Ara
Institute of Canterbury
Ara rau, taumata rau

2025

Programme Handbook

CH3900 Bachelor of Architectural Studies (Level 7)

Te Hoe Waihaka me te Hoahoaka
Department of Engineering and Architectural Studies

Rāraki Upoko – Contents

Rāraki Upoko – Contents **1**

Korero Nui Important Information **2**

Learner Information Handbook 2

Attendance 2

Non-Engagement 2

Drugs and Alcohol 3

Artificial Intelligence (AI) Tools 4

Nau mai ki Ara - Welcome to Ara **6**

Kā Raki whakahirahira - Important Dates **7**

Kā whakapātaka - Contact Details **8**

Taipitopito akoraka - Programme Details **14**

Mahere Ako - Programme Structure **16**

Shows, Competitions and Exhibitions 19

Kā tika me kā kaweka o te tauira - Learner Responsibilities and Rights **20**

Unacceptable Behaviour for Learners, or Visitors at Ara 22

Learner Behaviour in class / classroom maintenance 23

Kā Taunakitaka Mōu – Support for You **24**

Quick reference – Where to find help if you have feedback or want to raise an issue 24

Kā Aromatawai - Assessments **26**

Assessment Information 26

Academic Integrity 26

Submitting Your Work 27

The Grade Scale 29

Kā tikaka aromatawai - Assessment Regulations **32**

Regulations Flowchart 32

Which form do I use? 33

Extensions 34

Resits or resubmission of assessment tasks 34

Second Results (course level) 34

Assessment in Te Reo Māori 35

Marks Carried Forward 35

Supported Assessment 35
Recognising Prior Knowledge and Skills 35
Alternative Arrangements 36
Aegrotat 36
Reconsideration of Assessment Decisions 36
Appeal of Reconsideration Decision 37
Conceded Pass 37
Kā putaka me te Whakapōtaetaka - Results & Graduation 38
Accessing Your Results 38
Academic Transcripts 38
Access to marked assessments 38
Receiving Your Qualification 39
Graduation 39
Kā ture me kā tikaka - Policies & Procedures 40
Academic Policies 40
Academic Support and Progression 40
Formal Academic Contract 40
Academic Misconduct 41
Plagiarism 41
Use of Artificial Intelligence (AI) Tools 41
Cheating 41
Educative Processes 42
Penalties 42
Learner Behaviour Management 42
Probation 43
Exclusion 43
Suspension 43
Refusal of Future Enrolment 44
Copyright and Ara Learners 44

Korero Nui Important Information

Ara is a Business Division of Te Pūkenga - New Zealand Institute of Skills and Technology.

Learner Information Handbook

We recommend that you read your Programme handbook in conjunction with the Learner Information Handbook (also available on MyAra) which has more detailed information about support and services available to learners at Ara.

Attendance

Experience has shown that if you attend regularly and participate in the class activities and assessments you are more likely to succeed. Full attendance and commitment are encouraged. You are expected to be punctual and must comply with the various behaviour and safety requirements of classrooms, workshops and labs.

For an International learner satisfactory progress is defined as 100% attendance and successful completion of 75% or more of your courses.

Let Ara know when you are absent from classes or if you are sick. Contact your tutor or advise the Department by emailing @ara.ac.nz

Non-Engagement

Ara has processes to deal with learners who formally enrol here but do not "engage" with their studies. That is, if you do not attend and/or participate and/or submit assignments and/or sit assessments or only attend briefly or spasmodically and/or do not engage significantly.

Our Department process follows these steps if you are a no-show at the start of teaching:

1	We will attempt to contact you 3 times and if we are not successful we will withdraw you (1) within 3 days if there is a waitlist of other learners who want to enrol , or (2) within 10% of the length of your enrolment (often 1 – 2 weeks)
2	You will receive an email, text or phone call asking why you have not been attending
3	There will be no academic or financial penalty from Ara but you could be overpaid by Studylink

Our Department process follows these steps for disengaged learners:

1	The registers are checked and if your engagement and attendance is a concern, we will talk with you
2	You will receive an email or phone call asking why you have not been attending. You may receive a non-engagement letter
3	We will attempt to contact you 3 times
4	You may be placed on a Formal Academic Contract or withdrawn
5	You will receive a WD grade (after 10% of the duration of the course) or a DNC grade (after 80% of the duration of the course)

If you are struggling with attendance, we fully encourage you to talk this over as soon as possible with your tutor.

Drugs and Alcohol

In line with the expectations of many workplaces, Ara has procedures to ensure the health and safety of all learners, staff and visitors, while undertaking Ara activities.

Ara has **zero tolerance** for the misuse or abuse of alcohol and/or illegal/controlled drugs, possession and/or use of illegal/controlled drugs/substances, or intoxication on all campuses/learning sites.

