

2026  
**Programme Workbook**

NZ2612 New Zealand Diploma in Engineering (NZDE) (Level 6)



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

Congratulations on your decision to study the NZ Diploma in Engineering 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 the most 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 your lecturer/tutor or the programme leader or the programme manager 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 focussed here at Ara to ensure you have a positive experience and help you achieve your academic goals.

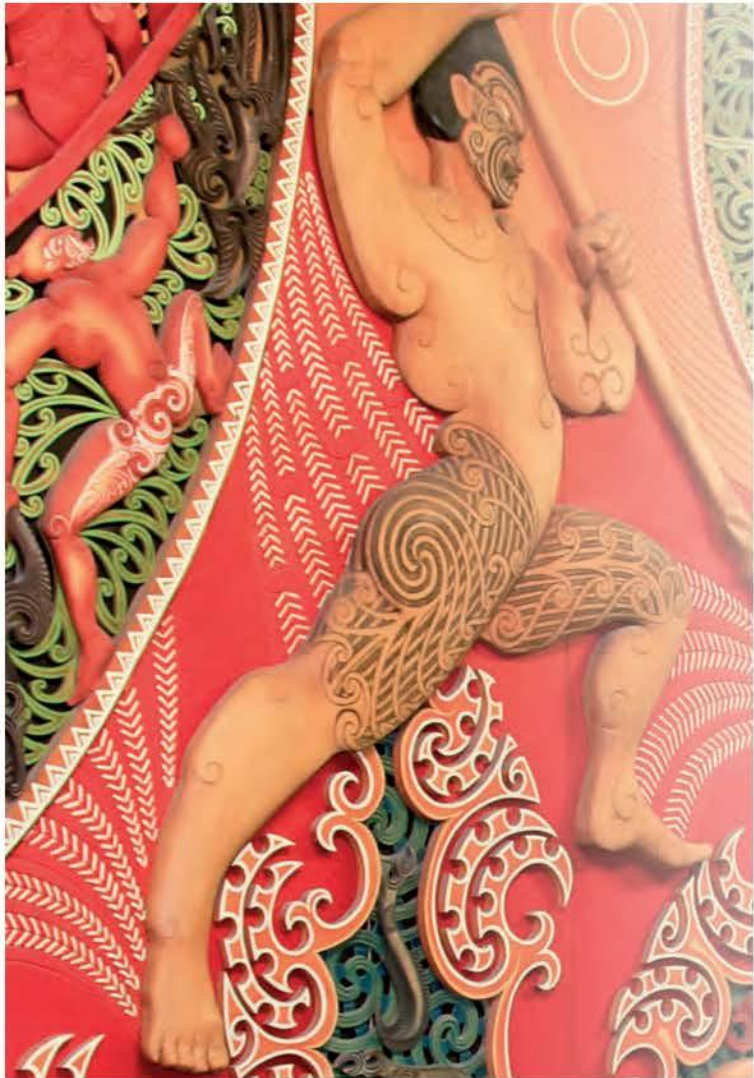
I wish you every success while studying at Ara and that you have fun and enjoyment along the way.

Mā te kimi ka kite. Mā te kite ka mōhio. Mā te mōhio ka māram.  
*Seek and discover. Discover and know. Know and become enlightened.*

**Robert de Roo**

Portfolio Manager - Engineering  
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.

You can also find useful information on [MyAra](#). 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).

If you are planning to study part-time, please contact the faculty to finalise your course selection on [engineering@ara.ac.nz](mailto:engineering@ara.ac.nz).

## Orientation

Orientation is compulsory for all new learners. You will receive information about the Ara facilities, meet staff, and receive important information relevant to your programme of study. It is advised that you log into MyAra before you attend Orientation. Login information is outline below.

**Orientation date:** Thursday 16 July 2026

**Time:** 9am

**Venue:** Kahukura Foyer (K Block)

### What we will cover

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

## Where to come on your first day

**All Engineering classes being on Monday 20 July 2026.**

Your first class is specific to you, so check your timetable on MyAra. This will show the name of the course and the room location. Room numbers are located beside the door. Note: In Kahukura the ground floor entry is regarded as the first floor.

## Returning learners

Please check your [timetable](#) for your class details.

## What you will need

**Bring note taking items** – pens and highlighters.

## Whakatau

Ara invites all new and returning learners and staff to join us for our Whakatau ceremony and official welcome.

See [Whakatau ~ Welcome](#) for more details.

## Logins

If you need assistance with logins etc, contact ICT [ictservicedesk@ara.ac.nz](mailto:ictservicedesk@ara.ac.nz) or call 03 940 8800.

## Timetable information

All timetables are available on [MyAra](#).

## How to find your way around

Campus maps can be found [here](#).

