Ara
Institute of Canterbury
Ara rau, taumata rau

2026

Programme Handbook

CH3757 Bachelor of Medical Imaging (Level 7)

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Nau mai ki Ara - Welcome to Ara

Welcome to the Faculty of Health, Science, and Sustainability and to your enrolment as a learner studying for the Bachelor of Medical Imaging. We look forward to working with you to help you reach your goals and assist you in the gaining of a health sector qualification.

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

Your lecturers and support staff are approachable, friendly, and committed to creating a positive, enthusiastic and interesting learning environment. Please do not hesitate to ask questions or request help – that is why we are here.

Make the most of your time at Ara so that you achieve the best possible outcomes. We, as staff, will do all that we can to help you be successful, but it is only you who can do the learning. All the best with your studies.

Dr Michael Shone
Dean of Faculty – Health, Science, and Sustainability | Te Waka Toiora
2026

Kia rite ki te ako
Getting ready for study

Tō Rangi Tuatahi -Your First Day

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

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

Where to come on your first day - January 2026 Intake

Date: Monday 26 January2026
Time: 9am-4.30pm
Venue: Ground floor, Manawa Campus

Where to come on your first day - July 2026 Intake

Date: Monday 13 July 2026
Time: 9am-4.30pm
Venue: Ground floor, Manawa Campus

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

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

What you will need

Bring note taking items – pens and highlighters.

Logins

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

Timetable information

All timetables are available on MyAra.

How to find your way around

Campus maps can be found here.

Parking and bus information

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

Ara learners can ride the #3 bus (Sumner/Airport) between Madras and Manawa campus's for free by showing their Ara student ID. To use this service, board the bus at the Ferry Road stop outside Ara and get off at the hospital stop. For the return trip, catch the #3 bus from the hospital stop heading back toward Sumner, and get off at the Ferry Road stop.

Ara Whakatau, your official welcome

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

Click here to find out when the whakatau will be.

International learners

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

Korero Nui - Important Information

Programme Information Handbook

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

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

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

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

Learner Information Handbook

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

Attendance

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

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

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

Non-Engagement

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

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

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

Our faculty process follows these steps for disengaged learners:

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

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

Drugs and Alcohol

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

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

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

You can download the policy from CPP506 Drugs & Alcohol Policy.

Artificial Intelligence (AI) Tools

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

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

Kā Raki whakahirahira - Important Dates

Nelson Anniversary	Monday 2 February
Waitangi Day	Friday 6 February
Whakatau	Wednesday 18 March
Good Friday	Friday 3 April
Easter Monday	Monday 6 April
Easter Tuesday	Tuesday 7 April
Anzac Day	Monday 27 April
King's Birthday	Monday 1 June
Matariki	Friday 10 July
South Canterbury Anniversary	Monday 28 September
Labour Day	Monday 26 October
Marlborough Anniversary	Monday 2 November
Canterbury Anniversary	Monday 13 November
Westland Anniversary	Monday 30 November

Kā whakapātaka - Contact Details

Key Staff

Adrian Lowe

Portfolio Manager – Health and Community
021 273 8580

adrian.lowe@ara.ac.nz

Tracy Kirkbride

Programme Leader
021 248 8736

tracy.kirkbride@ara.ac.nz

Donna Mabin

Clinical Co-ordinator
021 274 6033
Donna.Mabin@ara.ac.nz

Teaching Staff

Name	Phone	Email
Gabriela Bantas	021 195 6132	Gabriela.Bantas@ara.ac.nz
Catherine Elkins	021 278 8339	Catherine.Elkins@ara.ac.nz
Kelly Evans		Kelly.Evans@ara.ac.nz
Trish Evans	021 281 8529	Trish.Evans@ara.ac.nz
Julia Koppens	022 018 2491	Julia.Koppens@ara.ac.nz
Donna Mabin	021 274 6033	Donna.Mabin@ara.ac.nz

Raewyn Pearce	021 274 8300	Raewyn.Pearce@ara.ac.nz
Warwick Shillito	021 249 8336	Warwick.Shillito@ara.ac.nz
Kate Yerby		Kate.Yerby@ara.ac.nz