Many learning activities involve high-risk situations where clear thinking, decision-making, and machinery operation need to be conducted safely. These activities cannot be compromised.

You can download the policy from CPP506 Drugs & Alcohol Policy

Artificial Intelligence (AI) Tools

When submitting work for assessment, you must adhere to Ara's Assessment and Academic Misconduct policies and not present AI such as ChatGPT as your own work. Learning Services have resources to help you learn to paraphrase or reference another person's work to avoid academic misconduct.

For more detail please read the **Kā ture me kā tikaka - Policies & Procedures** section of this handbook Policies.

Kia rite ki te ako
Getting ready for study

Nau mai ki Ara - Welcome to Ara

Congratulations on your decision to study the Bachelor of Architectural Studies in theDepartment of Engineering & Architectural Studies 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 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.

Robert de Roo
Head of Department
Department of Engineering & Architectural Studies

Kā Raki whakahirahira - Important Dates

SEMESTER ONE	DATES
TERM 1	**24 February – 11 April**
Waitangi Day	Thursday 6 February
Whakatau	Wednesday 26 February
Good Friday	Friday 18 April
Easter Monday	Monday 21 April
Easter Tuesday	Tuesday 22 April
Anzac Day	Friday 25 April
TERM 2	**28 April – 27 June**
King's Birthday	Monday 2 June
Matariki	Friday 20 June
MID YEAR BREAK	**28 June – 20 July**

SEMESTER TWO	DATES
TERM 3	**21 July – 19 September**
TERM 4	**6 October – 21 November**
South Canterbury Anniversary	Monday 22 September
Labour Day	Monday 27 October
Canterbury Anniversary	Friday 14 November