## Parking and bus information

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

## Ara Whakatau, your official welcome

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

The whakatau will be held on Wednesday 25 February in the Whareora. Click [here](#) to find out more details.

## **International learners**

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

# Korero Nui - Important Information

## Programme Information Handbook

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

## 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.

**If you know you will be absent from classes or if you are sick make sure you 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)

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- 2** You will receive an email, text or phone call asking why you have not been attending

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- 3** There will be no academic or financial penalty from Ara but you could be overpaid by StudyLink

### **Our 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

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- 2** You will receive an email or phone call asking why you have not been attending. You may receive a non-engagement letter

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- 3** We will attempt to contact you 3 times

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- 4** You may be placed on a Formal Academic Contract or withdrawn

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- 5** You will receive a WD grade (after 10% of the duration of the course) or a DNC grade (after 80% of the duration of the course)

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

## Drugs and Alcohol

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

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

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

You can download the policy from [CPP506 Drugs & Alcohol Policy](#).

## Artificial Intelligence (AI) Tools

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

For more detail, please read the **Kā ture me kā tikaka - Policies & Procedures** section of this handbook [Policies](#).

## Kā Raki whakahirahira - Important Dates

### SEMESTER ONE

### DATES

#### TERM 1

**16 February – 3 April**

Waitangi Day

Friday 6 February

Whakatau

Wednesday 4 March

Good Friday

Friday 3 April

Easter Monday

Monday 6 April

Easter Tuesday

Tuesday 7 April

Anzac Day (observed)

Monday 27 April

#### TERM 2

**20 April – 26 June**

King's Birthday

Monday 1 June

Matariki

Friday 10 July

#### MID YEAR BREAK

**27 June – 19 July**

### SEMESTER TWO

### DATES

#### TERM 3

**20 July – 25 September**

#### TERM 4

**12 October – 27 November**

Labour Day

Monday 26 October

Canterbury Anniversary

Friday 13 November

## Kā whakapātaka - Contact Details

### Key Staff

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**Robert de Roo**

Portfolio Manager

Engineering

Room: K202

[Robert.deRoo@ara.ac.nz](mailto:Robert.deRoo@ara.ac.nz)



**Lindsey Alton**

Programme Leader

Room: K202

[Lindsey.Alton@ara.ac.nz](mailto:Lindsey.Alton@ara.ac.nz)



**Ian Chesterman**

Programme Leader

940 7574

Room: K202

[Ian.Chesterman@ara.ac.nz](mailto:Ian.Chesterman@ara.ac.nz)



**Kirsty Robertson**

Faculty Operations Manager

940 6050

Room: K202

[Kirsty.Robertson@ara.ac.nz](mailto:Kirsty.Robertson@ara.ac.nz)



**Sandy Thomas**

Operations Administrator

Room: K204

[Sandy.Thomas@ara.ac.nz](mailto:Sandy.Thomas@ara.ac.nz)



## Teaching Staff - Located in K202

Name/teaching area	Room	Phone	Email
<b>Ian Chesterman</b> CAD	K202	940 7574	<a href="mailto:Ian.Chesterman@ara.ac.nz">Ian.Chesterman@ara.ac.nz</a>
<b>Tom Cronjé</b> Electrical	K202	940 7585	<a href="mailto:Thomas.Cronje@ara.ac.nz">Thomas.Cronje@ara.ac.nz</a>
<b>Vladimir Filipovic</b> Electrical	K202	940 8779	<a href="mailto:Vladimir.Filipovic@ara.ac.nz">Vladimir.Filipovic@ara.ac.nz</a>
<b>Alex Greasley</b> Mechanical	K202	940 8355	<a href="mailto:Alex.Greasley@ara.ac.nz">Alex.Greasley@ara.ac.nz</a>
<b>Graeme Harris</b> Mechanical	K202	940 8579	<a href="mailto:Graeme.Harris@ara.ac.nz">Graeme.Harris@ara.ac.nz</a>
<b>Yao Li</b> Electrical	K202	940 7584	<a href="mailto:Yao.Li@ara.ac.nz">Yao.Li@ara.ac.nz</a>
<b>Stephen Neale</b> Electrical	K202	940 8246	<a href="mailto:Stephen.Neale@ara.ac.nz">Stephen.Neale@ara.ac.nz</a>
<b>Nay Lin Oo</b> Mechanical	K202		<a href="mailto:NayLin.Oo@ara.ac.nz">NayLin.Oo@ara.ac.nz</a>
<b>Matt Pour</b> Civil	K202	940 8023	<a href="mailto:Matt.Pour@ara.ac.nz">Matt.Pour@ara.ac.nz</a>
<b>Lynn Torgerson</b> Civil	K202		<a href="mailto:Lynn.Torgerson@ara.ac.nz">Lynn.Torgerson@ara.ac.nz</a>
<b>Claire Uhrbom</b> Core	K202		<a href="mailto:Claire.Uhrbom@ara.ac.nz">Claire.Uhrbom@ara.ac.nz</a>
<b>John Yeo</b> Civil	K202	940 8781	<a href="mailto:John.Yeo@ara.ac.nz">John.Yeo@ara.ac.nz</a>

