

# 2026 Programme Handbook

Digital Information Certificate, Diploma, Degree and Graduate  
Diploma Programmes (Level 4 - Level 7)



# Rāraki Upoko – Contents

<b>Orientation, Whakatau, and Your First Day .....</b>	<b>5</b>
Where to come on your first day .....	6
Timetable information .....	6
How to find your way around .....	6
<b>Korero Nui - Important Information .....</b>	<b>8</b>
Learner Information Handbook .....	8
Health and Safety .....	8
Attendance .....	8
Non-Engagement .....	9
Drugs and Alcohol .....	10
Artificial Intelligence (AI) Tools .....	10
<b>Kā Raki whakahirahira - Important Dates .....</b>	<b>11</b>
<b>Kā whakapātaka - Contact Details .....</b>	<b>12</b>
<b>Taipitopito akoraka - Programme Details .....</b>	<b>16</b>
Bachelor of Information and Communication Technologies Level 7 .....	16
Graduate Diploma in Information & Communication Technologies Level 7 .....	23
New Zealand Diploma In Cybersecurity Level 6 .....	25
NZ Diploma in Information Technology Technical Support Level 5 .....	27
NZ Certificate in Information Technology Essentials Level 4 .....	30
<b>Kā tika me kā kaweka o te tauira - Learner Responsibilities and Rights .....</b>	<b>32</b>
<b>Kā Taunakitaka Mōu – Support for You .....</b>	<b>36</b>
Quick reference–Where to find help if you have feedback or want to raise an issue .....	36
<b>Kā Aromatawai - Assessments .....</b>	<b>38</b>
Academic Integrity .....	38
Submitting Your Work .....	40
The Grade Scale .....	41
<b>Kā tikaka aromatawai - Assessment Regulations .....</b>	<b>43</b>
Regulations Flowchart .....	43
Which form do I use? .....	43
Extensions .....	45
Late submission .....	45
Resits or resubmission of assessment tasks .....	45
Second Results (course level) .....	45

Assessment in Te Reo Māori.....	45
Marks Carried Forward.....	46
Supported Assessment.....	46
Recognising Prior Knowledge and Skills .....	46
Aegrotat.....	47
Reconsideration of Assessment Decisions .....	47
Reconsideration of a Course Final Grade .....	47
Appeal of Reconsideration Decision .....	47
Conceded Pass .....	48
<b>Kā putaka me te Whakapōtaetaka - Results &amp; Graduation .....</b>	<b>49</b>
Accessing Your Results .....	49
Academic Transcripts.....	49
Access to marked assessments .....	49
Receiving Your Qualification .....	50
Graduation.....	50
<b>Kā ture me kā tikaka - Policies &amp; Procedures.....</b>	<b>51</b>
Academic Policies .....	51
Academic Support and Progression.....	51
Formal Academic Contract .....	51
Academic Misconduct.....	52
Plagiarism .....	52
Use of Artificial Intelligence (AI) Tools .....	52
Cheating .....	52
Dishonest Academic Practice.....	53
Educative Processes.....	53
Penalties.....	53
Learner Behaviour Management .....	53
Probation .....	54
Exclusion .....	54
Suspension .....	54
Cancellation of Enrolment.....	54
Refusal of Future Enrolment.....	55
Copyright and Ara Learners .....	55
<b>Kā tū whare - Facilities .....</b>	<b>58</b>
Health and Safety .....	58
Nau mai ki Ara - Welcome to Ara	

A warm welcome to the Faculty of Applied Technology and your challenge as a learner studying for a qualification. We look forward to working with you over the next few semesters to help you reach your goals and assist your gaining of higher qualifications. This student programme information document is your essential 'operations manual' for this semester's study, so please read it carefully and keep it handy for future reference.

As you start each new subject, the lecturer will give you a course outline. This details the day-to-day subject content, delivery and assessment for that course. It is your responsibility to ensure that you have these outlines for each course and that you read them thoroughly. Any questions regarding these outlines should be directed to the lecturer. Understanding the expectations and assessments for each course will be vital to your success.

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.

Ngā mihi

**Jeremy Ainsworth**  
**Portfolio Manager**

2026



# Kia rite ki te ako Getting ready for study





# Orientation, Whakatau, and Your First Day

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.

## When and where?

### Orientation for all programmes:

**Day:** Thursday 12 February 2026

**Time:** 9.00am – 12.00pm

**Location:** D Lecture Theatre (DLECT), D Block

### What we'll cover

- Campus familiarisation
- Programme overview
- MyAra
- Policies and procedures
- ICT access
- Programme handbook and timetable

Bring notetaking items

## 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

It is important that you are logged into the Ara network before you come to class. Links to login details were included in your enrolment confirmation email.

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

## MyAra

With MyAra you can access everything you need in one place and with notifications to keep you updated. To access MyAra (from 21 days prior to your course beginning), you must have a current Ara network login and password (you can use [Ara Self Service Password Reset](#) to activate your network account). When you first login to MyAra, it will prompt you to change your password. After that, it will ask you to enter more information such as your mobile phone number, personal email address or security questions. This information will be used to reset your password if you forget it.

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

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

## Where to come on your first day

**All computing classes being on Monday 16 February 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 you need to attend at. Room numbers are located in the top right corner of the door frame.

### Returning students

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

## 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 mihi (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

## Learner Information Handbook

We recommend that you read your Programme handbook in conjunction with the [Learner Information Handbook](#) on MyAra.

## Health and Safety

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.

## 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 [@ara.ac.nz](mailto:@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 if you are a no-show in the first two weeks of teaching is as follows:**

- 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 incurred by you for withdrawals in this period, but you could be overpaid by Studylink.

