.ara.ac.nz/student-services/transport/

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

Korero Nui Important Information

Programme Information Handbook

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 learner (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 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 and let them know.

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 and you must repay the amount, as it is considered a debt

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 Policies.

Kā Raki whakahirahira - Important Dates

SEMESTER ONE	DATES
TERM 1	**22 February – 9 April**
Whakatau	Wednesday 4 March
Good Friday	Friday 26 March
Easter Monday	Monday 29 March
Easter Tuesday	Tuesday 30 March
Term Break	12 April – 23 April
TERM 2	**27 April – 24 June**
Anzac Day	Monday observed 26 April
King's Birthday	Monday 7 June
Matariki	Friday 25 June
MID YEAR BREAK	**24 June – 16 July**

SEMESTER TWO	DATES
TERM 3	**19 July – 24 September**
Term Break	27 September – 8 October
TERM 4	**11 October – 19 November**
South Canterbury Anniversary	Monday 27 September
Labour Day	Monday 25 October
Canterbury Anniversary	Friday 12 November

Kā whakapātaka - Contact Details

Key Staff – Located in K202

Vanessa Gooch
Portfolio Manager
Built Environment
Vanessa.Gooch@ara.ac.nz



Lucy Moore
Programme Leader
027 333 3764
Lucy.Moore@ara.ac.nz



Kirsty Robertson
Faculty Operations Manager
940 6050
Kirsty.Robertson@ara.ac.nz



Simon Robinson
Lead Technician
940 6078
Room: K320
Simon.Robinson@ara.ac.nz

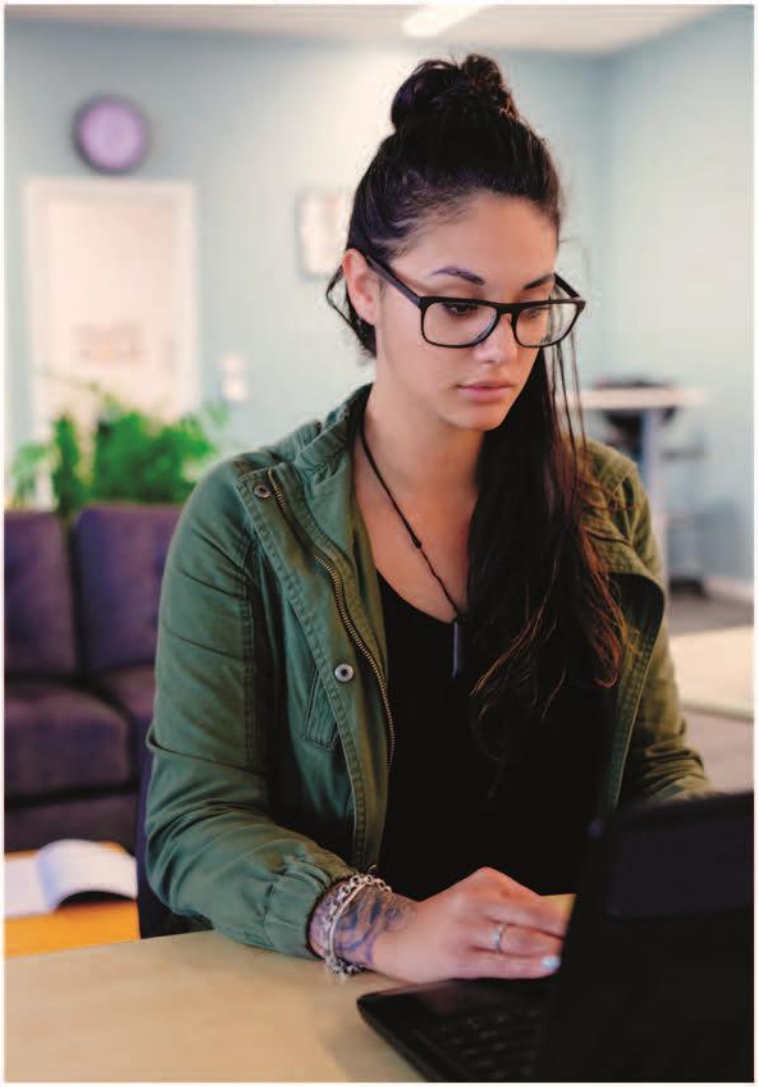


Teaching Staff – All located in K202

Name / Teaching area	Email
Lucy Moore Design Studio 1 & 2 (INTR501, INTR502), Materials and Finishes (INTR505) Professional Practice (INTR506)	Lucy.Moore@ara.ac.nz
Diana Renwick Communication 1 – Manual/Freehand (INTR507) Communication 2 – Digital (INTR508)	Diana.Renwick@ara.ac.nz
Brad McFarlane Communication 2 - CAD (INTR507) Communication 2 - CAD (INTR508)	Brad.McFarlane@ara.ac.nz
Sarah Eaton Design Studio 1 & 2 (INTR501, INTR502) Design History (INTR503) Communication 2 – Digital (INTR508)	Sarah.Eaton@ara.ac.nz

Tō Akoako
Your study









Taipitopito akoraka - Programme Details

Programme Aim

This programme aims to prepare learners for:

This qualification is designed to provide the interior design industry with qualified people who have the knowledge and skills required to analyse and conceptualise design and implement solutions for **residential** spaces. This qualification is for people wanting a career as a professional residential interior designer, and for those already working in the interior design industry to further their knowledge and skills.

Graduate Profile

Graduates of this qualification will be able to:

- Utilise construction theory to inform and ensure interior material specifications comply with the regulatory environment
- Apply knowledge of design principles, design history, products and materials in residential interior design to fulfil a client brief
- Communicate solutions for residential interior design projects effectively.
- Investigate and evaluate information to conceptualise, develop, plan and coordinate residential interior design solutions