Kā whakapātaka - Contact Details

Key Staff – Located in K202

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Programme Manager &
Programme Leader
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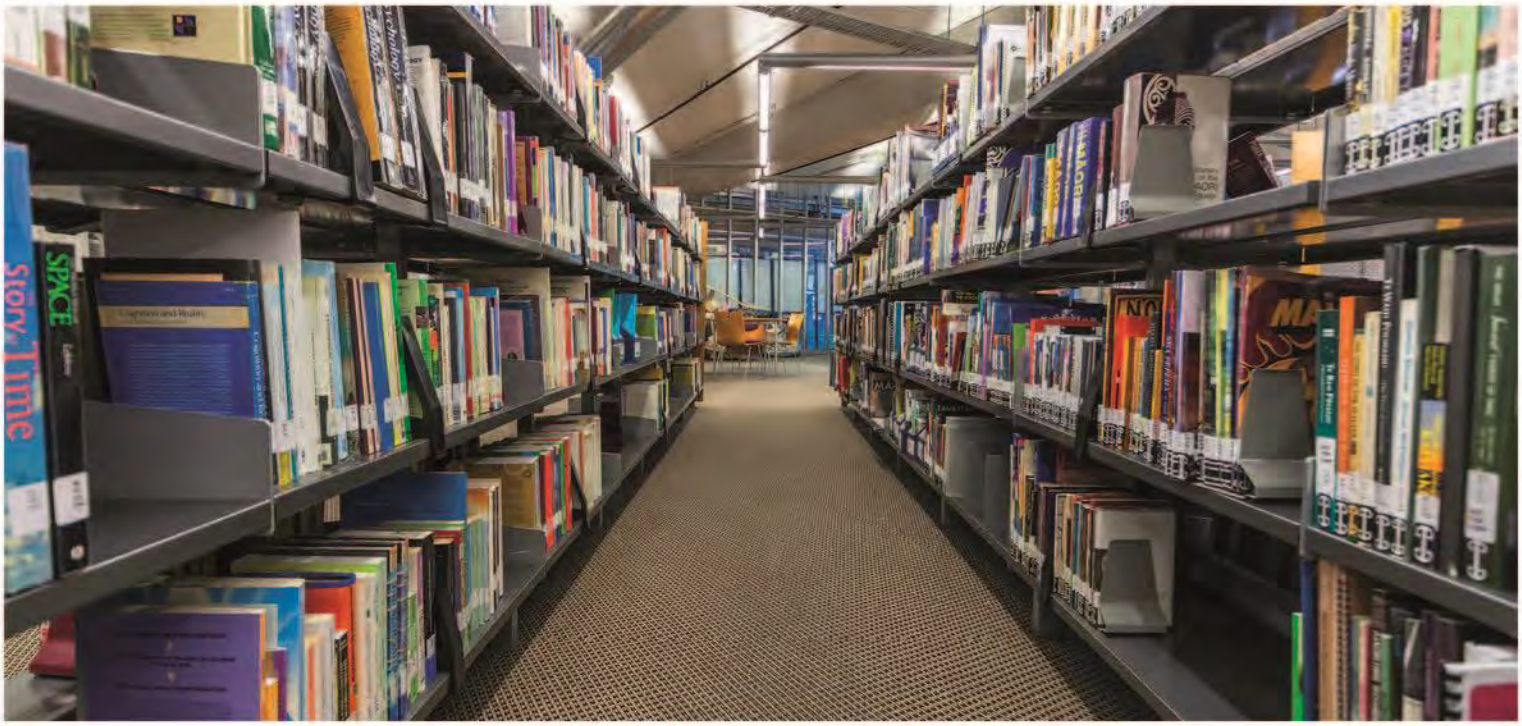
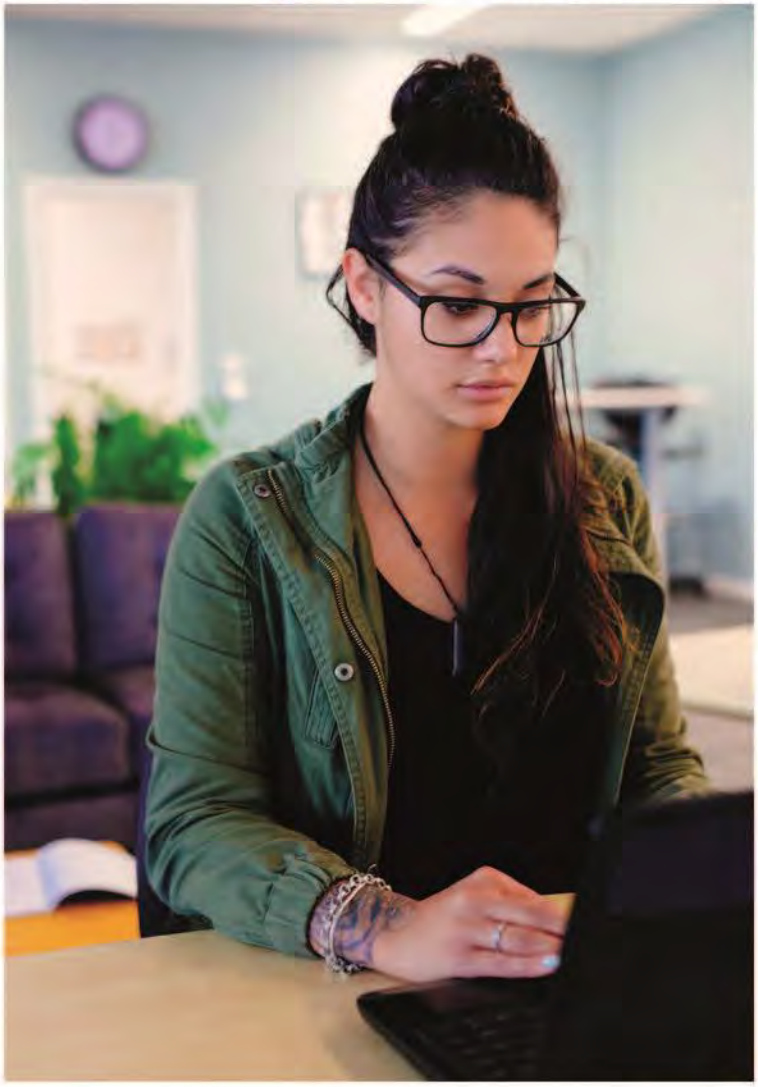
Practice Team

Name	
Duncan Armfield	Tutor from Practice / Totem Studio Architects
Helen Kok	Tutor from Practice
John Barret	Tutor - Technology
Maria Chen	Tutor from Practice / Athfield Architects
Max Cappacaccia	Tutor from Practice / MC Studio
Nino Kozlevcar	Tutor from Practice
Pete Wynard	Tutor from Practice / Wynyard Design Studio
Sasha Samardziska	Tutor from Practice

Tō Akoako
Your study





This section is heavy on detail and sometimes quite formal. There will be things you want to know and other things you will only refer to when something comes up.

Here are some quick highlights of what is in the following pages:

- **The detail and the rules about the qualification you have enrolled in**
- **Ara's expectations about how you will behave and what your rights are**
- **How Ara checks that you are a genuine student (like your attendance)**
- **A quick access quide to getting support**
- **How assessments work and the grades that are used**
- **The assessment regulations that could support you to pass and what forms to use (extensions, resits and more)**
- **Getting your results and going to graduation**
- **Key academic policies**

And lastly,

Health and Safety information related to your study, and any after hours access arrangements

Taipitopito akoraka - Programme Details

Programme Aim

This programme aims to prepare learners for:

- An active role in the architectural design and architectural technology professions, and the wider community
- Postgraduate study and research
- Continuing professional and personal development
- Awareness, at both a national and an international context, of the social and cultural responsibility of the designer and technologist within the built environment.