**During the semester we will follow 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 an 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 details, please read the **Kā ture me kā tikaka - Policies & Procedures** section of this handbook [Policies](#).

## Kā Raki whakahirahira - Important Dates

### SEMESTER ONE

**DATES: 16 February – 03 July**

#### TERM 1

**16 February – 2 April**

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 – 27 June**

King's Birthday

Monday 1 June

Matariki

Friday 10 July

#### MID YEAR BREAK

**29 June – 19 July**

### SEMESTER TWO

**DATES: 20 July – 27 November**

#### TERM 3

**20 July – 18 September**

#### TERM 4

**12 October – 27 November**

South Canterbury Anniversary

Monday 28 September

Labour Day

Monday 26 October

Canterbury Anniversary

Friday 13 November



## Kā whakapātaka - Contact Details

### Key Staff

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**Portfolio Manager**

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[David.Weir@ara.ac.nz](mailto:David.Weir@ara.ac.nz)**Faculty Links**[https://www.facebook.com/  
groups/473315692736262](https://www.facebook.com/groups/473315692736262)

Computing Students

## Teaching Staff

Name/teaching area	Room	Phone	Email
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# Tō Akoako

## Your study





## Taipitopito akoraka - Programme Details

### Bachelor of Information and Communication Technologies Level 7

This programme is only offered in Christchurch.

#### Programme Aim

The BICT is an applied programme targeted at school leavers, career changers or unqualified IT professionals seeking a qualification in ICT. The programme aims to produce work-ready graduates who meet the needs of the IT industry in New Zealand, as well as globally.

The programme enables learners to: apply knowledge, skills and capabilities to analyse, design, develop, implement and maintain information systems across a variety of industries, business environments, and community organisations; and interact with clients, formulate technology projects, manage projects, and communicate developments effectively throughout the design and development of solutions.

#### Graduate Profile

Graduates of this programme will be able to:

- Apply specialist technical Information Communication Technology (ICT) knowledge and skills to provide business solutions.
- Employ critical, systematic and strategic thinking and analytical skills to evaluate and solve complex business problems in a changing global environment.
- Apply ethical dimensions for decision making to uphold social responsibility and sustainable practice.
- Advise on technology deployment decision making in a range of organisational, professional, social, and multi-cultural contexts.
- Apply self-directed learning and research to maintain currency and lead future development.
- Communicate effectively in a professional manner with stakeholders, colleagues, and clients.

- Work effectively, both independently and across teams, in diverse cultural contexts.
- Demonstrate knowledge of the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance throughout the deployment and application of technology solutions in realising New Zealand/Aotearoa cultural aspirations.

## Programme Regulations

The Bachelor of Information and Communication Technologies is a **three year full-time** equivalent programme of study requiring the **successful completion of 360 course credits**.

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

**The maximum time frame to complete the programme is five years.** Any extension to this period would require a written application from the Portfolio Manager or delegate to the Faculty Programme Group for consideration.

The programme comprises 225 core course credits, 75 compulsory pathway credits and 60 elective credits, with a minimum of 75 credits at Level 7.

A minimum of 450 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 Ara standard policy and procedure.

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

The Bachelor of Information and Communication Technologies will be awarded to all learners who successfully complete all the requirements laid down by the Faculty of Applied Technology and approved by the Academic Board.

A maximum of 30 credits can be selected as unspecified credits completed as part of other Ara qualifications or qualifications at other institutions, subject to approval by the Academic Manager to ensure alignment of the graduate profile outcomes and that content is not replicated in courses.

Learners will be eligible to **graduate with “Distinction”** if they have attained a

weighted grade average of A- (A minus) with no grades less than B+ (B plus) across a minimum of 90 credits at level 7. The 90 credits must include the following:

BCIS309 (45 credits), BCIS302 (15 credits), BCIS303 (15 credits) and the 15 credit Level 7 course required in the learner's pathway.

Learners must have also completed the requirements for Distinction within two years.

## Programme Matrix

Code	Course Title	Level	Credits	Work Integrated Learning	Course Factor
<b>Core Courses</b>					
BCIS105	IT Practitioner Fundamentals	5	15	0	0.1250
BCDE101	Introduction to Programming	5	15	0	0.1250
BCCS191	Introduction to Networks	5	15	0	0.1250
BCCS199	Operating Systems	5	15	0	0.1250
BCIS106	Computational Methods	5	15	0	0.1250
BCDE102	Introduction to Software Engineering	5	15	0	0.1250
BCDE103	Database Design	5	15	0	0.1250
BCCS183	Cloud Technologies and the IOT	5	15	0	0.1250
BCIS207	Enterprise Solutions Deployment	6	15	20	0.1250
BCIS208	IT Service Management	6	15	20	0.1250
BCIS302	Managing Information and Cybersecurity	7	15	20	0.1250
BCIS303	Information Technology Governance	7	15	20	0.1250
BCIS309	Work Integrated Learning Project	7	45	450	0.3750
<b>Compulsory Courses</b>					
<i>The following courses are delivered as compulsory courses in pathways and are also available as electives in other pathways.</i>					