- Coordinate aspects of residential interior design processes
- Employ appropriate business practices and procedures within residential interior design contexts

Programme Regulations

The New Zealand Diploma in Interior Design (Residential) (Level 5) is a one year full-time equivalent programme of study requiring the successful completion of 120 course credits.

Maximum completion time: four years. Any extension to this period would require a written application to the Portfolio Manager or delegate to the Faculty of Applied Technology Group.

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.

New Zealand Diploma in Interior Design (Residential) (L5)

Code	Course Title	Level	Credits	Pre-Reqs	Co-Reqs	EFTS
INTR501	Design Studio 1	5	15		INTR507	0.1250
INTR502	Design Studio 2	5	15	INTR501	INTR508	0.1250
INTR503	Design History and Theory	5	15			0.1250
INTR504	Interior Design Technology	5	15			0.1250
INTR505	Interior Design Materials and Finishes	5	15			0.1250
INTR506	Professional Practice	5	15			0.1250
INTR507	Interior Design Communication 1	5	15		INTR501	0.1250
INTR508	Interior Design Communication 2	5	15	INTR507	INTR502	0.1250
Programme Totals			**120**			**1.0000**

Work Experience

Twenty (20) hours of work experience is a mandatory part of the Professional Practice 1 and 2. You are encouraged to arrange your own work experience within a company of interest to you. This will be screened by Ara staff as suitable and appropriate to your studies.

If learners are unable to investigate or select a suitable employer, staff at the faculty will assist. Work experience helps you to contextualise learning in a real-world environment.

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. For more information on Copyright compliance, see https://www.ara.ac.nz/siteassets/documents---home/about-us/policies/general-academic-policies/app302-copyright-.pdf

Shows, Competitions and Exhibitions

The table below lists the main event you will participate in at the end of your studies. For more information and accurate dates, contact your Lecturer. Competitions and shows will be advertised by your Lecturer as they arise.

November	**Visualise (Interior Design learner exhibition)**

Prizes and Awards

Awards are given out at the exhibition. Some awards are sponsored by professional industry partners within the Interior Design field.

Faculty LinkedIn

https://www.linkedin.com/groups/7057931/

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.

These can be viewed in the Student Information Handbook.

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, please refer to the Student Information Handbook on MyAra.

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 handbook
- The time frame for getting your marked assessments back from Lecturers, if they are different from those stated in this handbook
- The penalties for handing assessments in late, if they are different from those stated in this handbook. These may be different for each course

If you do not receive this information, talk to the course Lecturer 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 Lecturer for each course. If at any point your Lecturer or programme leader is concerned about your progress, they will let you know.