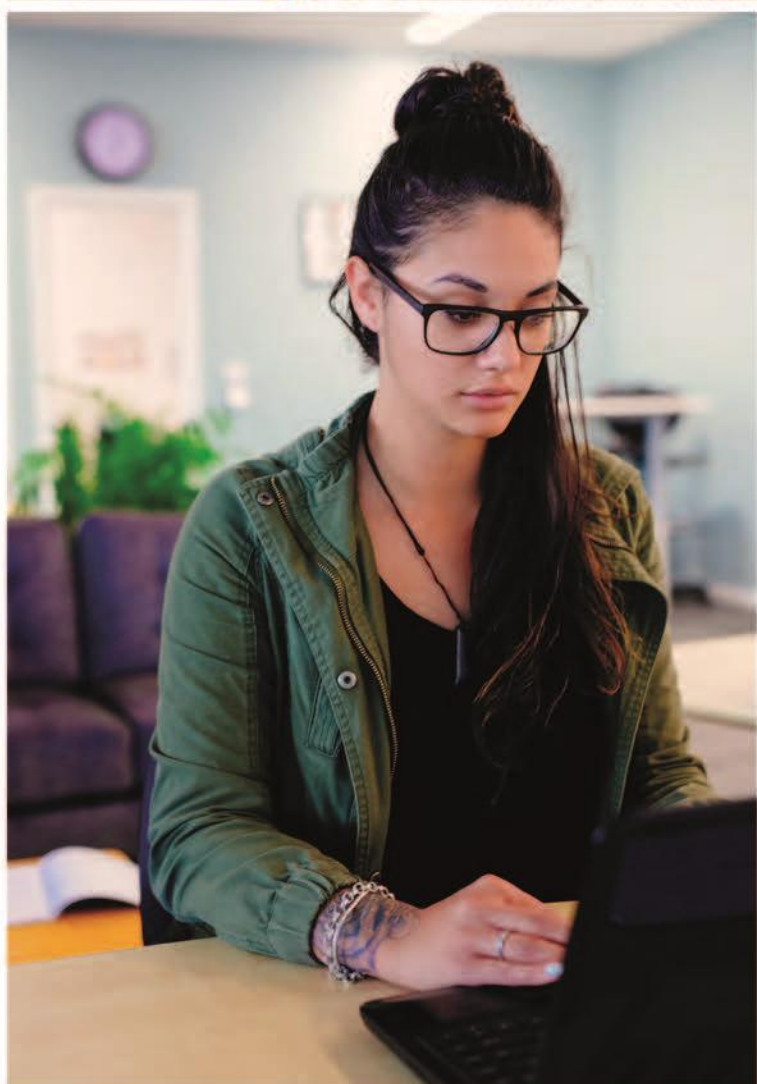
## Technicians

Name/teaching area	Room	Phone	Email
<b>Lynn Torgerson</b>	K202		<a href="mailto:Lynn.Torgerson@ara.ac.nz">Lynn.Torgerson@ara.ac.nz</a>
<b>Caillyn Benbow</b>	K320	940 8183	<a href="mailto:Caillyn.Benbow@ara.ac.nz">Caillyn.Benbow@ara.ac.nz</a>
<b>James Woodhams</b>	K320	940 8788	<a href="mailto:James.Woodhams@ara.ac.nz">James.Woodhams@ara.ac.nz</a>
<b>Paul Falconer</b>	K320	940 8160	<a href="mailto:Paul.Falconer@ara.ac.nz">Paul.Falconer@ara.ac.nz</a>

## Teaching Staff (Part-time). Contact via Moodle

Name	Email
<b>Richard Wise</b>	<a href="mailto:Richard.Wise@ara.ac.nz">Richard.Wise@ara.ac.nz</a>
<b>Bill Wicks</b>	<a href="mailto:Bill.Wicks@ara.ac.nz">Bill.Wicks@ara.ac.nz</a>

# Tō Akoako Your study



# Taipitopito akoraka - Programme Details

## Programme Aim

The aim of the NZDE is to provide skilled and competent engineering technicians specialised in civil, mechanical, electrical or electronic engineering for the New Zealand engineering sector.

Graduates will be capable of operating at a technician level scope of practice as outlined by the Dublin Accord (International Engineering Alliance, 2002).