Information Systems Pathway					
BCIS211	Research of Information Solutions	6	15	0	0.1250
BCIS212	Introduction to Enterprise Solutions Architecture	6	15	30	0.1250
BCIS213	Introduction to Enterprise Intelligence and Analytics	6	15	20	0.1250
BCIS312	Enterprise Solutions Architecture	7	15	20	0.1250
BCIS313	Enterprise Intelligence and Analytics	7	15	30	0.1250
Networking and Infrastructure Pathway					
BCCS254	System Infrastructure	6	15	30	0.1250
BCCS283	Network Infrastructure	6	15	20	0.1250
BCCS292	Routing and Switching Essentials	6	15	20	0.1250
BCCS295	Enterprise Networking, Security & Automation	6	15	20	0.1250
BCCS355	Cloud Services	7	15	30	0.1250
Software Development Pathway					
BCDE211	Best Programming Practices (Web and Mobile Development)	6	15	30	0.1250
BCDE213	Interactive Media Development	6	15	10	0.1250
BCDE214	Database Administration	6	15	30	0.1250
BCDE215	Web Development	6	15	30	0.1250
BCDE311	Software Development Project	7	15	50	0.1250
Elective Courses					
<i>Electives can be selected from the courses above that are not completed as compulsories in a pathway or selected from the courses below.</i>					
BCCS350	Advanced Programming	7	15	50	0.1250
BCCS381	Special Topic – Networking Infrastructure	7	15	50	0.1250
BCDE222	Best Programming Practices (C# .NET)	6	15	0	0.1250
BCDE223	Best Programming Practices (Java)	6	15	0	0.1250



BCDE224	Best Programming Practices (Server-Side Programming - PHP)	6	15	0	0.1250
BCDE321	Advanced Programming	7	15	0	0.1250
BCIS206	Professional Practice	6	15	0	0.1250
BCIS321	Special Topic in Information Systems	7	15	50	0.1250
BCIT388	Mobile Technology	7	15	0	0.1250
DNET601	Wireless Local Area Networks	6	15	0	0.1250
DNET602	Network Security	6	15	0	0.1250
DSYS601	Systems Deployment	6	15	0	0.1250
NZDC605	Ethical Hacking	6	12	0	0.1250
NZDC602	Cryptography	6	12	0	0.1250

A maximum of 30 credits can be selected as unspecified credits completed as part of other Ara qualifications or qualifications at other institutions, subject to approval by the Academic Manager to ensure alignment of the graduate profile outcomes and that content is not replicated in courses.

## Level 7 – CH3866 Bachelor of Information & Communication Technologies (BICT) – from February 2026



### What courses do you need to take?

Students do the same eight compulsory courses in the first two semesters in the order shown.

Further information about entry requirements and details on courses can be found at [ara.ac.nz](http://ara.ac.nz) or Email: [computing@ara.ac.nz](mailto:computing@ara.ac.nz)

Semester 1

Semester 2

<b>BCIS105</b> IT Practitioner Fundamentals	<b>BCDE101</b> Introduction to Programming	<b>BCCS199</b> Operating Systems	<b>BCCS191</b> Introduction to Networks
<b>BCIS106</b> Computational Methods <i>pre-req BCIS105</i>	<b>BCDE102</b> Introduction to Software Engineering <i>pre-req BCDE101</i>	<b>BCDE103</b> Database Design	<b>BCCS183</b> Cloud Technologies and the IoT <i>pre-req BCDE101</i>

After the first two semesters you choose your preferred specialist pathway – **Software Development, Networking and Infrastructure** or **Information Systems**. The compulsory courses in each of these pathways are listed below. See the next page for information about Elective courses.

	Software Development Pathway				Networking & Infrastructure pathway				Information Systems Pathway			
Semester 3	<b>BCIS207</b> Enterprise Solutions Deployment <i>pre-req BCIS105 &amp; BCIS106</i>	<b>BCDE211</b> <sup>1</sup> Best Program Practices (Web & Mobile Dev.) <i>pre-req BCDE102</i>	<b>BCDE215</b> Web Development	<b>BCDE213</b> Interactive Media Development <i>pre-req BCDE102</i>	<b>BCIS207</b> Enterprise Solutions Deployment <i>pre-req BCIS105 &amp; BCIS106</i>	<b>BCCS283</b> Network Infrastructure <i>pre-req BCCS191</i>	<b>BCCS292</b> Routing & Switching Essentials <i>pre-req BCCS191</i>	<b>Elective</b> See options next page	<b>BCIS207</b> Enterprise Solutions Deployment <i>pre-req BCIS105 &amp; BCIS106</i>	<b>BCIS211</b> Research of Information Solutions <i>pre-req BCIS105 &amp; BCIS106</i>	<b>BCIS212</b> Intro. to Enterprise Solutions Architecture	<b>Elective</b> See options next page
Semester 4	<b>BCIS208</b> IT Service Management <i>pre-req BCIS207</i>	<b>BCDE214</b> <sup>2</sup> Database Administration <i>pre-req BCDE103</i>	<b>Elective</b> See options next page	<b>Elective</b> See options next page	<b>BCIS208</b> IT Service Management <i>pre-req BCIS207</i>	<b>BCCS254</b> System Infrastructure <i>pre-req BCCS283</i>	<b>BCCS295</b> Enterprise Networking, Security and Automation <i>pre-req BCCS292</i>	<b>Elective</b> See options next page	<b>BCIS208</b> IT Service Management <i>pre-req BCIS207</i>	<b>BCIS213</b> Intro. to Enterprise Intelligence & Analytics <i>pre-req BCIS105 &amp; BCIS106</i>	<b>BCIS312</b> Enterprise Solutions Architecture <i>pre-req BCIS212</i>	<b>Elective</b> See options next page
Semester 5	<b>BCIS303</b> Information Technology Governance <i>pre-req BCIS207 &amp; BCIS208</i>	<b>BCDE311</b> Software Development Project <i>pre-req 45 SD credits 16</i>	<b>Elective</b> See options next page	<b>Elective</b> See options next page	<b>BCIS303</b> Information Technology Governance <i>pre-req BCIS207 &amp; BCIS208</i>	<b>BCCS355</b> Cloud Services <i>pre-req BCCS191</i>	<b>Elective</b> See options next page	<b>Elective</b> See options next page	<b>BCIS303</b> Information Technology Governance <i>pre-req BCIS207 &amp; BCIS208</i>	<b>BCIS313</b> Enterprise Intelligence & Analytics <i>pre-req BCIS213</i>	<b>Elective</b> See options next page	<b>Elective</b> See options next page
Semester 6	<b>BCIS302</b> Managing Information & Cybersecurity <i>pre-req 45 IS credits</i>	<b>BCIS309</b> Work Integrated Learning Project 45 credits (equivalent to three courses) <i>pre-req BCIS303</i>			<b>BCIS302</b> Managing Information & Cybersecurity <i>pre-req 45 IS credits</i>	<b>BCIS309</b> Work Integrated Learning Project 45 credits (equivalent to three courses) <i>pre-req BCIS303</i>			<b>BCIS302</b> Managing Information & Cybersecurity <i>pre-req 45 IS credits</i>	<b>BCIS309</b> Work Integrated Learning Project 45 credits (equivalent to three courses) <i>pre-req BCIS303</i>		

