

Student Handbook



TE WHARE WĀNANGA O
AWANUIĀRANGI



Contents

Vision and Mission.....	4
Ngā Uara.....	6
Message from the CEO.....	8
Our History, Te Tiriti o Waitangi.....	10
Whakatāne Campus.....	11
Starting Your Year Checklist.....	12
Student Support.....	13
Library.....	15
Computer Facilities.....	16
eWānanga.....	17
Transport and Parking.....	20
Textbooks & Materials, Spirituality, Childcare, Lost Property.....	21
Financial Help.....	22
Student Conduct.....	26
Student Conduct.....	29
Academic Regulations.....	32
Assignments.....	36
Cheating and Plagiarism.....	39
Complaints.....	41
Computer & Internet Usage Policy.....	45
Campus Information.....	48
Campus Maps.....	49

OUR VISION

Rukuhia te mātauranga ki tōna hōhonutanga me tōna whānuitanga. Whakakiia ngā kete a ngā uri o Awanuiārangi me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangi and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

OUR MISSION

Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua. Parau ana tēnei ara whaingā, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē. Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangi. Haere mai... Me haere tahi tāua.

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future. We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others. Thus, we can stand proudly together with all people of the world. This is in part the dream and vision of Te Whare Wānanga o Awanuiārangi.



NGĀ UARA

TIKA · PONO · AROHA

MANAAKITANGA

Hāpaihia te mana o te akonga, te manuhiri, te hāpori, tētahi ki tētahi

Manaakitanga acknowledges our responsibility to behave at all times with generosity and respect, and in a manner that is consistent with enhancing the wairua and mana of past, present and future. It is grounded in working with and for each other in the spirit of reciprocity and demands a high standard of behaviour toward each other. We acknowledge that upholding the wairua and mana of others supports our own wairua and mana. We accept our responsibility to demonstrate manaakitanga through aroha, tika and pono, and to always act with dignity and in the spirit of generosity with staff, our students and our knowledge.

KAITIAKITANGA

Ko taku kāinga ko taku wānanga, ko taku wānanga ko taku kāinga

Kaitiakitanga acknowledges in the first instance the unique obligations and responsibilities that Ngāti Awa have as kaitiaki of Te Whare Wānanga o Awanuiārangī. It also recognises the obligations and accountabilities that all staff and students have to maintain and enhance Awanuiārangī. As kaitiaki of Te Whare Wānanga o Awanuiārangī, all of our decisions will be informed by our vision and āhuetanga, our students and staff, and the organisation's ongoing sustainability. Students and staff accept responsibility to be accountable in the te ao Māori academic environment, and to our knowledge communities, marae and external stakeholders.

WHANAUNGATANGA

Miria te ara whakawhanaunga o te akonga, o te hāpori tētahi ki tētahi
Whanaungatanga empowers and connects people to each other and to the wider environment. It reminds us of our reciprocal responsibilities to each other as well as to our vision. We will reach out to all those around us and in doing so we acknowledge the relationships between people and the core elements of our unique principles (toi te kupu, toi te mana, toi te whenua). We also acknowledge and accept our responsibility to always demonstrate respect that will enhance the connections between staff, students and the aspirations of our knowledge community.

PŪMAUTANGA

He pākau ringa kōhatu, he tohu kia ita, kia ū, kia mau
Pūmautanga is to be steadfast and committed to doing the right thing, in the right way, in all that we do with and for Te Whare Wānanga o Awanuiārangī. All staff and students will support and commit with passion and in a dignified manner to excellence and quality relationships. We will be ethical and will give our best to help sustain the dignity, physical, intellectual and spiritual wellbeing of the people to whom we are responsible.

TUMU WHAKAARA

E rere e te kāhu kōrako, hei waerea i te ara o te kawau
Tumu Whakaara acknowledges that all staff at Te Whare Wānanga o Awanuiārangī are leaders, decision-makers and the navigators of our journey. We acknowledge that although we each have different roles to play, we will always inspire and lead ourselves, each other and our students with a generous heart, mind and spirit, and with integrity and humility. In doing so, we will be accountable, honest and ethical in all aspects of our academic, administrative and general responsibilities and work.