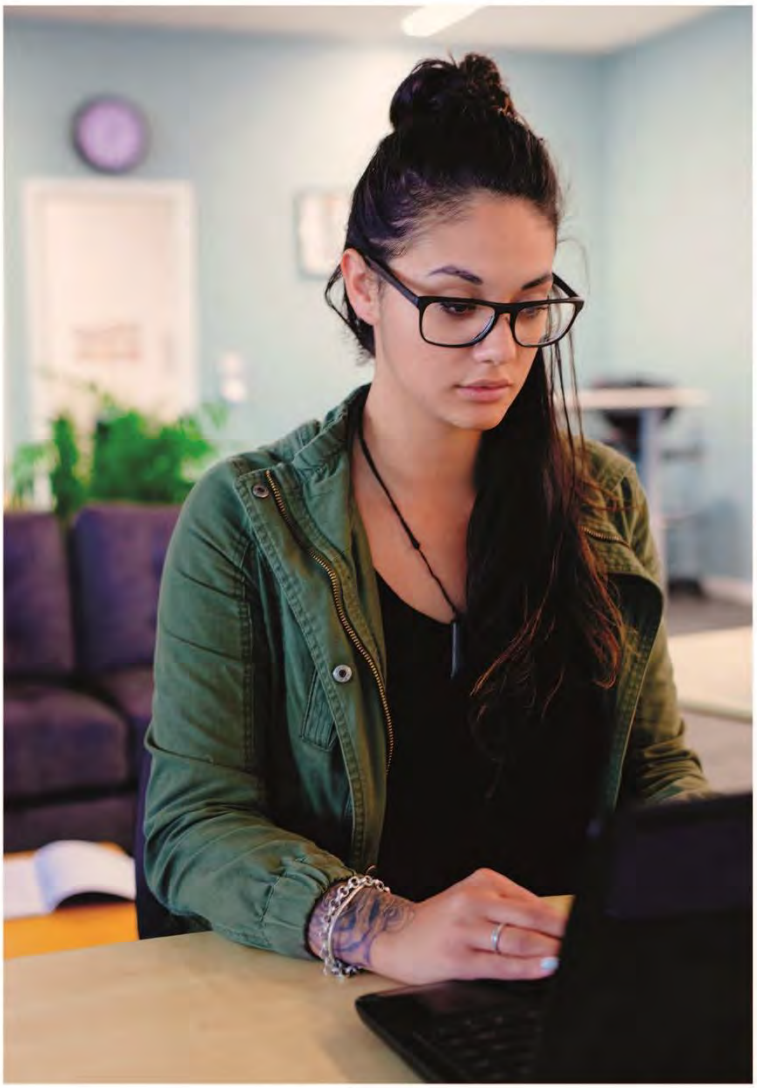
Admin Staff

Name	Phone	Email
Charlotte Li-Preuss/ Candace Nicklin Placement Coordinator	021 285 6157/ 03 940 6013	Clinical.Placement@ara.ac.nz
Kerry Chisholm Team Leader - Administration Operations	022 019 3358	Kerry.chisholm@ara.ac.nz
Anne Snelling Operations Administrator	021 271 8569	deptofhealthpractice@ara.ac.nz
Ali Irvine Operations Administrator	03 940 8254	deptofhealthpractice@ara.ac.nz

Faculty Links

https://www.facebook.com/Aradeptofhealthpractice

Tō akoako
Your study



Taipitopito akoraka - Programme Details

About the Programme

Take your analytical mind and compassionate nature into a rewarding role in the health sector with our Bachelor of Medical Imaging. Ongoing advances in technology mean this is an ever-changing environment where skilled professionals are in high demand. Using x-rays and other equipment to take images of injuries and possible diseases you will learn how to perform radiography and understand how computed tomography (CT) scanning, magnetic resonance imaging (MRI), ultrasound, nuclear medicine, mammography and angiography contribute to patient diagnosis and treatment.

To meet the demanding standards the profession requires, our degree combines clinical practice with theory and simulation to make your training more valuable and assist with the transition from trainee stage to becoming a qualified Medical Imaging Technologist (MIT).

You will be on clinical placements for approximately 60 weeks within a radiology department in New Zealand during your studies.

Programme Aim

The Bachelor of Medical Imaging programme aims to enable graduates to meet the Medical Radiation Technologists' Board (MRTB) standards for entry to the profession who are able to work consistently at a professional standard applying their knowledge, skills and attributes in a specialised medical imaging environment.

Programme Philosophy

The profession of Medical Imaging values ethical responsibility, the ability to work in multidisciplinary teams, and being a safe and patient focussed practitioner who can work effectively within the Professional Code of Practice, respectful of diversity and the needs of a bicultural population. Accordingly, the BMI is committed to offering a programme of study that enables graduates to demonstrate these values.

A key principle of the BMI is the integration of clinical practice with the academic/theoretical component of the programme. This provides learners with opportunities for contextualising theoretical understanding in an authentic situation and enables them to develop from the novice stage through to being a

competent Medical Radiation Imaging Technologist able to meet the professional standards demanded by the profession.

This integration of the theory-practice relationship produces graduates who possess the evidence-based skills which promote effective practice through lifelong learning in the rapidly evolving medico-legal and ethical challenges of health care today.

Graduate Profile

A graduate of the Bachelor of Medical Imaging will be able to:

- Meet the MRTB *Competencies Required for the Practice of: Diagnostic Imaging General.* Critically reflect and appraise work as an effective, independent, and collaborative practitioner in a medical imaging and interdisciplinary team.
- Practise radiography safely and ethically according to the requirements of the registering body (MRTB), current legislation and codes of safe practice for the safety and welfare of patients. Critically analyse and apply research findings and evidence-based learning to professional practice.
- Utilise critical thinking skills to be adaptable and problem solve.
- Critically evaluate current and emerging technologies as they apply to medical imaging.
- Practice radiography, which is inclusive, culturally responsive and appropriately meets the needs of patients through creating patient-centred and holistic relationships, underpinned by Te Tiriti o Waitangi.

Programme Regulations

The Bachelor of Medical Imaging is a three-year full time equivalent programme of study requiring the successful.

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

The maximum period of time to complete the programme is 6 years. Any extension to this period would require approval by the Dean for consideration. The programme comprises 360 compulsory course credits, with 120 credits at Level 7.

A minimum of 2400 work integrated learning hours is required.

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

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 faculty. Should performance not improve, the Degree Leader will discuss with the Dean, the benefit of placing the learner on a Formal Academic Contract according to Ara standard policy and procedures.

The Bachelor of Medical Imaging will be awarded to all learners who successfully complete all the requirements laid down by the faculty and approved by the Academic Board.

It is required under the Health Practitioners Competence Assurance (HPCA) Act (2003), that in the event of a learner enrolled in the Bachelor of Medical Imaging is believed to be unable to perform the required duties for the practice of Radiography due to a mental or physical condition, a written notification detailing all relevant circumstances will be promptly submitted to the MRTB Registrar.

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	Clinical Hours
Year 1 – Compulsory courses				
BRAN500	Anatomy, Physiology and Pathology 1	5	15	20
BRRT500	Radiographic Technique 1	5	15	30
BRMS500	Medical Imaging Science 1	5	15	30
BRPP500	Professional Practice 1	5	10	30
BRCP500	Clinical Practice 1	5	65	650
Total			**120**	**760**
Year 2 – Compulsory courses				
BRAN600	Anatomy, Physiology and Pathology 2	6	15	20
BRRT600	Radiographic Technique 2	6	15	30
BRMS600	Medical Imaging Science 2	6	15	30
BRPP600	Professional Practice 2	6	10	30
BRCP600	Clinical Practice 2	6	65	650
Total			**120**	**760**
Year 3				
BRAN700	Anatomy, Physiology and Pathology 3	7	10	20
BRRP701	Research Project	7	10	20
BRCP701	Clinical and Professional Practice 3	7	80	800
BRRT700	Radiographic Technique 3	7	10	20
BRSM700	Specialist Modalities	7	10	20
Total			**120**	**880**
Programme Totals (Years 1, 2 & 3)			**360**	**2400**

Learner Development Framework

Development	Year One	Year Two	Year Three
Knowledge	*Broad-based; Interdisciplinary; Fundamental Technical* • To acquire knowledge with understanding. *Applied Knowledge and Understanding* • To be able to link theory to technical and practical situations.	*Higher degree of Theoretical and Applied Knowledge and Additional Specialist Knowledge* • To develop a higher level of understanding of theory and concepts. • To be able to interpret and apply knowledge to new situations.	*High Degree of Theoretical and Applied Knowledge with Substantial Specialist Knowledge* • To be able to interpret and apply advanced knowledge to specialist and changing situations. • Well-rounded general and specialist knowledge at graduation.