## Graduate Profile

### Graduates of this qualification will be able to:

- Perform technical operations to the standards, ethical and professional responsibilities required by the engineering profession<sup>1</sup>
- Work collaboratively within team environments to provide a comprehensive engineering service in the relevant specialist area
- Carry out activities as an engineering technician while applying the principles of the Health and Safety at Work Act 2015, the Resource Management Act 1991 and the Treaty of Waitangi, as relevant

### Civil Engineering strand graduates will also be able to:

- Apply engineering theory to practice when working within *well-defined\* engineering problems* relevant to their specialist field of civil engineering
- Apply engineering knowledge to make informed problem-solving decisions in civil engineering and to implement these decisions
- Identify, evaluate and manage risks within *well-defined\** engineering problems relevant to the field of civil engineering

### Electrical Engineering strand graduates will also be able to:

- Apply engineering theory to practice working within *well-defined\** engineering problems relevant to their specialist field of electrical engineering

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<sup>1</sup> As per the Dublin Accord 2002

- Use their engineering knowledge to make informed problem-solving decisions in electrical engineering and to implement these decisions
- identify, evaluate and manage risks within well-defined\* engineering problems relevant to the field of electrical engineering

**Electrical Engineering strand graduates** will also be able to:

- Apply engineering theory to practice when working within well-defined\* engineering problems relevant to their specialist field of electrical engineering
- Apply engineering knowledge to make informed problem-solving decisions in electrical engineering and to implement these decisions
- Identify, evaluate and manage risks within well-defined\* engineering problems relevant to the field of electrical engineering

**Electronics Engineering strand graduates** will also be able to:

- Apply engineering theory to practice when working within well-defined\* engineering problems relevant to their specialist field of electronics engineering
- Apply engineering knowledge to make informed problem-solving decisions in electronics engineering and to implement these decisions
- Identify, evaluate and manage risks within well-defined\* engineering problems relevant to the field of electronics engineering

**Mechanical Engineering strand graduates** will also be able to:

- Apply engineering theory to practice when working within well-defined\* engineering problems relevant to their specialist field of mechanical engineering
- Apply engineering knowledge to make informed problem-solving decisions in mechanical engineering and to implement these decisions
- Identify, evaluate and manage risks within well-defined\* engineering problems relevant to their field of mechanical engineering

*\*Well-defined engineering problems* can be solved in standardised ways, are frequently encountered and hence familiar to most practitioners in the specialist area, have consequences that are locally important but not far-reaching and can be resolved using limited theoretical knowledge but normally require extensive practical knowledge.

## Programme Regulations

There are five compulsory courses which all NZDE graduates will need to have achieved. All courses within the qualification have 15 credits.

The Elective courses within each discipline are to be selected from courses within the qualification with a coherent relationship to that discipline. In exceptional circumstances, an elective from outside the discipline or programme may be selected with approval from the Portfolio Manager.

The maximum completion time will be ten (10) years from date of first enrolment.

You are responsible for planning your study, meeting any course pre-requisites and meeting the requirements to graduate from the programme. The program requirements and course selection information are available on the ['Engineering Notices'](#) Moodle page.

Students completing a standard full-time program can follow the schedules provided. Students who are part-time or who have deviated from this plan due to reduced workload or failing a course are required to plan their study through to completion.

# Mahere Ako - Programme Structure

## **Civil**

To be awarded the New Zealand Diploma in Engineering (Civil), a learner must successfully complete the required 240 credits and meet the following requirements:

- All common compulsory courses must be passed
- All civil discipline compulsory courses must be passed
- The remainder credits are taken from civil elective courses but must include 45 credits at level 6

## **Electrical**

To be awarded the New Zealand Diploma in Engineering (Electrical), a learner must successfully complete the required 240 credits and meet the following requirements:

- All common compulsory courses must be passed
- All electrical discipline compulsory courses must be passed
- Compulsory courses and electives (where relevant) for one specialisation must be passed
- The remainder credits are taken from the electives courses that align with chosen specialisation

## **Electronics**

To be awarded the New Zealand Diploma in Engineering (Electronics), a learner must successfully complete the required 240 credits and meet the following requirements:

- All common compulsory courses must be passed
- All electronics discipline compulsory courses must be passed
- Compulsory courses and electives (where relevant) for one specialisation must be passed
- The remainder credits are taken from the electives courses that align with chosen specialisation

## **Mechanical**

To be awarded the New Zealand Diploma in Engineering (Mechanical), a learner must successfully complete the required 240 credits and meet the following requirements:

- All common compulsory courses must be passed
- All mechanical discipline compulsory courses must be passed
- Compulsory courses for one specialisation must be passed
- The remainder credits are taken from the electives courses that align with chosen specialisation.