Academic Integrity

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

You are required to:

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

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

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

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

Submitting Your Work

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

Written assignments may be deposited in the drop box and must be accompanied by a completed blue assignment cover sheet for each assessment. You can find these cover sheets on top of the drop box on Level 2 of Kahukura,

opposite the staff space – K202. Electronic drop boxes are on Moodle and P: Drive which are used for some courses. You will be advised by your Lecturer which method is appropriate for each course.

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

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

Quality Assurance

Your assessments 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

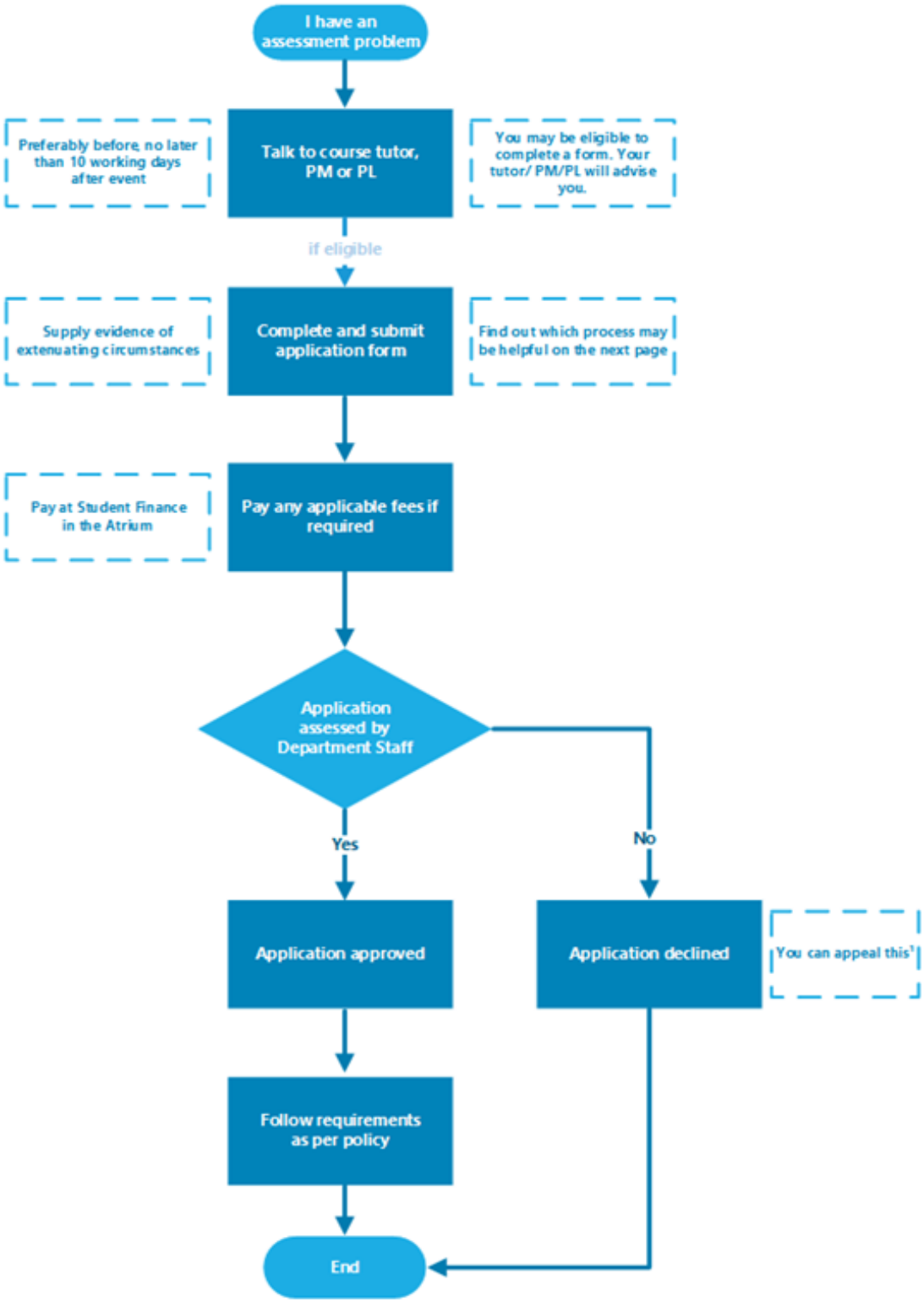
Other grades that may be awarded for particular circumstances in achievement-based courses include:

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

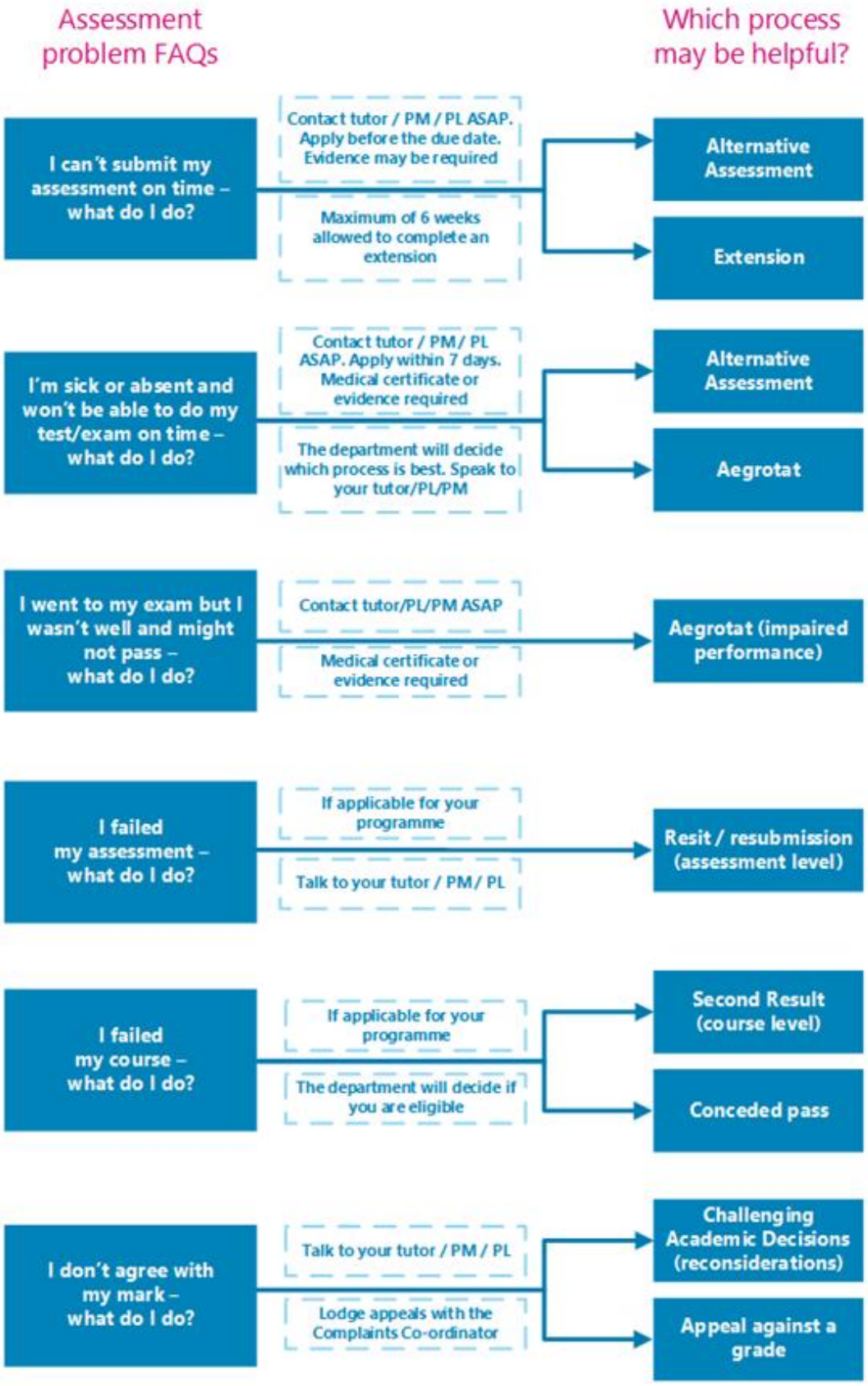
Regulations Flowchart



[1]The student lodges the appeal in writing with the Complaints Co-ordinator with a copy to the Head of Department

Which form do I use?