Message from the CEO

Tēnei te mihi maioha atu kia koutou katoa i runga i ngā āhuatanga o te wā. Ka mihi ki o tātau mate e heke tonu nei, e heke tonu nei. Kua tangihia, kua mihia, kua poroporoakitia ratāu, no reira e ngā mate takoto mai rā, takoto mai rā i roto i ngā ringaringa o to tātau kaihangā. Ka hoki mai kia tātau te hunga ora, tēnā koutou, tēnā koutou, tēnā tātau katoa.

Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga

Pursue knowledge to the greatest depths and its broadest horizons

It is a pleasure to welcome you to Te Whare Wānanga o Awanuiārangi. You are here because you seek relevant skills, specialised knowledge and a highly-regarded credential. You want an education that equips you for the challenges you will face, that prepares you to contribute to te ao Māori, and that makes you stand out when it comes to getting a job.

In our fast-changing world, the right knowledge will be critical to how we shape our future. What, where and how you study is more important than ever.

Te Whare Wānanga o Awanuiārangi plays a distinctive and crucial role in tertiary education, providing an opportunity to learn based on the values of āhuatanga Māori according to tikanga Māori. Strong relationships with our communities of interest – in Aotearoa and internationally – drive the relevance of our academic programmes, teaching and research. Academic achievement and cultural competence are equally significant. Our graduates have discovered the advantage that an Awanuiārangi education can provide as they move into the workforce, and position themselves to make a difference within their communities.

Our organisation has defined values (Ngā Uara) which are embedded in the teaching and learning environment as well as the support functions of Te Whare Wānanga o Awanuiārangi. Ngā Uara imbue a responsibility of duty toward each other and the wider community:

- Manaakitanga – To respect and care
- Kaitiakitanga – To protect and support
- Whanaungatanga – To value all relationships and kinship connections
- Pūmautanga – To commit to excellence and continuous improvement
- Tumu Whakaara – To inspire and lead through example

We are proud of our transformative approaches to educational achievement and our broad and unique programme offerings, and we continue to focus on providing an education that will encourage and support community development and growth.

Nō reira, nau mai haere mai ki Te Whare Wānanga o Awanuiārangi. We hope you will feel at home here.

Professor Wiremu Doherty

CHIEF EXECUTIVE OFFICER

PhD (Auckland) B. A. (Hons), B. SocSc, Dip Teachg

Tūhoe, Ngāti Awa



Our History

Te Whare Wānanga o Awanuiārangi was established in 1991 by Te Rūnanga o Ngāti Awa and officially became a Wānanga in 1997. The establishment of Awanuiārangi recognised the role of education in providing positive pathways for Māori development.

The founding kaupapa is:

Rukuhia te mātauranga ki tōna hōhonutanga me tōna whānuitanga
Pursue knowledge to its greatest depths and its broadest horizons

The name 'Awanuiārangi' is linked to the whakapapa of the Mātaatua canoe, which landed at Whakatāne. Many tribal groups claim descent from the Mātaatua canoe and the ancestor Awanuiārangi. These include Te Whānau-ā-Apanui, Whakatōhea, Tūhoe, Ngāti Awa, Ngāti Manawa, Ngāti Whare, Ngāi te Rangi and Ngā Puhī. Although Awanuiārangi has strong links to the people of Mātaatua, its doors of learning have always been open to all.

Twenty-three years on, it now provides educational opportunities to all Māori and New Zealanders through the campuses based in Whakatāne and Tāmaki Makaurau (Auckland), delivery site in Te Tai Tokerau (Northland), and national delivery sites and marae and community networks across the country.

Te Whare Wānanga o Awanuiārangi intends to be a quality provider of Māori programmes within the tertiary education sector in Aotearoa. Of importance is the vision to promote, grow and sustain Māori language, knowledge and culture in all of its manifestations and with regard to tikanga Māori practice.