Development	Year One	Year Two	Year Three
Cognitive	*Comprehensive; Interpretation; Critical Thinking; Problem-solving* • To be able to solve well-defined technical problems. • To be able to explore lines of thought and consider options within familiar parameters. • To be able to generate creative responses to established problems. • To be able to generate and evaluate a range of possible solutions. • To develop a conceptual framework for further study and to initiate integration.	*Problem Analysis; Generation of Solutions; Research Capabilities; Lateral Thinking; Creative Planning* • To be able to address and resolve complex and unusual problems. • To be able to think laterally and adapt to new situations. • To be able to plan and design. • To develop research skills.	*High Level Cognitive Capabilities; Research and Evaluation Capabilities; Synthesis; Critical Analysis* • To be able to conceptualise, design and plan. • To be able to think critically and intuitively to a level of advanced professional practice. • To extend research and evaluative skills for application in management and planning processes.

	Year One	Year Two	Year Three
Personal	*Personal Organisation Skills; Goal Setting; Time Use; Self Evaluation* • To be able to be self-directed. • To be able to manage feelings and be self-controlled. • To appreciate the need to develop personal goals. • To develop flexible personal capabilities which allow work without direct supervision. • To identify potential goals and be alert to opportunities.	*Autonomy* • To integrate a high level of theoretical and applied knowledge with autonomous and responsible personal capabilities.	*Responsibility for deciding Study Choices; Professional Standards and Ethics* • To establish goals and work towards achieving them. *Professionalism; Responsibility for Continuing Education* • To integrate personal capabilities with professional practice. • To have a high level of awareness of professional and ethical issues.

	Year One	Year Two	Year Three
Interpersonal	*Working in Groups; Scheduling; Sharing Workloads; Giving Feedback; Communication Skills* • *To be able to co-operate with others.* • *To be aware of the effect of personal actions on others.* • *To be able to interact in group activities.* *Development of Leadership Skills* • *To be able to help guide the work of others.* • *To be able to work effectively and co-operatively in groups.*	*Application of Co-operative Skills; Working alongside other Professionals; Extension of Communication Skills* • *To be able to use co-operative skills in clinical situations.* • *To be able to work professionally and effectively with others.* • *To be able to make a contribution that will stimulate others.*	*Management Skills; Leadership; Effective Communication* • *To be able to take on responsibility for the work of others.* • *To lead and initiate ideas and strategies which will enhance group performance.* • *To be capable of organisational and managerial roles.*

	Year One	Year Two	Year Three
Clinical	*Good Clinical Capabilities; Integration and Application of above Capabilities* • *To be able to demonstrate Total Mastery at Level 1.* • *To be able to apply knowledge capabilities in the clinical setting.* • *To be able to integrate and apply personal and interpersonal capabilities in the clinical setting.* • *To be able to apply knowledge and process in the clinical setting.*	*Advanced Clinical Capabilities; Integration and Application of above Capabilities* • *To be able to demonstrate Total Mastery at Level 2 and Specified Mastery.* • *To be able to apply knowledge and process in the clinical setting.* • *To be able to integrate and apply personal and interpersonal capabilities in the clinical setting.*	*Specialist and Advanced Clinical Capabilities; Integration and Application of above Capabilities* • *To be able to demonstrate Total Mastery at Level 3, specified Mastery and Specified Competence.* • *As for Level 6 with extended capacity for self-evaluation and innovative techniques.* • *To be able to apply extended knowledge and process within changing situations within the clinical setting.* • *To be able to integrate and apply advanced professional responsibilities, leadership, management and communication capabilities in the clinical setting.*

Typical Three-Year Plan

TYPICAL THREE-YEAR PLAN

May be adjusted minimally to suit academic set dates/ statutory holidays.

Weeks	Year One	Year Two	Year Three
1-5			
6	A	C	A
7	A	C	A
8	A	C	A
9	A	C	A
10	A	C	A
11	A	C	A
12	A	C	A
13	A	C	A
14	A	C	A
15	A	C	A
16			
17			
18	C	A	A
19	C	A	A
20	C	A	A
21	C	A	A
22	C	A	A
23	C	A	A
24	C	A	A
25	C	A	
26	C	A	C
27	C	A	C
28			C
29			C
30	A	C	C
31	A	C	C
32	A	C	C
33	A	C	C
34	A	C	C
35	A	C	C
36	A	C	
37	A	C	
38	A	C	C
39			C
40			C
41	C	A	C
42	C	A	C
43	C	A	C
44	C	A	C
45	C	A	C
46	C	A	C
47	C	A	C
48	C	A	C
49	C	A	C
50 –52			
	19 weeks clinical 19 weeks academic	**19 weeks clinical 19 weeks academic**	**22 weeks clinical 17 Weeks academic**

KEY:

A Academic
C Clinical

Holidays

Clinical Curriculum

Medical imaging clinical practice takes place in a highly specialised environment. In the programme, the clinical practice sections represent over half of the programme. These hours equate to more than the credit given the specific clinical papers as they also include the clinical experience hours required by the MRTB and provide work experience to enable the learner to reach the required competency level.

Clinical tuition is resourced, delivered, assessed and developed under the Faculty of Health, Science and Sustainability in co-operation with the radiology staff of the accredited clinical centres.

This is achieved by class tutorials in the clinical centres and by one-on-one tuition. The clinical tutorials are programmed jointly so that where possible, each centre within the degree programme is covering a similar section of the curriculum, and that it accurately reflects the knowledge base of each group at the time as well as the clinical roster.

Standardisation of the competencies and assessment are evaluated annually to ensure a fair and equitable process between the clinical centres.

One-on-one tuition provides the opportunity for the clinical lecturers to provide feedback on a variety of skills including communication with the patient, documentation of details and technical skills.

The clinical programme has been divided into three years of progressive clinical experience with well-defined competency levels and statements of measurable attainment. Learners are expected to successfully and consistently demonstrate the application of these competency levels over the full range of clinical examinations. As a prerequisite for continuation into each year of clinical experience, learners will have successfully acquired the full range of clinical and associated capabilities that the programme requires for the previous year.