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



Learners must undertake all assessments.

The ability to meet deadlines is an essential attribute of the professional designer.

Throughout each course at each level, emphasis is placed on learner completion of projects by fixed dates. All projects will have a due date and are expected to be submitted on or before that date to qualify for assessment.

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, for information about how to apply for a resit or resubmission, 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.

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

Second Results (Course Level)

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

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

Assessment in Te Reo Māori

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

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

Marks Carried Forward

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

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

Supported Assessment

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

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

Recognising Prior Knowledge and Skills

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

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

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

Alternative Arrangements

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

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

Aegrotat

You may be able to apply for an aegrotat when illness, injury, bereavement, childbirth, or other unforeseen critical circumstances occur on or immediately prior to the day of assessment and prevent you from attending the assessment or seriously impair your performance during the assessment itself.

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

Reconsideration of Assessment Decisions

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

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

Reconsideration of a Course Final Grade

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

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

Appeal of Reconsideration Decision

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

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

Conceded Pass

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

For information about conceded passes, see Assessment Policy - scroll down and find **3.17 Conceded Pass.**

Kā putaka me te Whakapōtaetaka - Results & Graduation

Accessing Your Results

Results of individual assessments will be made available to you within 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 from the Student Portal at accessible through My Ara at myara.ara.ac.nz or through the My Ara app.

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

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

Academic Transcripts

If you require your results to be printed, or you need a full academic transcript, visit Central Academic Records (CAR) in N215 (Level 2 of N Block – refer to campus map, or email Academic.Records@ara.ac.nz.

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, 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 www.ara.ac.nz/about-us/policies
Ara provides a student advocacy service.

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

Academic Support and Progression

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

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

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

If satisfactory progress is not made then you will be invited to meet with the 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 Lecturers 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 www.ara.ac.nz/about-us/policies select General Academic Policies and click on **APP511 Academic Support and Progression.**

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 or website you must reference correctly

If you submit an assessment using content copied directly from an AI service, 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 assessment, improperly accessing information about questions and/or answers, arranging for someone else to produce an assignment or to sit a test.

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

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

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

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

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

For more information about probation, see www.ara.ac.nz/about-us/policies select General Academic Policies and click on **APP506 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 Portfolio Manager must invite you to an interview.

Refusal of Future Enrolment

Any person may, for good reason and on good evidence, be refused enrolment at Ara generally or in a particular programme or course only by the Operations 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 www.ara.ac.nz/about-us/policies select General Academic Policies and click on **APP512 Suspension and Refusal/Cancellation 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 www.ara.ac.nz/about-us/policies select General Academic Policies and click on **APP302 Copyright**.

Kā tū whare me kā rauemi
Facilities and resources









Kā tū whare - Facilities

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

Faculty Related Health and Safety

The Faculty of Applied Technology views health, safety and wellbeing as being everyone's responsibility.

This faculty is constantly reviewing and upgrading our policies and procedures, so we are moving towards industry standards (and above) where possible. This includes pivoting from old rules or routines to newer, safer practices so items may change from what is enclosed within this handbook on the date it was prepared.

Students who repeatedly fail to adhere to any of our requirements or refuse to follow the instructions of any Ara staff will have to meet with either the Faculty Operations Manager or the appropriate Portfolio Manager. Any breaches deemed serious enough learners can be placed on probation (as per Ara policy). Probation can lead to exclusion from future enrolment in this faculty.

Evacuation

1	Because of the smoke curtain on the ground floor of Kahukura no-one is to exit the building via the ground floor (unless you are already situated on the ground floor at the time of the evacuation). Everyone is to exit via the stairwells in the concrete cores on either Level 2 or Level 3.
2	All persons must immediately leave the building using the closest stairwell. Learners who need assistance during an evacuation for accessibility/disability reasons should wait in the concrete core staircases and help will be provided as per the Kahukura standard evacuation plan. Anyone who needs assistance to reach the concrete cores should talk to any faculty staff in advance of any drill or evacuation to understand what this means for you.