Te Tiriti o Waitangi

Te Whare Wānanga o Awanuiārangi upholds and affirms Te Tiriti o Waitangi in its role as a partner with the Crown in the delivery of learning and education programmes in Aotearoa. The spirit of Te Tiriti o Waitangi is expressed by the Wānanga through encouraging its staff, students and community to grow a sense of pride in, and an identity with, the cultural heritage of the tangata whenua of Aotearoa.

In its development of the distinctive character of Wānanga as defined in the 1989 Education Act, Awanuiārangi recognises the critical importance and place of āhuatanga and tikanga Māori in its philosophy and in its day-to-day work. Under the Act, it exercises its right and mana to determine the essence and ethos of its own special learning culture and its identity with the spirit of Te Tiriti o Waitangi.

Āhuatanga Māori is an integral component of the learning environment of Awanuiārangi. Cultural evidence is omnipresent in the buildings and surroundings. Strategically placed contemporary and traditional carved pieces immediately link the Whare Wānanga with the historical significance of the land it stands on, with Ngāti Awa, the tangata whenua of the area, and with the greater hinterland of the rohe of Mātaatua.

Tikanga Māori is inherent and a natural consequence of the cultural view that Te Whare Wānanga o Awanuiārangi has of itself.



Whakatāne Campus

Te Whare Wānanga o Awanuiārangi has built a state-of-the-art complex at its Whakatāne campus to ensure students, staff and the wider community have access to first-class teaching facilities. Our new buildings were officially opened on December 7, 2012.

This complex creates an advanced learning and research environment geared for the 21st Century. It incorporates cutting-edge artistic and cultural elements that reflect the place of mātauranga Māori and tikanga Māori in tertiary education today. We hope you enjoy our new campus.

A world-class library, with special collections, and a modern student commons are at the heart of the development. A high-tech video-conferencing centre and lecture theatre allows audio-visual teaching and communication between more than 20 education sites – both nationally and internationally.

Up-to-the-minute features have also been integrated into the Noho Centre, an innovative development centred on Te Whare Wānanga o Awanuiārangi's noho wānanga teaching approach. In conjunction with the library, student commons and dining facilities, the noho wānanga concept supports learning grounded in tikanga and kaupapa Māori, and includes modern marae-style accommodation.

A Student Information and Enrolment Centre brings together services for students.

As the site where international indigenous students, scholars and other guests are officially received, the new campus provides visitors with access to the finest facilities and support. In addition, this set of iconic buildings creates a unique focal point for the Whakatāne district. Together with innovations such as the video-conferencing centre, the new facility supports the region's growth as a conference and tourist destination.

STARTING YOUR YEAR CHECKLIST	✓
Enrolment has been processed	
All Documentation received by School	
Confirm papers and programmes	
Fees have been paid (if applicable)	
Student Loan	
Scholarship	
Work – professional development	
Received your timetable	
Familiar with site maps	
<ul style="list-style-type: none"> • Te Whare Pukapuka (Library) • Awhi Tauira Student Support • Computer suites • Lecture theatre/suites • Student common rooms • Parking • Lecturer offices • Programme administrators • Other support Staff 	
Received Student ID Card	
Received IT username and logon	

Please be aware that you are not eligible to receive a student ID card until your enrolment is completed and your fees are paid in full.

Fees must be paid before students can borrow from the library collections. Student ID cards must be presented to borrow library material.

If your circumstances have changed, or change during the year, and you are unable to continue studying, you need to read the Withdrawal Procedures on page 31.

Student Support

Whether it's academic guidance or personal support you need, Te Whare Wānanga o Awanuiārangi can provide you with advice to get the most out of your studies. Our dedicated support teams can assist in ways as diverse as choosing the course that is right for you, writing assignments, helping with cultural matters, financial support and pastoral care.

In this section, you will find information about the many ways we help you to reach your goals.

Student Information & Enrolment Centre

Te Whare Wānanga o Awanuiārangi offers a comprehensive range of subjects, from Undergraduate certificates and degrees to Master and Doctorate level. Whether you are a school leaver or a mature student, and whether you want to study part-time or full-time, during the day, at night or at weekends, the enrolment liaison team can help you choose the right programme and plan your course of study.