Ara Institute of Canterbury is now a part of Te Pukenga (New Zealand Institute of Skills and Technology). In some semesters, a small number of courses may be delivered online via other providers. These courses are usually identified as “online course” or “BYOD course” in the timetable.

## **Our Access to Your Work**

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

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

## Learner Responsibilities and Rights

The Ara community consists of a diverse range of people and cultures, and we respect all members of our community. Our aim is to have a community where learners respect themselves and others, a community where healthy social interactions and academic pursuits are expected. To create and maintain the best possible teaching and learning environment, you are protected by basic rights and are expected to respect the rights and responsibilities of others.

### Useful Contacts:

Independent Student Advocate: Duncan Dunbar

Email: [duncan.dunbar@ara.ac.nz](mailto:duncan.dunbar@ara.ac.nz) | Mobile: 027 273 6246

Student Voice Co-ordinator:

Email: [studentvoice@ara.ac.nz](mailto:studentvoice@ara.ac.nz)

## Your Responsibilities as a Learner

As a learner here, Ara expects you to:

### Behave safely

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

### Respect others

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

### **Observe Ara rules**

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

## **Your Rights as a Learner**

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

### **Fairness**

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

### **Ara Respects your right to:**

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

### **Ara will protect your right to Standards:**

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

### **Concerns / Complaints:**

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

not been resolved, please contact your Portfolio Manager or Student Advocate and/or the Student Voice 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 learners 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

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

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

Support Area	Details	People	Links
<b>Faculty Staff</b>	This team are your first port of call for issues impacting your ability to study	Tutor Programme Leader Portfolio Manager	
<b>Student Reps</b>	Student reps are invited to attend student rep meetings within your faculty where they can raise issues on your behalf	Student Voice Posters of your student reps are displayed in your faculty	<a href="#">Student Voice</a>
<b>Student Services</b>	Ara offers a wide range of student services	Student Advisors Health Centre Student Voice	<a href="#">Student Support</a>
<b>Te Pae Ora</b>	A wellbeing hub for ākonga		<a href="#">Te Pae Ora   Te Pūkenga</a>

Support Area	Details	People	Links
<b>Independent Student Advocate</b>	Student Advocacy is available to assist you if you are facing difficulties within or beyond Ara that could affect your study	Duncan Dunbar 027 273 6246 <a href="mailto:Duncan.Dunbar@ara.ac.nz">Duncan.Dunbar@ara.ac.nz</a> X106 (Rakaia Centre)	<a href="#">Student Advocacy</a>
<b>SafePlace</b>	SafePlace is the tool we use to report risks, accidents and other incidents	Safety & Wellbeing Co-ordinator Safety & Wellbeing Business Partner	<a href="#">SafePlace FAQ for Learners</a>
<b>Important Policies</b>	All Ara Corporate and Academic Policies can be found at <a href="#">Ara Policy Library</a>		<a href="#">Student Rights and Responsibilities Addressing Bullying, Harassment and Discrimination</a>
<b>Complaints Process</b>	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	<a href="#">CPP117-Raising-problems-or-complaints</a> <a href="#">CPP117a-Raising-problems-or-complaints-form</a>

# Kā Aromatawai - Assessments

## Assessment Information

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

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

- The weighting of each assessment in your course that contributes to your final grade, if applicable
- The assessment policy for resits, second results and alternative assessments, if they are different from the policies in this document
- The time frame for getting your marked assessments back from 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 the course Lecturer or Manager/Programme Leader.

## Assessment Types

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<b>Formative assessment</b>	Verbal and written feedback that takes place throughout classes and the programme.
<b>Summative assessment</b>	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.

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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)
- 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.

You may be required to submit your work manually or electronically. Physical drop boxes are available in Kahukura. Electronic drop boxes are available on the network and will be identified by your Lecturer.

If you submit your work electronically, keep a copy until your official results are published at the end of the semester. If you have any questions, contact your tutor.

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

## Quality Assurance

Your assessments and exam scripts may be used for internal and external moderation, monitoring, programme reviews, aegrotats, and the resolution of academic appeals and complaints. This helps Ara meet internal and external academic quality assurance requirements. If your assessments are used this way, before they are used, any information that could reasonably be expected to identify you will be removed.

## The Grade Scale

The various assessments within a course will be combined according to the weightings shown in the course descriptor, and a grade for the course as a whole will be assigned from the table shown below. A "C-" grade and above represents a pass for the course.