3	Go to the designated assembly point.
4	Staff and any wardens must ensure that all visitors are moved to a safe area and then on to the assembly point.
5	You must check in with a warden at the assembly point before leaving the site or before re-entering the building.

Safety Guidelines in an evacuation:

Lifts	In Kahukura the lifts will automatically stop. Do not use any lifts. Use the stairs to exit the building
Technical equipment	If it is safe to do so switch off all non-essential equipment to reduce potential electrical hazards
Lights	Turn on, or leave on, all building lights. It improves visibility for anyone who has to enter the building after it has been evacuated
Smoke stop doors	Close smoke stop doors behind you as you leave

Personal Protective Equipment

All learners enrolled in the Faculty of Applied Technology are required to purchase NZS compliant steel-cap safety boots or shoes (certified to standard AS/NZS 2210.3:2009) & safety glasses.

This is because most of the qualifications that are taught in Kahukura have site visits around Christchurch. Additionally, the Kahukura and E block workshops and labs have compulsory safety shoe requirements and some spaces also have additional requirements.

Safety glasses will be provided in labs and workshops and for the Engineering workshops, overalls and protective equipment for use in the Welding Bay will also be provided.

No-one will be able to use the Engineering workshop (E101) unless they have received a health & safety induction from an approved staff member and completed the documentation.

Students will be expected to adhere to all Ara staff instructions regarding PPE. You will be asked to leave class if you are not following the safety requirements.

Safety Shoes

As of 9 January 2023, NZS compliant steel-cap safety boots or shoes (certified to standard AS/NZS 2210.3:2009) are compulsory at all times in E101, E103, E105, E111 and K107*

Closed shoes are compulsory at all times in K105, K317, K323 and K324. No bare feet, no sandals/jandals.

E103 Engineering Workshop will have designated areas to allow you to put on safety gear or access the office but outside those zones the required PPE will be mandatory.

You will be required to have your safety shoes available at Ara when the occasion arises that you need to wear them. The collective cost of the PPE gear will be approximately $150, and these items can be purchased from Bunnings or other hardware stores.

*Safety shoes are not required when K107 is being used as an exam room

First Aid Kits and First Aiders

First aid kits are supplied in various areas in Kahukura. Many staff have current first aid certificates - look out for posters with their names and faces.

If you are off site as part of your programme, your tutor will carry an appropriate first aid kit. For more information, contact Lynn Torgerson, the H&S Coordinator.

Laser Cutter & 3D Printer

The faculty has a laser cutter that the technicians can use to assist in producing learner work. There is no learner access to the laser cutter, but learners can work with the technicians to produce designs. Speak to your tutor in the first instance about laser cutting.

3D Printers

The faculty has a small number of 3D printers for use. Students need to discuss any printing with a tutor first. Students may gain access to the printer room after both a Health & Safety Induction, and that an appropriate level of operation can be demonstrated to the technicians.

Students will have to pay for material costs for 3D printing unless otherwise advised by a staff member.

Due to printers being a limited resource, with high demand and housed in a small location, any unprofessional behaviour will result in a ban on entering the room and using the printers.

The faculty reserves the right at any time to withdraw access to the printers for any health & safety concerns, or for maintenance requirements. Additionally, there may be times the printers are not available due to specific teaching and / or research requirements.

All Equipment

Access to any equipment in this faculty including in Kahukura and both the Woodwork Workshop (E101) and Engineering Workshop (E103), Concrete Lab (E111), Wind Tunnel, Dyno are a privilege, not a right.

Should the faculty feel use is inappropriate or unsafe, access to the machines will be revoked. It is expected any items that receive damage are reported immediately to the Technician Team. If Technicians close off access to broken items, it is our expectation their expertise is adhered to. If the faculty finds that intentional damage has been done to equipment, or items have been lost, you may be held personally financially accountable for repair or replacement.