The enrolment liaison team can also assist you with information about:

- Courses or programmes on offer
- How to enrol
- Loans and allowances
- Grants and scholarships
- Paying fees
- Student ID cards
- Withdrawal or change of course
- Academic transcripts or results

WHAKATĀNE CAMPUS

Ground Floor, 13 Domain Road, Whakatāne

Freephone: 0508 92 62 64

Telephone: 07 307 1467

Email: contact@wananga.ac.nz

website: www.wananga.ac.nz

TĀMAKI MAKĀURAU (AUCKLAND) CAMPUS

Building 1, 19 Lambie Drive, Manukau

Freephone: 0508 92 62 64

Email: contact@wananga.ac.nz

Website: www.wananga.ac.nz

TE TAI TOKERAU SITE

12A Murdoch Crescent, Raumanga Heights, Whangarei

Freephone: 0508 92 62 64

Email: contact@wananga.ac.nz

Website: www.wananga.ac.nz

Awhi Taura Student Support

A range of academic learning and development resources are available from your Awhi Taura Student Support. This includes: study guidelines, websites, workshops, one-on-one sessions, study groups, on-line tutorials, email support and help with your assignments.

Awhi Taura Student Support staff are available for all students through the eWānanga LMS Awhi Taura site via the Virtual Classroom. Email the Awhi Taura Team (awhitaura@wananga.ac.nz) to book a time with an Academic Support Advisor.

Your ability to study may be affected by study workloads, academic skills, personal issues, family, cultural commitments or disability. Awhi Taura Student Support is available to discuss these barriers and provide you with practical and personal solutions to allow you to complete your studies and get better grades. Awhi Taura Student Support can also provide you with advice on Academic Regulations.

Student Study Guidelines

The Student Study Guidelines Handbook is available from Awhi Taura Student Support. Information in the handbook includes: Essay writing, presentation skills, citing, use of Māori language, language, reports, plagiarism, forming study groups, writing styles, understanding the question, grammar, referencing and exam preparation.

Awhi Taura Student Support on eWānanga LMS

Awhi Taura is available through the eWānanga LMS site. The Student Study Guidelines, other resources and tutorials are available on-line through this site.

WHAKATĀNE CAMPUS

Located next to the library on the ātea, Domain Road.

Awhi Taura Student Support

Telephone: 07 306 3335 (extn 7335) **Freephone:** 0508 92 62 64

Email: awhitaura@wananga.ac.nz

TĀMAKI MAKĀURAU CAMPUS

Building 1, 19 Lambie Drive, Manukau

Telephone: 09 846 7808 **Freephone:** 0508 92 62 64

Email: awhitaura@wananga.ac.nz **Website:** www.wananga.ac.nz

WHANGAREI SITE

The Whangarei campus is serviced by Awhi Taura staff based in Whakatane. You can contact these staff using the contact details listed above.

Library

Te Whare Wānanga o Awanuiārangi Library is located in Whakatāne. The Library & Commons, Te Kōputu Kōrero a Tā Hirini Moko Mead was opened on the 7th of December 2012 by Te Arikinui Tā Tumu Te Heuheu (Te Heuheu Tūkino VIII). The building ensures students, staff and the wider community, access to a world class Library with a range of information services and resources. The Library acquires resources that support the curriculum taught at Te Whare Wānanga o Awanuiārangi with a special emphasis and priority to acquire resources that pertain to the Mataatua rohe and resources written in te reo Māori.

Library collections are located in a two-storey building; the Information Commons has 40 computers available for student use; 3 study rooms are available for individual and group work; Awhi Taura (Student Support Services) are physically located in the Library for better access to overall student support services.

Library Membership

Students who are enrolled on Te Whare Wānanga o Awanuiārangi programmes are provided with free membership to the Library. Student ID cards must be presented to borrow from the collections.

Library Website

Library information is accessible via the Wānanga homepage: www.wananga.ac.nz (Hold the cursor over the 'Kaitautoko/Support Tab', and 'click' on 'Library') or direct link: <https://www.wananga.ac.nz/support/library/>

Access the Library Catalogue (to search and request books online); Online Databases (Online databases enable students and staff access to a broad range of electronic learning support resources on a 24-7 basis); Electronic Resources (this includes both "born digital" material that has been produced directly online, and print resources that have been digitized); Information Guides and comprehensive Copyright information.