Graduate Profile

Graduates of the Bachelor of Architectural Studies will be able to:

- Apply design theory, critical analysis, historical concepts, creativity and research to inform professional practice.
- Be innovative, creative and independent thinkers able to solve architectural design problems.
- Work effectively and collaboratively in single- and multi-disciplinary teams, managing work and projects in a timely and efficient way.
- Apply principles of building science and construction to create coherent architectural solutions.
- Critically apply knowledge of construction processes, documentation and contract administration to architectural projects, in order to comply with relevant legislation.
- Communicate effectively through a variety of approaches appropriate to professional practice.
- Integrate ethical and legal requirements including issues of social and cultural responsibility and sustainability.
- Use the New Zealand cultural context to explore different world views and values to inform architectural practice.

Programme Regulations

The Bachelor of Architectural Studies is a three year full-time equivalent programme of study requiring the successful completion of 360 course credits.

Applications for entry to the programme are evaluated against the stated entry, published annually on the Ara website and in programme brochures.

The maximum period of time to complete the programme is seven years. Any extension to this period would require a written application to the Head of Department or delegate to the Engineering and Architectural Studies Department Group for consideration.

The programme comprises 315 compulsory course credits, and 45 elective course credits, with a minimum of 90 credits at Level 7.

Overall, there are 120 hours of work integrated learning (WIL) throughout the programme. Eighty hours are incorporated within the Design Studio, and forty hours from the Architectural Industry Practice course (BAIP701).

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

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

The Bachelor of Architectural Studies will be awarded to all learners who successfully complete all the requirements laid down by the Department of Engineering and Architectural Studies and approved by the Academic Board.

Unspecified elective courses must be approved by the Programme Leader to ensure alignment of the graduate profile outcomes and that content is not replicated in courses.

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	EFTS
Year 1				
BAAC501	Architectural Communication 1	5	15	0.1250
BAAC502	Architectural Communication 2	5	15	0.1250
BAAD501	Architectural Design Studio 1	5	15	0.1250
BAAD502	Architectural Design Studio 2	5	30	0.2500
BAAH501	Critical History of Architecture 1	5	15	0.1250
BAAT501	Architectural Technology 1	5	15	0.1250
BAAT502	Architectural Technology 2	5	15	0.1250
Plus choose one or two 15 credit, level 6 electives				
Year 1 Total			**120**	**1.0000**
Year 2				
BAAC601	Architectural Communication 3	6	15	0.1250
BAAD601	Architectural Design Studio 3	6	15	0.1250
BAAD602	Architectural Design Studio 4	6	30	0.2500
BAAH601	Critical History of Architecture 2	6	15	0.1250
BAAT601	Architectural Technology 3	6	15	0.1250
BAAT602	Architectural Technology 4	6	15	0.1250
Plus choose one or two 15 credit, level 6 electives				
Year 2 Total			**120**	**1.0000**

Year 3				
BAAD701	Architectural Design Studio 5	7	30	0.2500
BAAD702	Architectural Design Studio 6	7	30	0.2500
BAIP701	Architectural Industry Practice	7	15	0.1250
BAAH701	Critical History of Architecture 3	7	15	0.1250
Plus choose two electives (either level 6 or 7) from the list of recommended electives				
Year 3 Total			**120**	**1.0000**
Totals for Years One, Two and Three			**360**	**3.0000**

This programme contains a total of 120 hours of work-integrated learning.

Recommended Elective Courses

Code	Course Title	Level	Credits	Course Factor
Year 1				
BANM600	Sustainability Rating Tools and Natural Materials	6	15	0.1250
DCAR710	CAD + Revit	6	15	0.1250
BABM701	Building Information Modelling (BIM)	7	15	0.1250
BAUD601	Urban Design Studio 1	6	15	0.1250
BARC600	Restoration and Conservation	6	15	0.1250
BATC501**	BAS Transition Course 1	5	15	0.1250
BATC601**	BAS Transition Course 2	6	15	0.1250

Electives can be chosen from the list of recommended electives above or with the approval of the degree leader from any relevant degree approved course.

Transition Arrangements

Transition courses allow learners from the New Zealand Diploma in Architectural Technology to transfer at the end of years 1 and 2 into years 2 and 3 of the Bachelor of Architectural Studies respectively and may require a summer school course to be completed. **NB – these transition courses are only available for learners transitioning from the New Zealand Diploma in Architectural Technology.

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 your final year. For more information and accurate dates, contact your Lecturer. Competitions and shows will be advertised by your Lecturer as they arise.