The following grade scale (G29aa) will be used for all courses on the programmes unless advised otherwise in the course descriptor:

## Marked Grades

Grade	Mark range	Pass or fail
A+	90-100	Pass
A	85-89	Pass
A-	80-84	Pass
B+	75-79	Pass
B	70-74	Pass
B-	65-69	Pass
C+	60-64	Pass
C	55-59	Pass
C-	50-54	Pass
D	40-49	Fail
E	0-39	Fail

## Pass Grades

Learners must achieve a minimum of 40% in both aggregated coursework marks and in any final examination, with an overall grade of C- (50%) or better, to pass each course. Any deviation to this will be advised on the Course Descriptor.

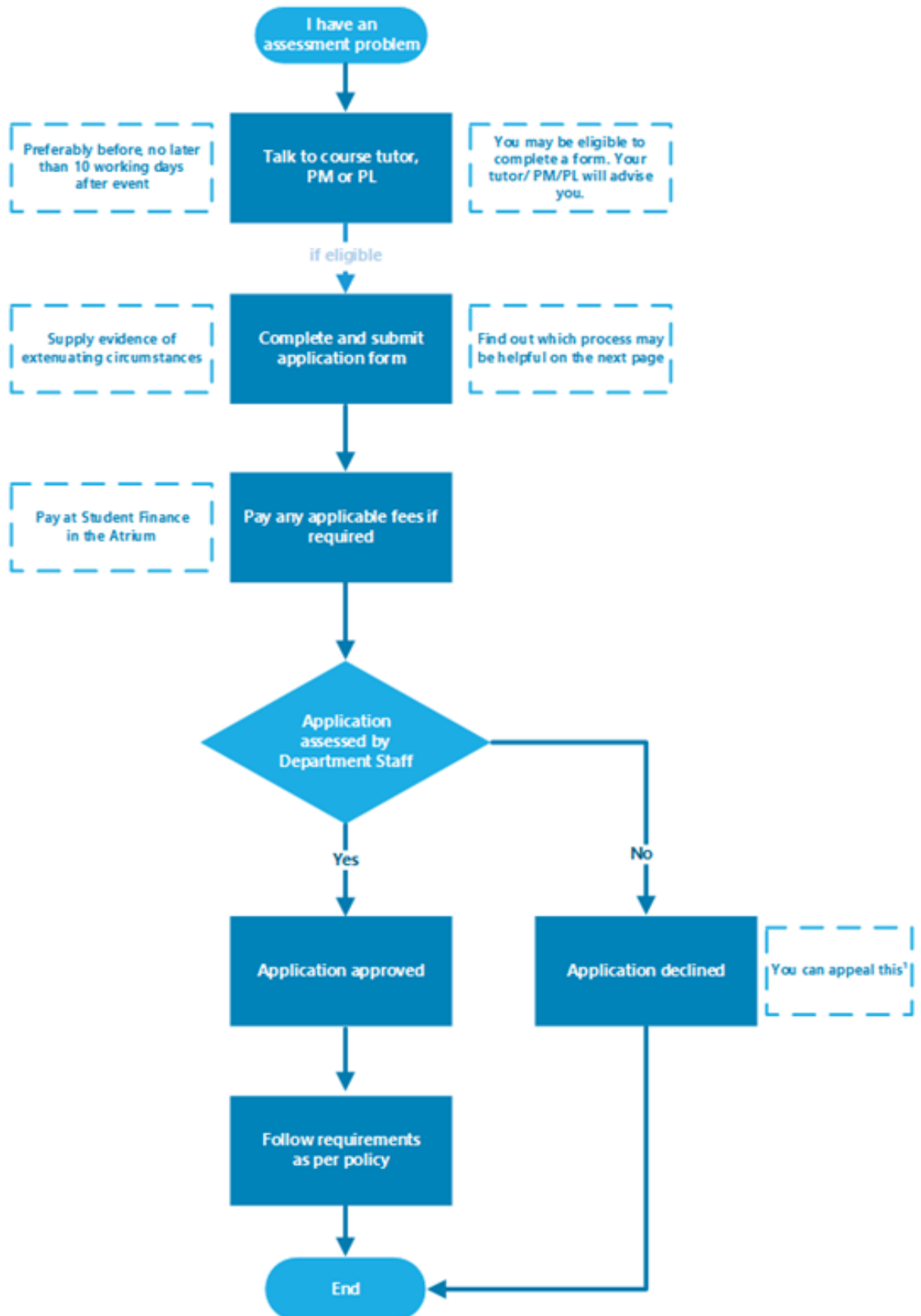
## Other Grades

Other grades that may be awarded for particular circumstances 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
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. <b>Note:</b> the compulsory Level 6 courses DE6101 Engineering Management and DE6102 Engineering Project courses cannot be passed by Aegrotat.
Restricted pass	RP	Restricted (conceded) pass. Can be granted at the discretion of the provider providing the learner has achieved a minimum of 45% overall and the course is not a compulsory course. A learner can graduate with one R pass only.