### Colour Key

Compulsory courses that everyone must do.

Compulsory courses for that specialist pathway – everyone choosing that pathway must do these.

Elective courses – see the next page for possible options.

<sup>1</sup> Only offered in Semester 1 of each year

<sup>2</sup> Only offered in Semester 2 of each year

### How do the levels work?

BCXX course codes starting with a 1 are at Stage 1 of the degree, which is Level 5, codes starting with a 2 are at Stage 2 which is Level 6, codes starting with a 3 are at Stage 3 which is Level 7, e.g. BCIS105 is a Level 5 course, BCDE211 is a Level 6 course, BCIS303 is a Level 7 course. For non-BCXX course codes the level of the course is the first digit in the code, e.g., DNET601 is a Level 6 course.

## Electives (dark green spaces on previous page)

You must complete 60 credits of elective courses; this usually means choosing four elective courses worth 15 credits each. It is possible to include up to 30 credits as unspecified electives from another Ara qualification, or qualifications from another institution, subject to approval by the Academic Manager. It is also possible to use compulsory courses from another specialist pathway as an elective course in your specialist pathway. The following list shows the courses offered by that can be used as electives, each of these is worth 15 credits. For each specialist pathway the table below indicates how strongly staff recommend the course for someone seeking to specialise in each area.

Code and Course Title	Pre-requisite	How suitable is the elective for this specialist pathway?		
		Software Development	Networking and Infrastructure	Information Systems
BCCS254 System Infrastructure	BCCS283	Not that relevant	Compulsory can't be elective	Not that relevant
BCCS283 Network Infrastructure	BCCS191	Not that relevant	Compulsory can't be elective	Not that relevant
BCCS292 <sup>1</sup> Routing & Switching Essentials	BCCS191	Not that relevant	Compulsory can't be elective	Not that relevant
BCCS295 <sup>1</sup> Enterprise Networking, Security & Automation	BCCS292	Not that relevant	Compulsory can't be elective	Not that relevant
BCCS350 Advanced Networking	BCCS295	Not that relevant	Recommended	Not that relevant
BCCS355 Cloud Services	BCCS191	Suitable	Compulsory can't be elective	Suitable
BCCS381 Spec. Topic – Networking Infrastructure	60 credits of L6 Networking pathway courses	Not that relevant	Recommended	Not that relevant
BCDE211 Best Prog. Practices (Web & Mobile Dev) <sup>1</sup>	BCDE102	Compulsory can't be elective	Not that relevant	Recommended
BCDE213 Interactive Media Development	BCDE102	Compulsory can't be elective	Not that relevant	Recommended
BCDE214 Database Administration <sup>2</sup>	BCDE103	Compulsory can't be elective	Recommended	Recommended
BCDE215 Web Development	Nil	Compulsory can't be elective	Not that relevant	Recommended
BCDE222 Best Programming Practices (C# .NET) <sup>2</sup>	BCDE102	Recommended	Not that relevant	Suitable
BCDE223 Best Programming Practices (Java) <sup>1</sup>	BCDE102	Recommended	Not that relevant	Suitable
BCDE224 Best Prog. Practices (Server-side Prog. PHP) <sup>2</sup>	BCDE102	Recommended	Not that relevant	Suitable
BCDE311 Software Development Project	45 credits of L6 Soft. Dev. pathway courses	Compulsory can't be elective	Not that relevant	Suitable
BCDE321 Advanced Programming	45 credits of L6 Soft. Dev. pathway courses	Recommended	Not that relevant	Suitable
BCIS206 Professional Practice	Nil	Suitable	Suitable	Suitable
BCIS211 Research for Information Solutions	BCIS105 & BCIS106	Suitable	Not that relevant	Compulsory can't be elective
BCIS212 Intro. to Enterprise Solutions Architecture	Nil	Suitable	Not that relevant	Compulsory can't be elective
BCIS213 Intro. to Enterprise Intelligence & Analytics	BCIS105 & BCIS106	Suitable	Not that relevant	Compulsory can't be elective
BCIS312 Enterprise Solutions Architecture	BCIS212	Suitable	Not that relevant	Compulsory can't be elective
BCIS313 Enterprise Intelligence & Analytics	BCIS213	Suitable	Not that relevant	Compulsory can't be elective
BCIS321 Special Topic in Information Systems	60 credits of L6 Info. Systems pathway courses	Suitable	Not that relevant	Recommended
BCIS370 Industry Practice	BCIS303	Available on to Grad Dip Students	Available on to Grad Dip Students	Available on to Grad Dip Students
BCIT388 Mobile Technology <sup>1</sup>	60 credits at Level 6	Suitable	Not that relevant	Recommended
DNET601 Wireless Local Area Networks <sup>2</sup>	BCCS191	Not that relevant	Recommended	Not that relevant
DNET602 Network Security	BCCS292	Not that relevant	Recommended	Suitable
DSYS601 Dev Ops	BCCS191	Suitable	Recommended	Not that relevant
NZDC605 Ethical Hacking & Testing	Nil	Suitable	Recommended	Suitable
NZDC602 Cryptography	Nil	Suitable	Recommended	Suitable

<sup>1</sup> Collectively BCCS191, BCCS292, and BCCS295 cover the curriculum required for the Cisco Certified Network Associate (CCNA) certification.