November	**EXIT (Bachelor of Architectural Studies, Year 3 Learner Exhibition)**

Prizes and Awards

Awards are given out at the end of year learner exhibition in year three. The Head of Department has final say over the recipients and they are unable to be disputed. Awards are also sponsored and chosen by professional industry partners within the Architectural field.

Department 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.

Useful Contacts:

Independent Student Advocate: Duncan Dunbar.

Email: duncan.dunbar@ara.ac.nz | Mobile: 027 273 6246

Student Life Team Leader: Meg Nelis

Email: studentvoice@ara.ac.nz

Your Responsibilities as a Learner

As a learner here, Ara expects you to:

Behave safely

- Take care when using equipment and facilities.
- Wear suitable clothing.
- Follow health and safety guidelines and instructions.
- Not endanger yourself or others.
- Follow relevant professional guidelines.
- Ensure you are not intoxicated or under the influence of drugs on Ara premises or when involved in Ara related activities both formal and informal, with your programme, field trips, internships etc.

Respect others

- Be sensitive to personal, social, and cultural differences.
- Respect the needs, rights, and freedoms of others.
- Help to uphold the integrity of Ara qualifications by discouraging/reporting dishonest practices.

Observe Ara rules

- Behave appropriately for a tertiary education environment.
- Genuinely attempt to meet all course requirements including financial obligations.
- Comply with visa requirements.
- Be honest when completing assignments/other assessments.
- Comply with requirements of programme handbooks.
- Follow Ara policies and regulations (refer: https://www.ara.ac.nz/about-us/policies).

Your Rights as a Learner

Ara will protect your right to fairness. You have a right to:

Fairness

- Open and accurate information.
- Fair evaluation and assessment.
- Have any problems handled as quickly as is practical and consistent with 'natural justice'.
- Personal privacy.
- Support, representation, and advocacy.

Ara Respects your right to:

- Academic freedom, defined as 'freedom, within the law, to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions.' (Education and Training Act 2020)
- Freedom from any form of harassment, bullying, or unjust discrimination.
- Respect for personal, social, and cultural differences.
- Representation in the development, implementation, and review of policies.

Ara will protect your right to Standards:

- Study programmes that meet internal and external standards for approval and registration.
- To have competent and effective teachers.
- Appropriate support services delivered in a professional manner.
- Facilities and resources that meet or exceed Health & Safety legislation.

Concerns / Complaints:

Your rights will be upheld by Ara management. If you think they have been infringed, in the first instance please contact your course tutor. If it is not appropriate to contact your tutor regarding your complaint, or the matter has

not been resolved, please contact your Head of Department/Programme Manager or Student Advocate and/or the Student Life Team

Unacceptable Behaviour for Learners, or Visitors at Ara

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

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

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

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

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

Learner Behaviour in class / classroom maintenance

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

Dress code

There is no written dress code, but you are expected to attend classes dressed in a way which is generally acceptable. However, you're expected to be "dressed for the occasion" when going on a site visit or undertaking a Cooperative Education Project. You may be prevented from going on site visits if the staff member is of the opinion that you're not dressed for the occasion. In specific courses, a "dress code" and standard is required. These will be detailed in the Programme Handbook and Course Outline.

Kā Taunakitaka Mōu – Support for You

Quick reference – Where to find help if you have feedback or want to raise an issue

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice sets out the expectations that tertiary education organisations need to consider how their overall systems and resources support learners' wellbeing and safety.

For more detailed information on the code, and support areas listed below, please refer to the Learner Information Handbook on MyAra.

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

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

Kā Aromatawai - Assessments

Assessment Information

At the start of each course, you will be given a **Course Outline.** Before each assessment you will be given a **project brief.** They will show:

The number, type, and due dates for all assessments, including tests and assignments, and will give you details on:

- The weighting of each assessment in your course that contributes to your final grade, if applicable.
- The assessment policy for resits, second results and alternative assessments, if they are different from the policies in this document.
- The time frame for getting your marked assessments back from Lecturers, if they are different from those stated in this document.
- The penalties for handing assessments in late, if they are different from those stated in this document. These may be different for each course.

If you do not receive this information, talk to your Lecturer immediately, or the year leader / manager.