Library Opening Hours

Whakatāne: Monday-Friday: 9am-5pm

Extended Library hours and weekend openings are available during Noho Marae but must be pre-arranged. The library is closed on public holidays, Wānanga holidays and over the Christmas/New Year period.

Contact

Te Whare Wānanga o Awanuiārangi Library

Private Bag 1006, 13 Domain Road, Whakatāne 3120

Telephone: 07 307 1467 or 0508 92 62 64

Website: <https://www.wananga.ac.nz/support/library/>

Email: library@wananga.ac.nz

Computer Facilities

Computers are available for students on a shared basis. The software programmes needed for completing assignments and course-work are found on all workstations. Printers are available, and toner is provided. Students are to supply their own paper. Internet and graphics capabilities may not be available on all computers. Please ensure that you read the computer-use policy on page 18.

WHAKATĀNE

On the ground floor of the Sir Hirini Moko Mead Library you will find the Information Commons – a student study area. The Information Commons has 40 computers available for student use, with full internet access. You will need your login and password to access these computers.

There are 3 Study Rooms available in the Information Commons which can be used for quiet study and for group work. 2 rooms have Smart TV capability, where you can watch videos, programmes and audio-visual material related to your study. Bookings are essential and can be made from the Library Information Desk.

There are two similar study rooms on the second floor of the Sir Hirini Moko Mead Library for use by students.

The Whare Rorohiko (Computer Suite) is located in Room 3, Te Tahinga o te Ra (Education Village, McAlister St). This is available to students 8.30am to 5pm. Please be aware this is also a classroom and not for general use when there are classes in progress.

TĀMAKI MAKĀURAU (AUCKLAND)

The Whare Rorohiko (Computer Suite) is located in the computer lab. This is available to students for drop in use between 9.00am to 4.30pm as long as there are no classes being held in the lab.

eWānanga

eWānanga LMS online teaching and learning platform is provided, supported and maintained by the eWānanga Centre for Creative Teaching and Learning at the Tokorau Institute for Indigenous Innovation, 18a Francis Street, Whakatāne.

eWānanga LMS allows students to learn and communicate with lecturers completely online, all the while providing 'anywhere'-access to valuable course resources. eWānanga LMS is available to all students enrolled at Te Whare Wānanga o Awanuiārangi.

eWānanga LMS online teaching and learning platform:

- uses the secure, open source platform Moodle;
- provides mechanisms for student interaction with teaching staff and others at Awanuiārangi;
- is available for students 24/7 from anywhere in the world. All that is needed is login details and access to the Internet;
- is designed to support a collaborative framework of education – 'Nōu te rourou, nāku te rourou, ka ora ai te iwi'.

Internet Connection

If you are on-campus or a delivery site, contact your lecturer or programme administrator if you are having problems accessing the Internet.

If you are not on campus, we recommend using a home broadband connection. Dial-up Internet is not recommended. We recommend you contact your ISP for any home broadband connection issues.

Accessing eWānanga LMS from the Library, SLEV Or Awhi Tauria

To access eWānanga LMS for the first time, you may need to contact your lecturer or course administrator for login details if you don't already have them.

If you are using a Wānanga computer system provided to you either from one of our delivery sites or on-campus (Library, SLEV, Awhi Tauria etc), you must make sure that you have logged into the computer as yourself before you continue. It is important that you log out of a Wānanga-provided computer when you are finished using it so that the next person can log in.

Your computer log in is your Awanuiārangi email address, studentID@ewananga.ac.nz. If you are a new user, your initial password is SurnameYearofbirth . You can change your password at any time (see instructions below).

After you have logged in to a Wānanga-provided computer, open an Internet browser (such as Google Chrome) and visit www.ewananga.ac.nz. By clicking the Login to eWānanga button on the eWānanga login page, you should be signed straight in.