*Note: Not all elective courses are offered in each semester.*

## Graduate Diploma in Information & Communication Technologies Level 7

This programme is only offered in Christchurch.

### Programme Aim

The aim of the Grad Dip ICT is to develop graduates who are suitably skilled in applying critical thinking skills required to evaluate options in a structured and research informed manner to contribute to the future developments of information systems development and deployment in organisations.

### Graduate Profile

Graduates of this programme will be able to:

- Extend technical, applied and interpersonal skills, to perform within ICT specific industry contexts.
- Use communication and negotiation skills in a range of organisational, professional, social, and multi-cultural contexts.
- Plan and manage information technology deployment projects in a professional manner.
- Work ethically and productively as individuals, and collaboratively as effective members of ICT project teams.
- Critically review practices and provide advice on IT deployment approaches within organisations.

### Programme Regulations

The Graduate Diploma in Information and Communication Technologies is a one year full-time equivalent programme of study requiring the successful completion of 120 course credits.

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

**The maximum time frame to complete the programme is five years.** Any extension to this period would require a written application from the Portfolio Manager or delegate to the faculty Group Meeting for consideration.

The programme comprises 60 to 75 compulsory pathway credits and 45 to 60 elective credits, with a minimum of 75 credits at Level 7.

A minimum of 150 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 Ara standard policy and procedure. Refer Section 7.3 below for a summary.

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

The Graduate Diploma in Information and Communication Technologies will be awarded to all learners who successfully complete all the requirements laid down by the Faculty of Applied Technology and approved by the Academic Board.

## Programme Matrix

Use the following table as a guide to the courses in your programme. You can find out how many credits each course is worth, and how many credits and courses you need to do to complete your study.

Code	Course Title	Level	Credits	Course Factor
Core Courses				
BCIS105	IT Practitioner Fundamentals	5	15	0.1250
BCIS303	Management of ICT	7	15	0.1250
BCIS370	IT Industry Project	7	30	0.2500
Elective Courses				
Choose four courses from the list of BICT courses (refer to the BICT documentation on pages 12 and 13 of this document) At least two courses must be at level 7.				
Elective		5/6	15	0.1250
Elective		5/6	15	0.1250
Elective		7	15	0.1250
Elective		7	15	0.1250

# **New Zealand Diploma In Cybersecurity Level 6**

## **Programme Aim**

The purpose of this qualification is to provide Aotearoa New Zealand with people who have attained internationally transferable industry-relevant knowledge and technical skills that will equip them to work in entry-level roles in the specialised field of cybersecurity, or to proceed to further study.

## **Graduate Profile**

Technical knowledge and skills:

- Analyse organisational contexts from a security perspective using information management principles and terminology, data inputs, organisational strategy and processes, outputs, systems, and stakeholders' roles and responsibilities.
- Analyse an IT environment's technology stack from a security perspective and identify issues that could impact organisational performance and business risks.
- Apply knowledge of risk management frameworks to perform cybersecurity risk assessments and communicate the results to support the organisational risk management process.
- Assess, select, plan, implement and validate cybersecurity approaches and controls to support organisational objectives and operations.
- Analyse cybersecurity events, perform security incident classification, and apply relevant security incident handling techniques, whilst participating in an incident handling process
- Analyse the legal, privacy and ethical impacts of the regulatory environment, and organisational decisions to advise decision makers on cybersecurity implications and organisational obligations applicable to a particular situation.

## **Programme Regulations**

The New Zealand Diploma in Cybersecurity (Level 6) is a one-year full time equivalent programme of study requiring the successful completion of 120 compulsory course credits.

The maximum time frame to complete the programme is 4 years. Any extension to this period would require a written application from the Portfolio Manager or delegate to the Enterprise and Digital Innovation Faculty Programme Group.

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

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

The New Zealand Diploma in Information Technology Technical Support (Level 5) will be awarded to all learners who successfully complete all the requirements laid down by the Faculty of Applied Technology and approved by the Academic Board.

The formal document certifying the award of this qualification will display the NZQF logo and the Ara logo.

## Programme Matrix

Upon successful completion of the eight compulsory courses listed below, you will be eligible to be awarded the NZ Diploma in Cybersecurity.

Code	Course Title	Level	Credits	Course Factor
NZDC601	Information Systems Security	6	15	0.125
NZDC602	Cryptography	6	15	0.125
NZDC603	Network Security	6	15	0.125
NZDC604	Cybersecurity Management	6	15	0.125
NZDC605	Ethical Hacking and Testing	6	15	0.125
NZDC606	Cybersecurity Data Analysis	6	15	0.125
NZDC607	Cybersecurity Project	6	30	0.250
<b>Total</b>			<b>120</b>	<b>1.000</b>

# **NZ Diploma in Information Technology Technical Support Level 5**

This programme is offered in Christchurch.

## **Programme Aim**

To provide learners with the broad understanding of the core concepts and practical skills in IT required to provide technical support.