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 year 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. (2)

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

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

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

Submitting Your Work

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

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

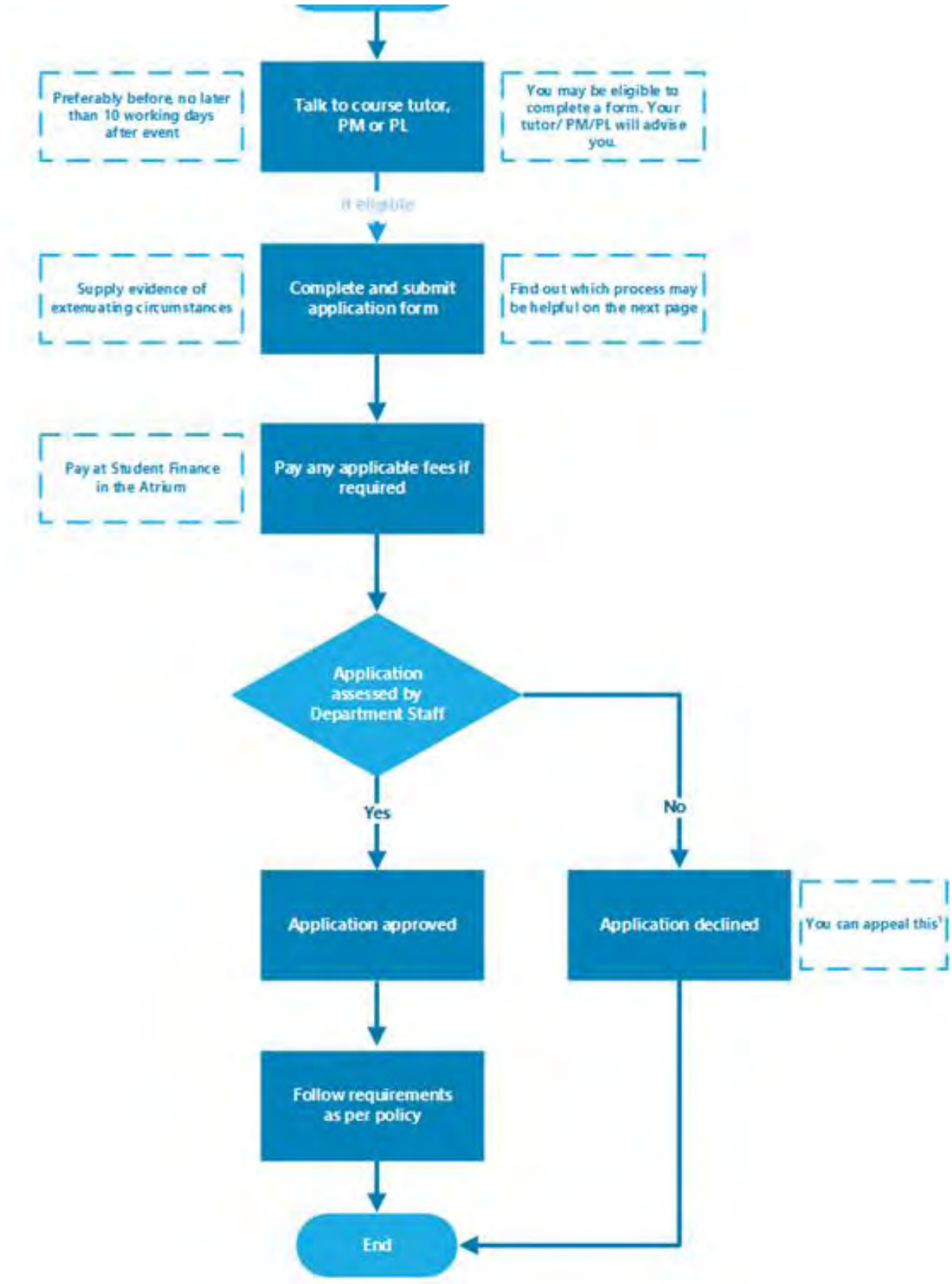
Other grades that may be awarded for particular circumstances in achievement-based courses include:

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.