Animals in Kahukura

No animals are allowed by learners or staff in Kahukura. If a service dog is needed, prior approval will be required from the Faculty Operations Manager. This always applies - day, evening, weekends during term time and holiday breaks.

Children in Kahukura

Children are welcome in Kahukura, however, there are risks as this is a workplace. Children of all ages are expected to be actively supervised at all times. There needs to be line of sight maintained at all times.

Caregivers are solely responsible for the care of children whilst in this building. This is because we have two voids in the building, it is open to the general public, the building is situated on a main road, the staircase can cause tripping, and there are no cameras inside the building.

Additionally, children are **not** allowed in the workshops *without prior approval* due to the nature of the equipment in those spaces and must be actively supervised. Children are at **no** time allowed unsupervised in either workshop (E101 and E103).

Lockers

There are a number of lockers available for learner use on Level 3 of Kahukura. It is first come, first served. Bring your own lock to secure your items. Ara takes no responsibility for any items stored in the lockers.

All lockers are to be cleared out every year by the end of the second week of December. Ara will not remind or communicate with learners regarding this it is your responsibility to manage this. Any items left in the lockers in last week of Ara being open will be removed by the technicians and all items disposed of.

Using Kahukura Facilities

- There is no smoking or vaping to occur in Kahukura or on campus. Ara is a complete smoke free site. Vaping or smoking of any kind is prohibited inside Kahukura and staff will take breaches seriously. Smoking and Vaping is only permitted on the streets outside of campus grounds
- Do not eat or drink in any shared learning space or computer suite. If you bring bottles of water into these spaces, they must have caps
- Do not bring sharp materials into any room
- Do not bring furniture or domestic appliances into any shared learning space, computer suite, or specialist rooms i.e. workshop/labs
- There is a learner kitchenette available on Level 3 for all learners to be able to heat food, and there is a small seating zone. Please tidy up after yourself at all times. If any of the cleaning supplies run out, please talk to the Technicians, or to the Administrator.

- Level 2 is a quiet zone so please lower your voice to minimise sound disruption to others
- Never leave any personal / valuable items unattended
- Never leave your bicycle anywhere other than the secure bike facilities (and we highly recommend D locks are used only). Bikes left outside Kahukura are highly likely to be stolen, even with good locks.

Lost Property and Theft

Due to the high amount of traffic using Ara buildings it is unsafe to leave personal belongings in any unsupervised rooms. For your own security please keep valuables with you at all times. Ara takes no responsibility for any items left unattended, lost or stolen.

If you find any lost property, please take it to:

Lost Property Collection points:

City Campus	Security Office in the Atrium of the Rakaia Centre opposite the library entrance, beside the lifts
Kahukura	Email Engineering@ara.ac.nz or ask any member of staff to check the lost property for you

After-hours access to Kahukura

This section gives you information about when you can use your programme's spaces. Normal working hours are 8.00am to 5.30pm Monday to Friday during term time.

Accessing facilities after hours is a privilege rather than a right. To make sure you are safe, and the facilities are secure, please observe the terms and conditions imposed by Ara.

Ara can withdraw after-hours access if there is a concern about safety or security

Access outside normal working hours is limited, and the conditions of access are explained below.

What are after hours?	Kahukura is closed to everyone from 12pm to 6am. After hours are defined as being from 5.30pm until midnight. However, access to the building ends at 11pm so if you leave you cannot re-enter after 11pm. Swipe card only access is from 6am – 7.30am and 5.30pm – 11pm. The building is open to the public Monday to Friday from 7.30am – 5.30pm. Weekends and Public Holidays are swipe card only. Note: If you need access to complete re-sits or extensions during this period, you must negotiate daytime access with the Programme Leader. Access to facilities or resources like computers is not guaranteed.
Am I eligible for after-hours access?	You have after-hours access if you are a current Bachelor of Architectural Studies learner, and the rooms aren't being used by night classes. You can use the facilities for work directly related to your programme.
Allowing visitors onsite	Visitors and unauthorised private work are not allowed onsite, unless you have specific written permission from the Management.
What do I have access to?	During term time, you can use appropriate Kahukura studios, computer suites, and toilets at night. Access to specialist rooms is available until 11pm. Access to computer suites in X Block and L Block are available 24 hours a day, 7 days a week.