## **Graduate Profile**

Graduates who successfully complete this programme will be able to:

1. Select, install, maintain and troubleshoot IT hardware networking systems and application software in a secure manner to meet security, ethical and organisational requirements.
2. Apply a broad operational knowledge of networking technologies, security, associated services and troubleshooting techniques to meet organisational requirements.
3. Apply knowledge of database administration and query languages to meet organisational data storage and retrieval requirements, including database Consistency Review Details Outcome Statement management system (DBMS) optimisation, cleansing, security and backups.
4. Apply knowledge of established IT Service Management frameworks to meet organisational customer service requirements.
5. Apply the fundamentals of information systems concepts and practice, including business concepts, development life cycles, data modelling and administration, to support and enhance organisational processes and systems.
6. Apply knowledge and concepts of business analysis, user experience and interface design, to create accessible interactive digital media.
7. Apply the fundamental principles of software development, including fundamental mathematical and logical concepts that underpin computational and systems thinking, to plan, create, test and document simple working code.
8. Apply professional, legal, and ethical principles and practices in a socially responsible manner as an emerging IT professional.
9. Apply communication, collaboration, teamwork, documentation and customer service skills to enhance effectiveness in an IT role.
10. Apply critical analysis and decision-making techniques to solve problems and provide relevant and timely IT outcomes

## Programme Regulations

The New Zealand Diploma in Information Technology Technical Support (Level 5) is a **one-year full time** equivalent programme of study requiring the successful completion of **120 compulsory course credits**. 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 time frame to complete the programme is three years.** Any extension to this period would require a written application from the Portfolio Manager or delegate to the Faculty Group Meeting.

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

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

The New Zealand Diploma in Information Technology Technical Support (Level 5) will be awarded to all learners who successfully complete all the requirements laid down by the Faculty of Applied Technology and approved by the Academic Board.

The formal document certifying the award of this qualification will display the NZQF logo and the Ara logo.

## Programme Matrix

Upon successful completion of the eight compulsory courses listed below, you will be eligible to be awarded the NZ Diploma in IT Technical Support.

Code	Course Title	Level	Credits	Course Factor
<b>Compulsory Courses</b>				
BCDE101	Programming Fundamentals	5	15	0.1250
BCCS153	Computer Systems Architecture	5	15	0.1250
BCDE151	User Experience	5	15	0.1250
BCIT105	IT Practitioner Fundamentals	5	15	0.1250
BCDE103	Introduction to Databases	5	15	0.1250
BCCS163	Technical Support	5	15	0.1250
BCCS191	Introduction to Networks	5	15	0.1250
BCCS199	Operating Systems	5	15	0.1250
<b>Total</b>			<b>120</b>	<b>1.0000</b>



# NZ Certificate in Information Technology Essentials

## Level 4

### Programme Aim

To provide learners with the knowledge and skills for further study to equip them to work in the field of Information Technology (IT) as a profession.

### Graduate Profile

Graduates who successfully complete this Programme will be able to:

1. Apply knowledge of computer hardware, operating systems, applications, networks, storage, and security to provide support for hardware and software resources and a foundation for infrastructure in the IT Profession
2. Apply knowledge of database design, development, queries and management, to support organisational information systems requirements.
3. Apply knowledge and concepts of business analysis, user experience and interface design, to create interactive digital
4. Apply knowledge of programming fundamentals, mathematical and logical concepts that underpin computational thinking, and concepts of software development to write code and create simple applications.
5. Apply industry relevant project management and planning tools and methodologies to meet the requirements of specified briefs.
6. Apply appropriate professional and ethical principles and practices to comply with essential legal and organisational requirements in a range of context within the IT industry.
7. Communicate and collaborate clearly and professionally to maintain relationships and achieve objectives in a range of contexts within the IT industry.

### Programme Regulations

The New Zealand Certificate in Information Technology Essentials (Level 4) is a **19-week full time equivalent programme** of study requiring the successful completion of **60 compulsory course credits**.

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 time frame to complete the programme is two years.** Any extension to this period would require a written application from the Portfolio Manager or delegate to the Faculty Group Meeting.

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

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

The New Zealand Certificate in Information Technology Essentials (Level 4) will be awarded to all learners who successfully complete all the requirements laid down by the Department of Business and Digital Technologies and approved by the Academic Board.

The formal document certifying the award of this qualification will display the NZQF logo and the Ara logo.

## Programme Matrix

Upon successful completion of the four compulsory courses listed below, you will be awarded the NZ Certificate in IT Essentials.

Code	Course Title	Level	Credits	Course Factor
<b>Compulsory Courses</b>				
CITE401	Technical IT Skills	4	15	0.1250
CITE402	Media Design and Development	4	15	0.1250
CITE403	Information Management	4	15	0.1250
CITE404	Software Design and Development	4	15	0.1250
<b>Total</b>			<b>60</b>	<b>0.5000</b>

# 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 obligations.
- Comply with visa requirements.
- Be honest when completing assignments/other assessments.
- Comply with requirements of programme handbooks.
- Follow Ara policies and regulations (refer: <https://www.ara.ac.nz/about-us/policies>).

## Your Rights as a Learner

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

### **Fairness**

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

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

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

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

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

### **Concerns / Complaints:**

Your rights will be upheld by Ara management. If you think they have been infringed, in the first instance please contact your course tutor. If it is not appropriate to contact your tutor regarding your complaint, or the matter has not been resolved, please contact your Portfolio Manager/Programme Manager or Student Advocate and/or the Student Life Team [CPP117-Raising-problems-or-complaints](#)

## 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.

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.