Clinical Placement

There are five clinical placements throughout the programme. Four clinical placements are in your primary placement and one clinical placement in your 2nd year, is in an alternative clinical placement.

Clinical placements are an essential component of the Bachelor of Medical Imaging and enable the learner to apply and develop those values identified in the graduate profile through an integrative process in the workplace. Learners

will participate in directed and non-directed learning but will be supervised in their clinical practice by licensed practitioners in the clinical setting.

Included within the philosophy of clinical placement experience is the recognition that the learner will perform ethically, as identified by the MRTB, and meets the requirements of relevant legislation. This can be found here: https://www.mrtboard.org.nz/assets_mrtb/Uploads/2019-Dec-Code-of-Ethical-Conduct-Policy.pdf

Placement availability and rotational planning is negotiated between Ara through the Clinical Co-ordinator and clinical providers. This member of staff also has strong links with the clinical lecturers at each placement site.

The learner is reminded that they have entered into a clinical placement contract with responsibilities. In the event that the placement responsibilities are not being met by those parties included in the contract, steps and procedures in the contract will address issues as they arise. Regular feedback from learners, supervisory MIT's, clinical tutoring staff, placement centre managers and the teaching staff at Ara ensure a high quality is maintained and any developing issues are identified at an early stage and addressed immediately.

Progression depends on passing the previous year's clinical practicum course.

While on placement the learner MIT:

- is supervised on a weekly basis and given feedback by the licensed MIT's he/she is assigned to.
- has regular weekly 1:1 contact with a clinical tutor assigned to that area including pastoral support.
- receives tutorial support from the clinical tutor on a weekly basis as a group delivery.
- completes a logbook that will support academic submissions thus ensuring all experiences are participated in.
- must demonstrate 95% attendance and satisfactory clinical progress.
- must complete a series of competence-based assessments.

The above approach will ensure appropriate learning opportunities are provided for the learner, make it possible to monitor learner progress, ensure practice is safe and lines of accountability are followed and make it possible to identify and address potential concerns or issues that may arise.

The clinical component of the programme has been divided into three years of progressive clinical experience with well-defined competency levels and statements of measurable attainment as described in the Programme Document. Learners are

expected to successfully and consistently demonstrate the application of these competency levels over the full range of clinical examinations. As a prerequisite for continuation into each year of clinical experience, learners will have successfully acquired the full range of clinical and associated capabilities that the programme requires for the previous year.

In order to accurately define competency development and attainment throughout the three years of clinical experience, the total content of the radiographic imaging component has been categorised into three well-defined levels of demonstrable/practical clinical capabilities as defined by the MRTB and aligns with the programme philosophy of achieving competence in the performance of the radiographic process for the beginning level MIT.

Third year clinical

The final year of clinical is where a learner moves to a highly independent (learner lead) clinical experience. Prior to Year Three, learners have an observational or assistant role with patient examinations that have a difficult or unusual presentation. At Year three learners are expected to problem solve and manage such examinations (Mastery Level Three), which is a very different environment from previous clinical years. On occasions, clinical issues with this transition to independent practice present at this stage. Patient safety must be paramount at all times and in cases where the Clinical staff believe the patient safety is compromised, the learner will be withdrawn from clinical placement and the Medical Imaging Programme.

Should the learner fail to pass those assessments linked with the Clinical Practicum 1 and 2 courses (BRCP500, BRCP600) and Clinical and Professional Practice 3 course (BRCP700) then the learner will have to re-enrol in those courses and repeat the placement hours linked with them. Failure in either BRCP500 or BRCP600 courses will mean the learner will be unable to progress into some future courses.

Clinical Assessment

In order to progress through the clinical programme, learners will achieve a pass grading for each assessment component for each year of clinical performance/experience.

(a) On-going Assessment of Clinical Capability (Clinical Evaluations)

Formative assessment of learner work habits, interpersonal communication, technical capability, accuracy, and teamwork capability.

(b) Formal Clinical Evaluation of Performance (Practical Examinations)

A set number of specific tests must be completed for each clinical paper.

(c) Logbooks

Learners are required to keep a day-to-day record of their clinical work and the technical examinations they are required to perform. The logbook covers the whole sphere of work experience. Learners must demonstrate participation in a range of clinical procedures in order to satisfy the requirements for a formal yearly review of progress. Patient confidentiality is observed by the use of hospital numbers rather than names.

Assessment of logbooks is undertaken regularly on an informal, formative basis by the clinical lecturers. Summative assessment is undertaken annually by an auditor who scrutinises the scope and nature of entries. The auditor will assess whether the criteria have been met. If necessary, appropriate advice is given as to how the entries are deficient with an appropriate time scale for resubmission.

The logbook requirements will be met fully before progression to the subsequent level of clinical practice.

(d) Summative Clinical Evaluation

At the end of each clinical placement, the learner is evaluated for overall clinical performance, and completion of all required documentation and tests.

A pass attainment means that minimum requirements for safe practice with radiation, quality assurance and professional standards have been met in an on-going evaluation process.

Probation conditions will apply to a learner who is not meeting clinical requirements (see Assessment).

Registration Requirements

To be eligible to apply for registration as set down by the Medical Radiation Technologists' Board (MRTB), the learner must:

- Pass all the Bachelor of Medical Imaging requirements.
- The MRTB must be satisfied that persons applying for registration have an appropriate level of knowledge, skill and experience to practice as an MIT in New Zealand. A monitoring process is carried out by the MRTB every five years.

- Any person with a criminal record needs to declare this for consideration by the MRTB. No person who has a criminal record shall be registered as of right. Learners should consider the possible impact of this on their future employment prior to enrolling. When applying for registration, all graduates must supply the MRTB with a New Zealand Justice Department issued Record of Criminal Convictions.
- The MRTB also requires registration applicants to declare they are fit from a health perspective to be registered. Subsequent investigation to the contrary by the MRTB may render an applicant ineligible to register.

Clinical Practice

Clinical Practice Placements

Clinical placements are available in a variety of locations.

Learners are offered a base clinical placement for the duration of their training. In addition, in the second or third year of training, the learners will spend one clinical block in an alternative clinical placement.

Learners may indicate their preference for the alternative placement. Every endeavour will be made to arrange places equitably; however, first choices may not always be possible.

Travel and Accommodation

All travel to and from clinical placements, and to and from Ara, is at the learner's expense. All accommodation is the learner's responsibility to arrange and is at their expense.