Using the facilities after hours

Access depends on the following conditions:

- You must access the building with your ID card. Keep your ID card with you whenever you are on campus, especially after hours. Security guards and custodians may ask you for it. If you cannot show it to them, they are entitled to ask you to leave the building.
- At midnight all staff and learners must leave Kahukura - no exceptions. Anyone either trying to hide or evade Security sweeps can expect to have their name recorded and escalated to the Management Team for follow up.
- Keep your mobile phone with you at all times, for your own safety. You are highly advised to save security's number (027 540 8076) in your phone.
- You must not be in the building alone at night. There must be at least two learners present at any one time.
- Do not attempt to access unauthorised levels and rooms such as the staff space, the technician's office, the concrete lab or the cleaning rooms.
- Do not use unauthorised phones.
- Do not bring electrical equipment or other small electrical items into the building.
- Do not drink alcohol, take drugs, or smoke (including vaping and e-cigarettes).
- Because of fire hazards and for safety reasons, do not bring extra furniture into the rooms.

If you damage or lose any equipment or facilities, you may be held financially accountable for their repair or replacement

Appendix 1

Equipment Requirements

Bring Your Own Device (BYOD)

Although our Communication classes (ArchiCAD and Digital) may be scheduled into a computer lab, this programme of study requires you to BYOD (bring your own device). This allows you to work on your device in class as well as continue working on course and assessment work at home seamlessly. We recommend this device is a **Microsoft Windows based laptop** for best compatibility with the software but some students have used a MacBook Pro successfully. A Macbook Air **cannot** be used, nor can other notebook type laptops.

The recommended specifications for your laptop (both Mac and PC options) can be found here:

System Requirements – Graphisoft

https://graphisoft.com/resources-and-support/system-requirements

For Interior Design we recommend the Mid Level option to run Archicad 29. This allows for higher quality rendering as well as being a suitable device should you choose to pursue further study into our Bachelor of Architecture or Diploma in Architectural Technology programmes. The device you use must meet the specifications required or we will not be able to support you in using it.

We would suggest a **15 inch or larger screen** as you will need to see small details clearly when using the software. An **external mouse** is required. You will need a three-button mouse with a scroll wheel – a USB wired version can be bought for as little as $10. We also suggest that your device has a good quality **microphone and front facing camera** for video conferencing (in the case that a lesson needs to be delivered online).

If you are a NZ Citizen you may claim up to a $1000 course related costs via Studylink to assist with the purchase of your device. See:

https://my.studylink.govt.nz/my/studylink/help/courserelatedcosts-info.html

Software requirements

Ara has a site license for many software programmes (e.g. ArchiCAD) that are taught in our courses. We will provide information about downloading this software once your course starts. You may be required to provide the following software at your own cost:

Adobe Creative Cloud

The monthly subscription for Adobe Creative Cloud is $48.42/month for a 12 month subscription. This will be used in your semester 2 Digital class beginning in July. **Do not purchase this until you are enrolled and receive information from the course tutors once you are studying in the programme.** Depending on room availability this class may be scheduled into a computer suite in which case you will not need to purchase this software yourself.

Canva

Many students choose to pay for Canva Pro which is $20/month. There is a free version of Canva with less functionality. Your course tutor will discuss whether you need to subscribe to Canva Pro.

Art/Stationery Supplies

You need particular art supplies for the freehand and manual draughting components of the Interior Design Communication 1 course. The Programme Leader will explain at Orientation how these are purchased at a discounted rate through a local art store. Expect to pay around $280 - $300. You will also need to purchase a good quality tape measure.

Photocopying

Although many of our assessment submissions are digital, you will need to upload money to your Ara student card for printing assessments that have a hard copy hand in and for the poster for your end of year exhibition. Expect to pay approximately $150 total for the year but this will be paid in small increments as you need to print work.

Disclaimer:

All care and attention has been given to ensure the information in this document is accurate at the time of publishing. Ara does not take responsibility for any loss or harm incurred as a result of reliance upon any information which is incorrect or out of date. This document was last updated on 27 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**