**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.

## **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.

## **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 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
<b>Faculty Staff</b>	This team are your first port of call for issues impacting your ability to study	Tutor Programme Leader Programme Manager 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>
<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>

Support Area	Details	People	Links
<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>
<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>

# 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, 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

<b>Formative assessment</b>	Verbal and written feedback that takes place throughout classes and the programme.
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<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 verbal or 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 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) j
- not act or behave in a way that prevents others from completing their assessments
- keep written and electronic work secure to prevent others from accessing and copying work. (2)

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

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

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



## Submitting Your Work

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

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

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

## Quality Assurance

Your assessments 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

## Graduate with Distinction from the Bachelor of ICT

Students will be eligible to graduate with “Distinction” if they have attained a weighted grade average of A- (A minus) with no grades less than B+ (B plus) across a minimum of 90 credits at level 7. The 90 credits come from the compulsory level 7 courses in your final year.

Students with exceptional distinction may be eligible for ‘Summa Cum Laude.’ See staff for more details.

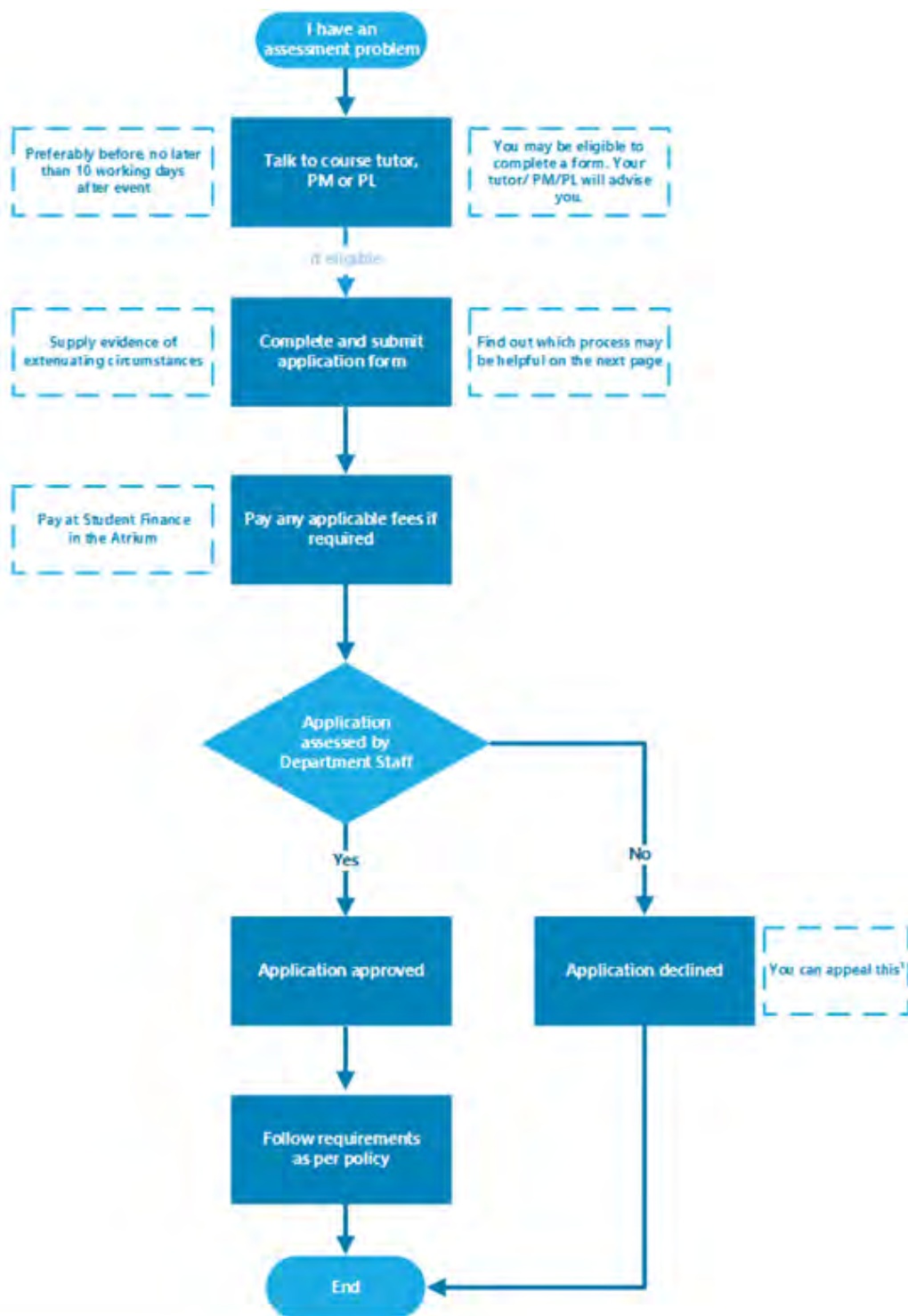
## Other Grades

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

Course result	Grade	Description
Pass	Pass	Awarded pass and no appropriate grade can be awarded
CC	Pass	Course credit awarded by Cross Credit
CT	Pass	Course credit awarded by Credit Transfer
P	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
AEG	Pass	Aegrotat Pass
FF	Fail	Forced Fail due to not attaining mandatory minimums
Fail	Fail	Not passed and no appropriate grade can be awarded