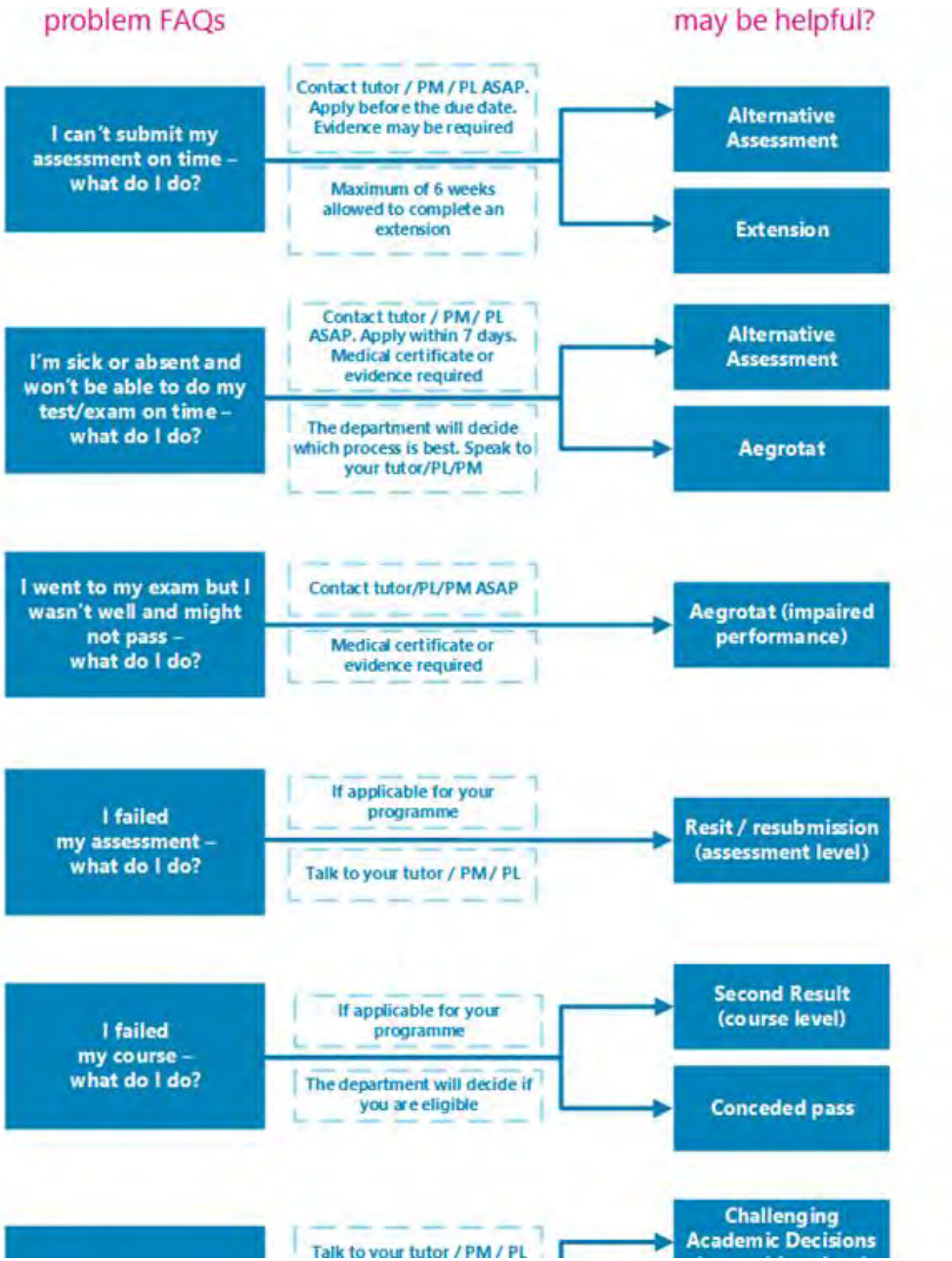
		Only one conceded pass may be granted to a learner towards a particular qualification
Conditional Pass	CP	Where a course was narrowly failed (45-49%) and an agreed portion of work or assessment is to be completed.

Kā tikaka aromatawai - Assessment Regulations

Regulations Flowchart



Which form do I use?



Where courses include collaborative or group assessments an 80% attendance requirement will be specified. This is only available for some courses; see individual Course Descriptors in the Course Outlines.

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

Throughout each course at each level, emphasis is placed on 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, see Assessment Policy - scroll down and find **3.14 Extensions**. You can download the form from Application for Extension of Time

Resits or resubmission of assessment tasks

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

In this programme resubmissions/resits are available for all courses with a maximum of two per course in year one, and one per course in both years two and three. Resubmissions/resits are allowed if you have achieved 40% or more in a failed assessment.

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

Second Results (course level)

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

In this programme this opportunity is only available if the successful completion of one failed assessment (e.g. final exam) would result in a pass for that course. You are limited to one second result for the programme.

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.

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 (Reconsideraton) 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 (Reconsideraton) 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 www.ara.ac.nz/about-us/policies select General Academic Policies and click on **APP505 Assessment 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 student names.

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

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.

Academic Transcripts

If you require your results to be printed, or you need a full academic transcript, visit Central Academic Records (CAR) in A121 – refer to campus map, or email Academic.Records@ara.ac.nz

Access to marked assessments

You are entitled to access to your written work submitted for assessment.

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

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

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

- internal and external moderation
- programme review
- aegrotats (if available)
- resolution of academic appeals and complaints

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

Receiving Your Qualification

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

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

Graduation

We hold several graduation ceremonies.

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

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

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

Kā ture me kā tikaka - Policies & Procedures

Academic Policies

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

Formal Academic Contract

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

The Formal Academic Contract will record the deficiencies or concerns, the progress which must be met, any assistance available, the time within which

progress or change must be demonstrated, and the method and criteria by which such progress or change will be measured.