# Kā tikaka aromatawai - Assessment Regulations

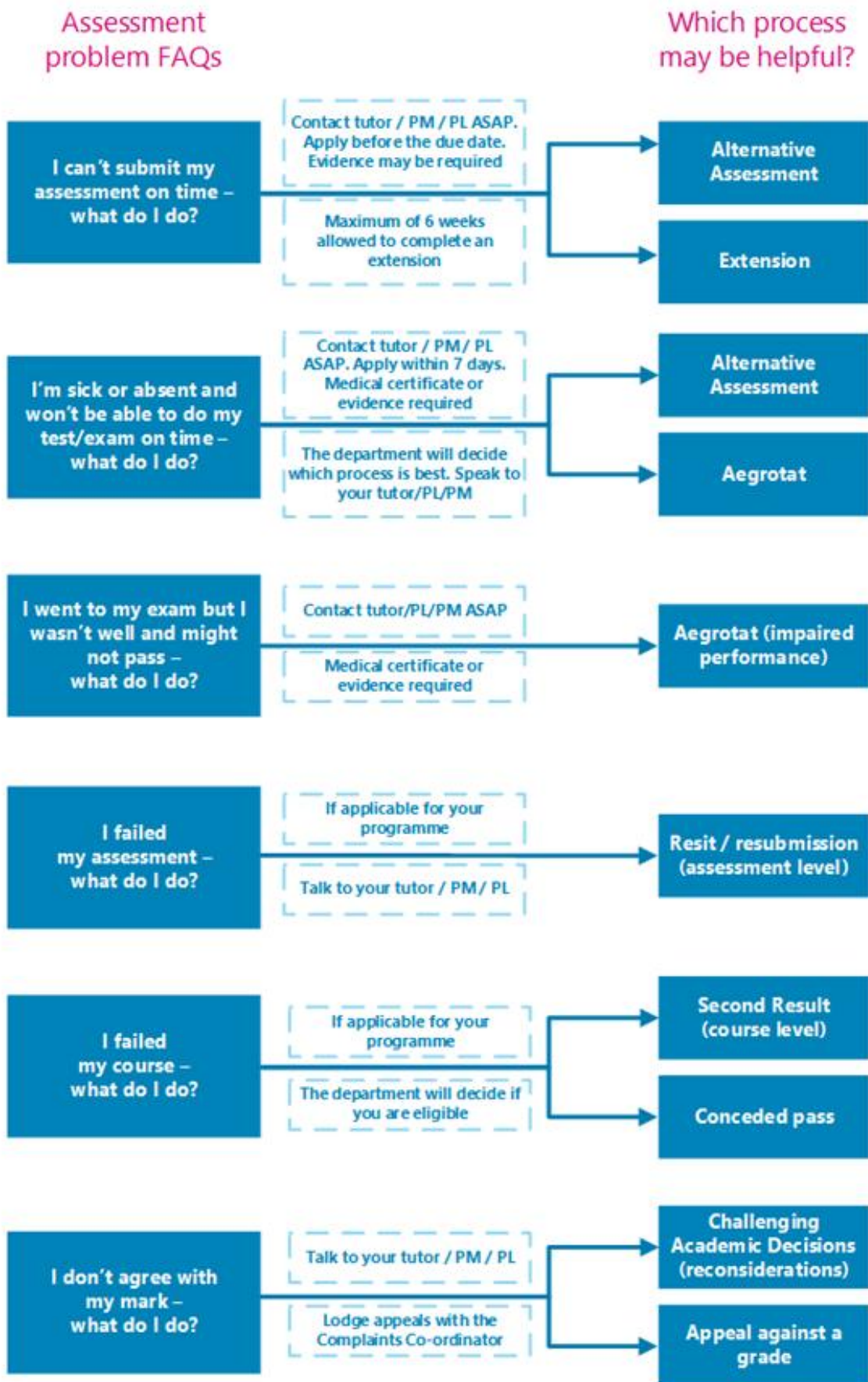
## Regulations Flowchart



<sup>1</sup>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*



This programme is subject to Vocational Engineering Education New Zealand (VEE.NZ) assessment regulations, as well as Ara assessment regulations and policies. Learners should use the links provided to access Ara information and NZ Board of Engineering Diplomas information is stated below under each heading, where relevant.

## Pass Criteria

Learners must achieve a minimum of 40% in both aggregated coursework marks and in any final examination, with an overall grade of C- (50%) or better, to pass each course. Any deviation to this will be advised on the Course Descriptor which is provided to learners in the Course Outline.

## 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 you may undertake only one resubmission per course. A resubmission is not an automatic right, and approval is required from the Programme Leader, Portfolio Manager, or similar delegated authority.

A resubmission applies only to uncontrolled coursework assessments (i.e. assignments, projects) not tests, and examinations.