# Kā tikaka aromatawai - Assessment Regulations

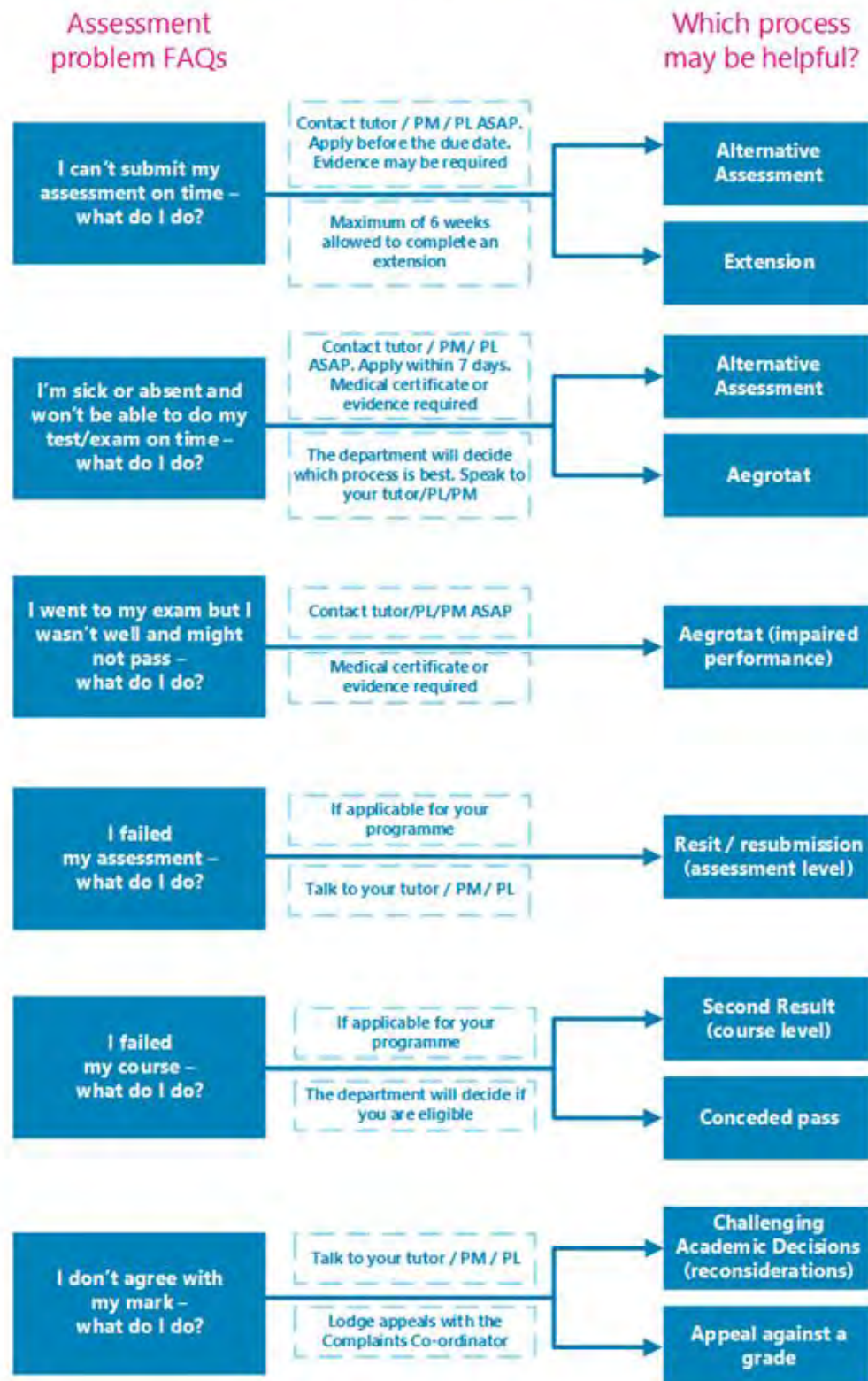
## Regulations Flowchart



\*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





## Extensions

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

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

## Late submission

In these programmes, 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 Portfolio Manager or delegate.

## Resits or resubmission of assessment tasks

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

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

## Second Results (course level)

If you receive a fail grade between 40 - 49% in a course, you may be offered the opportunity for a reassessment of the course.

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

## Assessment in Te Reo Māori

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

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

## Marks Carried Forward

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

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

## Supported Assessment

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

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

## Recognising Prior Knowledge and Skills

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

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

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

## Alternative Arrangements

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

For information about how to apply for an alternative assessment see [Assessment Policy](#) - scroll down and find **3.13 Alternative Assessment**

**Arrangements**. You can download the form from [Application for Alternative Time for Test / Exam](#)

## Aegrotat

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

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

## Reconsideration of Assessment Decisions

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

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

## Reconsideration of a Course Final Grade

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

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

## Appeal of Reconsideration Decision

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

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

## Conceded Pass

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

For information about conceded passes, see [Assessment Policy](#) - scroll down and find **3.17 Conceded Pass**.

# Kā putaka me te Whakapōtaetaka - Results & Graduation

## Accessing Your Results

Results of individual assessments will be made available to you within ten (10) working days of your assessment due date.

These results may be returned to you in class or online. Final grades for each course will be available online within fifteen (15) working days of the end date of the course, the **Student Portal** at accessible through [MyAra](#) or through the My Ara app.

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

**Note:** Staff members are under no obligation to advise you of your final grade for a course. After you have completed all the assessments in a course, we ask that you allow the staff time to complete the marking. At the end of semester staff members are under 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](mailto:academic.records@ara.ac.nz) to request a transcript.

## Access to marked assessments

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

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

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

Please note that 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 tutor(s). Each learner is also responsible for making sure his/her work cannot be copied by others. Sharing or comparing tests, exams and assessments is prohibited and, if detected, will be treated as “academic misconduct”.

## Academic Support and Progression

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

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

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

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

## Formal Academic Contract

If your progress as a learner in a current course is still considered by tutors 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 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.

## **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

## Health and Safety

Ara Institute of Canterbury is committed to providing a healthy and safe work environment at all of its physical locations and during any Ara activities.

Please refer to the [Learner Information Handbook](#) for general Health and Safety information. In an emergency advise a staff member. If no one is available phone 111.

**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 15 December 2025.



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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)**