Contracts with Health Service Providers

Learners and staff of Medical Imaging are permitted access to facilities controlled by Government Health Authorities or private providers for clinical experience on the basis of negotiated agreements between Ara and the controlling authority. Each institution has its own requirements and learners and lecturers must observe these.

Absence

If a learner finds that they will be either late for, or unable to attend clinical experience for any reason, the Radiology Department or clinical lecturer **must** be contacted.

Removal from Clinical Practice

If a lecturer considers a learner is behaving in a manner which is detrimental to the patient's wellbeing, the lecturer may remove the learner from the clinical

area, and the learner may be suspended by the Faculty Dean pending a decision regarding cancellation of enrolment. Learners who are deemed unsafe to practice will be independently assessed to determine the validity of the judgement. Based on the results of this assessment the learner may be removed from the clinical centre. A remedial programme may be developed in consultation with the Clinical Co-ordinator. On completion of the remedial programme, Ara and the clinical centre will reassess the learner before they recommence clinical practice to ensure that their level of performance is satisfactory for safe practice.

Confidentiality

All learners are required to sign the non-disclosure of patient information form at the commencement of the clinical programme.

Learners are reminded that they shall not disclose patient information to any person who is not:

(a) either employed by the authority controlling the organisation or institution in which they undertake professional practice as part of their radiography education, and is in the proper course of their duty, or

(b) approved by the appropriate authority to provide tuition in radiographic studies at Ara and is in the proper course of their work as a lecturer, or

(c) enrolled by Ara as a learner in the Bachelor of Medical Imaging programme, and for whom it is appropriate to have access to the information in the proper course of their role as a learner, for example, as part of their course/programme work/learning, or disclose

(d) any information concerning the condition, treatment or circumstances, or history of any patient, or any knowledge or information concerning the business, affairs, property or other activities of the controlling authority which has come to their knowledge in the course of their training.

Breaches of confidentiality are viewed seriously and bring into question the learner's awareness of professional responsibilities and commitment to the programme.

Proven breach of confidentiality will result in immediate dismissal from the clinical centre and consideration of cancellation of enrolment.

Uniform and Standards of Presentation

The uniform to be worn in the clinical placements is:

(a) **A designated Ara navy blue top**

(b) **Black skirt, shorts, trousers or culottes**: The learner may choose any style, however a reasonable dress standard is required. Casual clothing, for example, jeans and sports shorts, is inappropriate and considered to reflect poorly on the learner's professional attitudes.

(c) **Shoes:** Plain black shoes should be **enclosed** (including heel). Sandals, boots, high heels etc. do not comply with occupational health and safety standards.

(d) **Name and year badges** will be provided by Ara and must be worn, in a clearly and easily visible manner, at all times in the clinical placement.

(e) **Hair:** Long hair must be tied back or in such a way that it prevents cross infection, i.e., cannot fall forward into the face of a patient, brush a wound or touch bedding. Hair style and colour must contribute to a professional appearance.

(f) **Jewellery:** No jewellery may be worn apart from:

- one plain ring (e.g., wedding ring). Ornate rings should not be worn because of the danger of micro-organisms which could be present in this type of ring.
- earrings – one to two small studs per ear.
- watch – if worn, must be removed when giving direct care to the patient.

(g) **Body piercings and tattoos:** Facial piercing limited to two studs per ear. No other facial piercing is permitted. Piercings on other parts of body must not be visible. Tattoos that are visible should be discussed with the clinical co-ordinator.

(h) **Nails:** Should be kept short to minimise cross-infection and avoid skin damage to client. Nail polish, if used, must be clear. Acrylic or false nails are not acceptable.

(i) **Mobile phones:** Mobile phones cannot be used in the diagnostic work areas. The learner may access their phones when on breaks.

Radiation Monitoring

Radiation monitoring badges will be issued to learners at the beginning of each clinical block and must be worn at all times in the clinical centres. **It is the learner's responsibility to return this to Ara for processing.**

Learners who present for clinical without radiation monitoring badges and/or ID badges will be sent home from clinical and not allowed back on site without them. **If the radiation badge is lost the learner will incur a fee.**

Right and Left Markers

A set is supplied to all learners in Year One. Replacement or additional markers are available for purchase.

Immunisation

Learners need to be aware that the incidence of tuberculosis, rubella and hepatitis B within hospitals and the community in general is rising. It is **strongly** recommended that learners be immunised against these diseases. This is the responsibility of the learner and will incur a cost for the learner.

First Aid Certificates

Learners are required to hold current first aid certificates in order to participate in the clinical education program. A copy of the certificate must be supplied to the Clinical Co-Ordinator one (1) month prior to the commencement of the first clinical block, and on renewal.

Student Representative

A student representative will be elected by the class at the beginning of each year to represent the class.

Duties will include:

- Attending learner/lecturer rep. meetings approximately 4 per year.
- Advising learners of any issues arising from these meetings.
- Bringing to the attention of these meetings any issues brought forward by class members.

Our Access to Your Work

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

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

Learner Responsibilities and Rights

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

Useful Contacts:

Independent Student Advocate: Duncan Dunbar.

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

Student Voice Co-ordinator:

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 Ara Policy Library).

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

Support Area	Details	People	Links
	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 an **assessment brief.** They will show:

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

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

If you do not receive this information, talk to the course tutor or Manager/Programme Leader.

Assessment Types

Formative assessment	Verbal and written feedback that takes place throughout classes and the programme.
Summative assessment	Assessments throughout the year that are based on learning outcomes for the course and determine how well you have achieved each outcome. You are given grades and written feedback. These assessments may include practical tests and projects.

The contents of the course work will be explained by the tutor for each course. If at any point your tutor or Programme Leader is concerned about your progress, they will let you know.

Academic Integrity

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 lecturer 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.

The standard Faculty of Health Practice Assignment Cover Sheet is available to all learners via Moodle (http://moodle.ara.ac.nz/login/index.php)

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.

Marked assignments and portfolios may be collected on dates identified by the Course Leader or returned either electronically or by mail. Any uncollected work will be kept for the remainder of the semester, plus one subsequent semester, and will then be destroyed.

If you have any questions, contact your Lecturer.

Group Work

Group work is used during this degree. Group work is defined as a formally established project to be done by a number of learners in common, resulting in a single report/essay/presentation or a number of associated reports/essays/presentations.