For information about how to apply for a resit or resubmission, see [Assessment Policy](#) - scroll down and find 3.15 Resits and Resubmissions.

## Second Results

There are no second results available in this programme. If you fail to pass a course then you may enrol for that course at the next available opportunity.

## 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.

In this programme this will be used for new enrolments and for learners who wish to transition from related qualifications. Up to 50% of the qualification may be awarded through RPL process.

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.

**Note:** The compulsory Level 6 courses DE6101 Engineering Management and DE6102 Engineering Project courses cannot be passed by Aegrotat.

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.

Where required the VEE.NZ Board permits the Portfolio Manager or other delegated authority to authorise a restricted pass for a single course with the programme of study to allow a learner to graduate with the following conditions:

- A minimum mark of 45% overall has been achieved
- A minimum of 35% has been achieved in the exam
- A minimum of 35% has been achieved in the coursework
- Restricted passes are not permitted for MG7101 – Engineering Project or MG7121 – Professional Engineering Practice
- Restricted passes are non-advancing and may not be used to meet the prerequisite of another 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 <https://ebsportal.ara.ac.nz/> or through MyAra at <myara.ara.ac.nz> or through the MyAra 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, visit Central Academic Records in A121 or email [academic.records@ara.ac.nz](mailto:academic.records@ara.ac.nz) to request a transcript.

## Access to Marked Assessments / Exams

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 [Ara Policy Library](#). Ara provides a student advocacy service.

It is well known that people learn better when they work together, and this is encouraged, but when it comes to assessment, collaboration (working together) is not permitted unless it is a formal part of the assignment set by the 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 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.

## 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 [Academic Support and Progression](#) - scroll down and find 3.3 Formal Academic Contract.

## Academic Misconduct

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

### Plagiarism

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

### Use of Artificial Intelligence (AI) Tools

Generative Artificial Intelligence (AI) services such as ChatGPT 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 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 [Probation](#) - scroll down and find 3.4 Probation.

## Exclusion

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

## Suspension

Suspension is a short-term exclusion and is the formal process by which you, as a learner, are temporarily prohibited from attending classes in one or more courses and/or is refused access to one or more services/facilities provided by Ara. In serious circumstances a Trespass Notice may also be issued.

## **Cancellation of Enrolment**

Ara may cancel your enrolment as a learner on any of the Education Act (1989) grounds:

- The person is not of good character
- The person has been guilty of misconduct or a breach of discipline
- The person is enrolled for full-time instruction in another institution or in a school
- The person has made insufficient progress in the person's study or training after a reasonable trial at the institution or at another institution

The decision to cancel or refuse an enrolment may be made only by the Operations Lead or nominee

Failure to meet the terms and conditions of Academic Contract and/or probation may lead to exclusion.

When a cancellation is being considered, the 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 [Exclusion](#) - scroll down and find 3.4 Refusal of Enrolment.

## Copyright and Ara Learners

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

During your study with us we will endeavour to educate you on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

Infringement of copyright regulations may result in civil or criminal prosecution against you, as the learner, and/or Ara. Infringement by you, as a learner, may also be considered academic misconduct and result in penalties.

For more information about Copyright, see [Copyright](#).

# Kā tū whare me kā rauemi

## Facilities and resources



## Kā tū whare - Facilities

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.

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  - 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.
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| <b>3</b> | Go to the designated assembly point. |
|----------|--------------------------------------|
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|----------|---|
| <b>4</b> | Staff and any wardens must ensure that all visitors are moved to a safe area and then on to the assembly point. |
|----------|---|
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- |          |   |
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| <b>5</b> | You must check in with a warden at the assembly point before leaving the site or before re-entering the building. |
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**Safety Guidelines in an evacuation:**

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

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**City Campus**

Security Office in the Atrium of the Rakaia Centre opposite the library entrance, beside the lifts

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**Kahukura**

Email [engineering@ara.ac.nz](mailto:engineering@ara.ac.nz) or ask any member of staff to check the lost property for you

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## 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.

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**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.

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**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.

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**Allowing visitors onsite**

Visitors and unauthorised private work are not allowed onsite, unless you have specific written permission from the Management.

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**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.

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**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

**Disclaimer:**

All care and attention have been given to ensure the information in this document is accurate at the time of publishing. Ara does not take responsibility for any loss or harm incurred as a result of reliance upon any information which is incorrect or out of date. This document was last updated on 8 June 2026.



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## Want to find out more?

For details and information about making the most of your study at Ara, visit [www.myara.ac.nz](http://www.myara.ac.nz) or get the **downloadable app**.

Get in touch if you have any questions: **0800 24 24 76** | [info@ara.ac.nz](mailto:info@ara.ac.nz)