For more information about Academic Support and Progression, see 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 cannot 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 exam, improperly accessing information about questions and/or answers, arranging for someone else to produce an assignment or to sit a test or exam.

Dishonest Academic Practice

Any other act or omission that contravenes Ara academic requirements of a programme or course.

Educative Processes

These are actions designed to assist you, as a learner, in understanding the expected standards and skills needed to succeed and may include:

- a facilitated discussion with an appropriate staff member
- a formal contract with Learning Services or other appropriate staff member for skills development including specific learning outcomes and timeframes
- additional work may be required
- a formal written warning may be given, or marks deducted.

Penalties

These are actions designed to deter misconduct and/or deal with the consequences of it in a fair and appropriate way and may include:

- a decision not to mark or assess the work or record a mark/grade
- formally recorded fail / zero for the work concerned which remains on your academic record
- cancellation of credit already awarded if the academic misconduct is admitted/ established after assessments have been completed and recorded
- formal notice indicating 'Intentional Plagiarism' (or other misconduct) placed on academic record for a specified period of time
- formal written warning
- probation or suspension from the programme or other penalty.

Learner Behaviour Management

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

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

Probation

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

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

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

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

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

For more information about probation, see 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 Head of Department must invite you to an interview.

Refusal of Future Enrolment

Any person may, for good reason and on good evidence, be refused enrolment at Ara generally or in a particular programme or course only by the Operations Lead or by his or her nominee under specific delegation.

Enrolment may be refused on any of the Education Act (1989) grounds.

Failure to meet the terms and conditions of probation may lead to exclusion.

The Head of Department must forward a recommendation to the Operations Lead that the person's application(s) to enrol be refused. The recommendation must state which of the Education Act (1989) grounds is the basis of the recommendation and must include the supporting evidence.

For more information about Exclusion, including Appeal Rights and Other Rights, see 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.

Department Related Health and Safety

EAS views Health, safety and wellbeing as being everyone's responsibility.

This department 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 an appropriate Manager or the Head of Department. Any breaches deemed serious enough students can be placed on probation (as per Ara policy). Probation can lead to exclusion from future enrolment in this department.

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 Department 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 students enrolled in the Department of Engineering & Architectural students 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 programmes have visits to building sites around Christchurch and additionally, our labs have compulsory safety shoe requirements.

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

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

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.

First Aid Kits and First Aiders

First aid kits supplied in various areas in Kahukura. Below are the staff with **current first aid certificates**. Please contact as soon as possible for assistance.

Name		Location	Date Completed	Refresher Due
Lynn Torgerson **(EAS H&S Co-ordinator)** **lynn.torgerson@ara.ac.nz**		K202 Staff Room	26 July 2024	26 July 2026
Claire Uhrbom		K202 Staff Room	25 January 2024	25 January 2026
Kirsty Billington		K202 Staff Room	25 January 2024	25 January 2026
Karsten Moeller		K320 Tech Office & E101 Wood Workshop	31 July 2024	31 July 2026
Simon Robinson		K320 Tech Office & E101 Wood Workshop	31 July 2024	23 August 2026
Steve Neale		K202 Staff Room & E112	13 December 2023	13 December 2025
Lucy Moore		K202 Staff Room	13 December 2023	13 December 2025
Sarah Eaton		K202 Staff Room	13 December 2023	13 December 2025
Ian Chesterman		K202 Staff Room	13 December 2023	13 December 2025

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

Laser Cutter & 3D Printer

EAS has a laser cutter that the department technicians can use to produce student work for class projects. There is no student access to the laser cutter, but students can work with the technicians to produce designs. Speak to your tutor in the first instance about laser cutting.

3D Printers

The department 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. There may be instances where students will have to pay for material costs for the 3d printers. 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 department reserves the right at any time to withdraw access the printers for any health & safety concerns, or 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 Department 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 Department 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 Department 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 students or staff in Kahukura. If a service dog is needed prior approval from the Head of Department is required. 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 student 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 students 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 our 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
- 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 Construction@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.

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

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

What are after hours?	After hours are defined as after 5.30pm until 11pm during the days of your course(s) and during weekends, statutory holidays, term breaks and study breaks. Note: Your access will end at 11pm so you cannot enter back into Kahukura after 11pm. It does not include the period between the end of Semester 2 through to the beginning of Semester 1 (December and January holiday period). Note: If you need access to complete re-sits or extensions during this period, you must negotiate daytime access with the Programme Manager. 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 Programme Manager.
What do I have access to?	During term time, you can use appropriate K Block 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. • Security will sweep the building and anyone (staff or students still in the building at midnight will be asked to leave). **Everyone must leave when Security ask you to**

do so. A guard's report is sent to the department overnight with any issues and they are followed up with by a Manager or the HOD.

- 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

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 8 January 2025.

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**