Quality Assurance

Your assessments and exam scripts may be used for internal and external moderation, monitoring, programme reviews, aegrotats (Medical Imaging does not allow aegrotats in its programme document), 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.

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.

Legitimate Co-operation

Legitimate co-operation can be defined as any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between learners. Typical examples of these practices may include the researching and writing of joint projects/essays/tutorial papers; discussion of general themes and concepts; interpretation of assessment criteria; informal study/discussion groups; strengthening and development of academic writing skills through peer assistance.

Legitimate co-operation is based on the principle that producing the work remains the independent responsibility of the learner (or group of learners where a joint project is undertaken), while recognising the educational value of interaction between learners.

Unless an assessment task clearly states it is intended as group work or joint projects, the final submission must be the individual learner's own work.

Referencing

APA style must be used on all assignments, unless otherwise specified by the assessor. The Ara library provides support and up to date material on how to reference using APA.

https://tekete.ara.ac.nz/file/62dfa0fe-d674-42bb-8ba4-eec9db4bc92a/1/APA_7th_Referencing_Guide.pdf

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 grade scales that will be used within this programme are G29AA and M4.

Marked Grades

G29AA is used for BRAN500, BRAN600, BRAN700, BRRT500, BRRT600, BRRT700, BRMS500, BRMS600, BRSM700, BRPP500, BRPP600, and BRRP701

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:

Grade	Result	Definition
Pass	Pass	Awarded pass and no appropriate grade can be awarded
CC	Pass	Course credit awarded by Cross Credit
CT	Pass	Course credit awarded by Credit Transfer
RPL	Pass	Course credit awarded by Recognition of Prior Learning
ADV	Pass	Course credit awarded by Advanced Standing
CON	Pass	Conceded Pass
RP	Pass	Restricted Pass - Conceded Pass Non-Advancing
CP	Pass	Conditional Pass - Pass on Second Result
FF	Fail	Forced Fail due to not attaining mandatory minimums
Fail	Fail	Not passed and no appropriate grade can be awarded
DNC	Incomplete	Did not complete course requirements
W	Withdrawn	Formal withdrawal within the non-academic penalty period

Marked Grades

M4 is used for BRCP500, BRCP600 and BRCP701

Grade	Result	Definition
P	Pass	Pass
CC	Pass	Course credit awarded by Cross Credit
CT	Pass	Course credit awarded by Credit Transfer
RPL	Pass	Course credit awarded by Recognition of Prior Learning
NP	Fail	Not Passed
W	Withdrawn	Withdrawn
U	Incomplete	Unfinished at time of reporting
XT	Pass	External Result

Other Grades

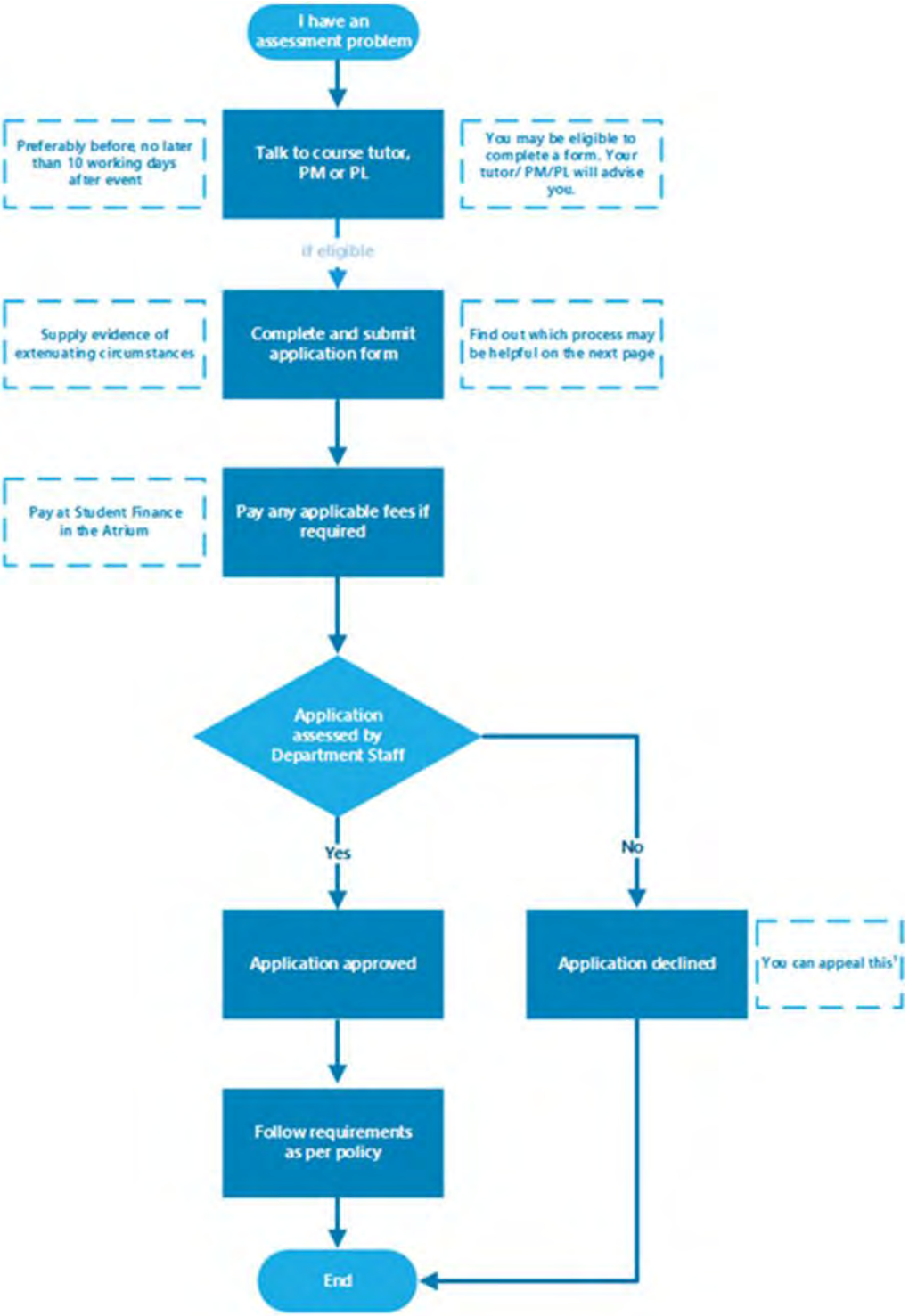
Other grades that may be awarded for particular circumstances in competency-based courses include:

Grade	Course result	Description
Pass	Pass	Awarded pass and no appropriate grade can be awarded
Fail	Fail	Not passed and no appropriate grade can be awarded
CT	Credit Transfer	Course credit awarded by credit transfer
CC	Cross Credit	Course credit awarded by cross credit
RPL	Recognition of Prior Learning	Course credit awarded by Recognition of Prior Learning
DNC	Did not complete	Did not complete course requirements

Grade	Course result	Description
W	Withdrawn	Formal withdrawal within the non-academic penalty period
AEG	Aegrotat (Medical Imaging does not allow aegrotats in it programme document)	Awarded pass following consideration of impaired performance / aegrotat application. Where a grade is able to be determined AEG (Grade) will be recorded.
RP	Restricted pass	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
CON	Conceded Pass	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
CP	Conditional Pass	Where a course was narrowly failed (45-49%) and an agreed portion of work or assessment is to be completed.

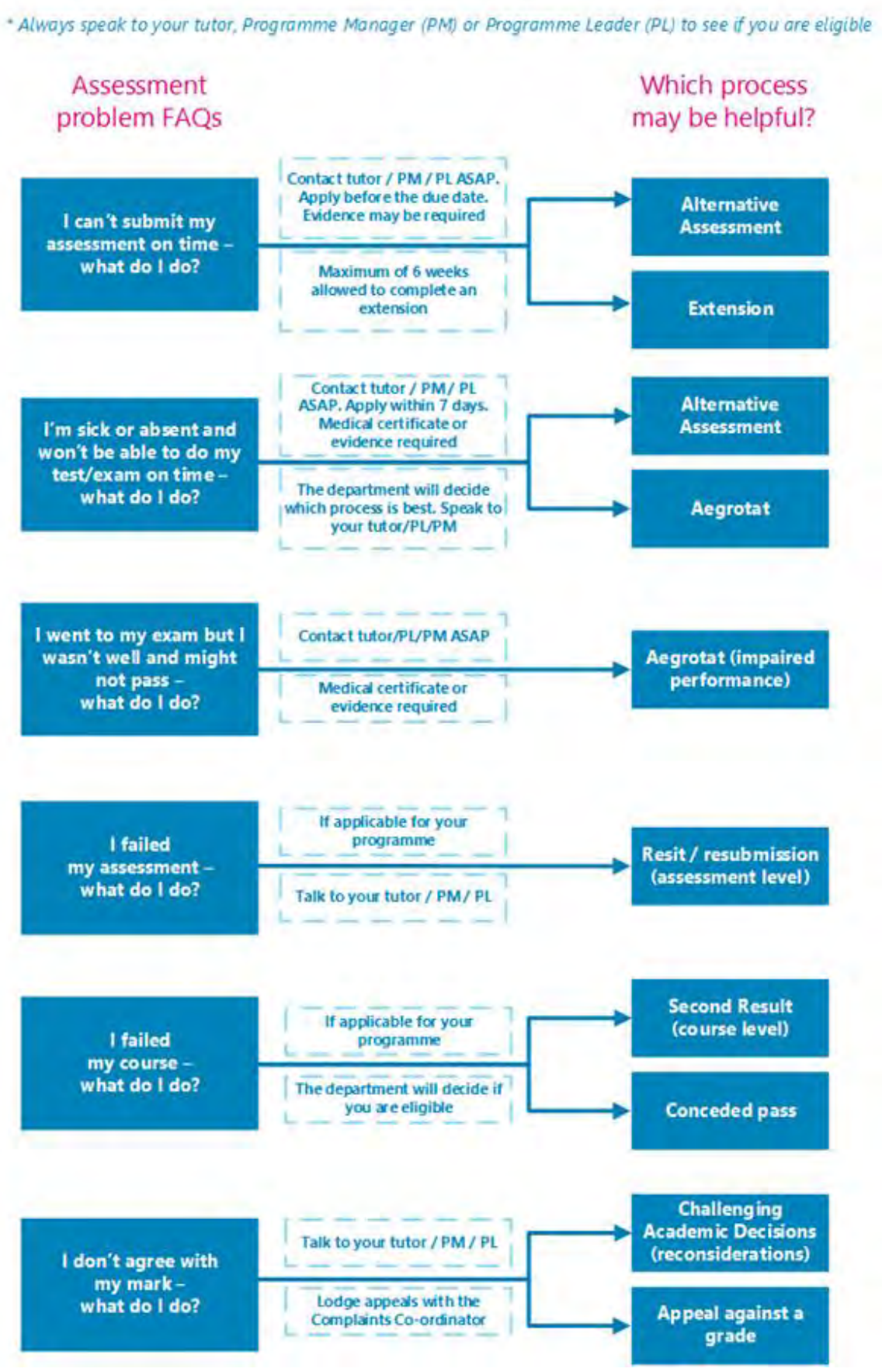
Kā tikaka aromatawai - Assessment Regulations

Regulations Flowchart



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

Which form do I use?



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

You may be able to apply for a resubmission if you fail an assessment, or a resit if you fail a test or exam.

In this programme one resit or resubmission per assessment (or part thereof) is allowed on failed results with a maximum of five allowed per year.

Clinical Practical Examinations found in BRCP500, BRCP600 & BRCP701 are not limited in resit opportunities.

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)

Second results are not available in courses **BRCP500, BRCP600 and BRCP701**. For all other courses see below:

If you receive a fail grade in a course, you may be able to apply for a reassessment of the course on the recommendation of the Portfolio Manager or delegate.

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 capability.

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

Late Submissions

Other than approved extensions, late submissions will have 10% of the mark deducted per day per assessment, up to a maximum of 50%. If an assessment is more than five days after the due date, it will not be marked unless special circumstances are approved by HOD or delegate.

Marks Carried Forward

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

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

Supported Assessment

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

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

Recognising Prior Knowledge and Skills

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

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

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

Alternative Arrangements

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

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

Aegrotat

Aegrotats are not available in this programme.

Reconsideration of Assessment Decisions

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

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

Reconsideration of a Course Final Grade

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

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

Appeal of Reconsideration Decision

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

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

Conceded Pass

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

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

Safety Requirement for Clinical courses (BRCP500, BRCP600 & BRCP701)

Due to the absolute need for safe practice in the clinical courses, Medical Imaging, Faculty of Health Practice, reserves the right to withdraw a learner from these courses if there is evidence that the learner may not be safe. The written professional judgement of the clinical lecturer and senior Faculty staff at a clinical site will be regarded as clear evidence that a learner is unsafe to practice. The Programme Leader of Medical Imaging will, in negotiation with the above staff and the Clinical Co-ordinator, recommend to the Dean that the learner be withdrawn from placement.

Unsatisfactory progress in academic courses will also be regarded as evidence that a learner is unsafe for clinical practice. Progression to clinical placement may not occur should the learner demonstrate features of unsafe clinical practice in academic courses.

Other requirements

All assessments are mandatory.

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 and accessible through MyAra or through the My Ara app.

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

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

Academic Transcripts

If you require your results to be printed, visit Central Academic Records (CAR) in A121 or email academic.records@ara.ac.nz to request a transcript.

Exam Scripts and Assessments

Your faculty will have a process to make assessments, and marked scripts for those courses with major final exams, available for you to check after results are published (specific dates will be advertised to learners at the end of each semester). During that time, you may request copies, and you may request remarking and/or reconsideration of your assessment. Original assessments and scripts may be destroyed one year following the completion of the assessment.

Note: Resits must be applied for within 5 days of the date your results are published on the Student Portal. If you take away an original examination script you forgo the right to apply for a recount or remark of the script or an appeal against the grade, so please check the marks you have been allocated and if you have any concerns, please speak to your tutor immediately.

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 two graduation ceremonies a year, Autumn and Spring.

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.

Prizes, Awards and Scholarships

A number of scholarships and awards are available to Ara learners and are advertised through Student Services (*Scholarships & Awards* booklet). Examples of particular interest to Medical Imaging learners include:

- The BMI Award for Clinical Excellence, which is made annually to the top two learners in clinical practice in Year Two of the BMI programme.
- The BMI Award for Top Clinical Student, which is made annually to the top student in clinical in Year Three of the BMI programme.
- The Dux Award which is made annually to the top academic student in Year Three across all three years of the BMI programme.
- NZIMRT awards for top academic student in Year One, Two and Three.
- Year One, Two and Three certificates recognising High Achievement.

https://www.ara.ac.nz/student-services/supporting-your-study/scholarships/

Kā ture me kā tikaka - Policies & Procedures

Academic Policies

All policies are accessible on the Ara website Ara Policy Library. Ara provides a student advocacy service.

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

Academic Support and Progression

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

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

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

If satisfactory progress is not made then you will be invited to meet with the Dean or his/her delegate, who will explain the circumstances, discuss the consequences, and give you the opportunity to present your view of events leading up to the meeting. Depending on the outcome of the meeting, a Formal Academic Contract may be entered into.

Formal Academic Contract

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

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

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

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

Academic Misconduct

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

Plagiarism

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

Use of Artificial Intelligence (AI) Tools

Generative Artificial Intelligence (AI) services such as ChatGPT can be used for learning. When submitting work for assessment, you must adhere to Ara's Assessment and Academic Misconduct policies. In relation to AI, this means;

- you must not present any output from any AI services as your own work in your assessment.
- you must use your own words.
- if you paraphrase or quote from a source such as a textbook, website and AI service, you must reference correctly.

If you submit an assessment using content copied directly from an AI service without acknowledgement, it is a form of academic misconduct.

Cheating

Acting deceitfully or dishonestly to gain academic recognition or an academic result. Examples include copying answers from another person's work, taking useful information secretly into a test or exam, improperly accessing information about questions and/or answers, arranging for someone else to produce an assignment or to sit a test or exam.

Dishonest Academic Practice

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

Educative Processes

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

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

Penalties

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

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

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 Dean. 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 Dean 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 Faculty Dean must invite you to an interview.

Refusal of Future Enrolment

Any person may, for good reason and on good evidence, be refused enrolment at Ara generally or in a particular programme or course only by the Faculty Dean 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 Faculty Dean must forward a recommendation to the Portfolio Manager that the person's application(s) to enrol be refused. The recommendation must state which of the Education Act (1989) grounds is the basis of the recommendation and must include the supporting evidence.

For more information about Exclusion, including Appeal Rights and Other Rights, see Exclusion - scroll down and find **3.4 Refusal of Enrolment.**

Copyright and Ara Learners

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

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

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

For more information about Copyright, see Copyright.

Kā tū whare me kā rauemi
Facilities and resources

Kā tū whare - Facilities

Faculty Related Health and Safety

Please refer to the Learner Information Handbook for general Health and Safety information and evacuation details.

Manawa Building Emergency Procedures

Emergency calls	In an emergency dial 111 for all emergency services. Staff/learners should follow the emergency procedures on the **Emergency Flip Charts** which will be available at reception, manual call points and on the H&S noticeboards around the building.
Fire and Evacuation	**Fire Alarm Manual Call Point** When activated, any manual call point fire alarm will automatically raise the alarm with the Fire Service. There are several manual call points located in all areas of the facility – see floor maps at the back of this paper. **N.B. Call 111 and ask for Fire Service** **Manawa Address: 276 Antigua Street** **Voice messages** will tell you what action should be taken.
Fire Extinguishers & Hoses	There are no fire hoses within the building. Fire extinguishers are place on each floor in the corridors or near the fire alarm manual call point – see floor maps in your packs. The building does have a sprinkler system. All occupants exiting via the stairwells are reminded to use the designated safe exit path leading to final exits on Tuam Street. Once reaching the ground floor, walk to the riverbank assembly area.

Earthquake	In the event of a **serious** earthquake, staff should Drop, Cover and Hold. Staff should then evacuate the building via the stairs if damage is evident.
Civil Defence	There is emergency lighting in the building.
First Aid	First aid supplies are located on the ground floor, in the simulation centre and on the fifth floor. Their specific location will be covered in your onsite orientation. There are two AED's in the Manawa building which are located, ground floor in the reception area on the wall and on the 5th floor in the reception area on the wall. In an emergency call **111**. **Address: 276 Antigua Street.**

The Emergency Assembly Point for Manawa is:

Riverside on the riverbank

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 18 December 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**