Accessing eWānanga LMS From Home Or When Using A Personal Computer/Laptop On-Site

To access eWānanga LMS, open a web browser (i.e. Microsoft Edge, Firefox or Google Chrome) and type the following into the Internet address bar: www.ewananga.ac.nz

When the site has loaded, you will be presented with the login page.

To log in, click the Login to eWānanga button, then type in your your username, which is your Awanuiārangi email address, studentID@ewananga.ac.nz. If you are a new user, your password is; SurnameYearofbirth.

Changing or Resetting Your Password

After you have logged in and accessed eWānanga LMS successfully, we highly recommend that you change your password to something only you can remember. To do this, you will first need to register yourself with the password reset portal by going to <http://registration.wananga.ac.nz> and following the prompts. Be sure to answer all the questions truthfully otherwise you may have difficulty recovering your password in the future. You only have to go through this process once.

After registering yourself with the password reset portal, you can change/reset your password any time by visiting <http://passwordreset.wananga.ac.nz>

Only enrolled users with valid login details can access eWānanga LMS. If your email address is not recognised or you are having problems recovering your password please contact the eWānanga Support Desk.

Please remember to keep your login details safe from others.

For further help or support, please contact your lecturer, course administrator or the eWānanga Support Desk on helpdesk@ewananga.ac.nz or 0508 392 6264 (0508 EWANANGA).

IMPORTANT NOTE

Check that your computer has access to the Internet, and that all the correct software (which enables you to view certain files) is installed on your system.

Some eWānanga LMS functionality may be limited on mobile phones and tablet devices so we recommend using a desktop computer.

Opening some files (such as Word documents or PowerPoint slideshows) within eWānanga LMS may require Microsoft Office to be installed on your computer. Microsoft Office is provided free to enrolled students. Please contact the IT Support Desk if you are experiencing issues with Microsoft Office 365 access.

eWānanga LMS Software requirements

	For a Windows PC	For Apple Mac
Web Browser	Microsoft Edge or better, Mozilla Firefox, Google Chrome (latest versions)	Mozilla Firefox 3 or better, Apple Safari or Google Chrome (latest versions)
PDF files	Adobe Reader	Adobe Reader
Word and PowerPoint files	Microsoft Office Home and Student or Microsoft Office 365 (Provided free to enrolled students)	Microsoft Office 2011 Mac or Microsoft Office 365 (provided free to enrolled students)
Flash files	Adobe Flash Player	
Videos	Apple Quicktime Player (latest version)	Apple Quicktime Player (latest version)

NOTE: To locate a download site for the software above, visit www.ewananga.ac.nz

Web Conferencing

If you will be using Zoom web conferencing you may need a webcam/microphone attached to your computer. Please ask your kaiako (teacher) if having a webcam or microphone for your course or paper is necessary.

At any time, if you are unsure what to do, please ask your course administrator or contact the eWānanga Support Desk on helpdesk@ewananga.ac.nz or 0508 392 6264 (0508 EWANANGA).



Transport and Parking

Awanuiārangi provides parking for students at our campus and sites. As a student you could also be eligible for discounted travel on shuttle buses and public transport. To find out more, talk to our enrolment liaison team.

WHAKATĀNE

In Whakatāne there is ample parking available at Rongo-o-Awa (McAlister Street). Staff and students are encouraged to utilise this parking.

Francis and McAlister Streets have limited public parking spaces available for staff and students. Parking that extends your vehicle over residents' driveways should be avoided at all times.

TĀMAKI MAKĀURAU (AUCKLAND)

There are designated parking areas for student parking on the Tāmaki Makaurau site, numbered up to car park 58 and are identified as TWWOA carparks. Please see the receptionist to organise a parking permit for your vehicle. If you do not have a permit, your vehicle may be towed.

Designated staff parking spaces are provided for Wānanga staff. Parking in these areas without a staff permit will result in your car being towed. The visitor parking that is clearly marked and signed is for manuhiri (visitors) or Wānanga vehicles only.

There are other car parks on site and these belong to the District Health Board who are located in buildings 2 and 3. Please do not park in their designated spaces as your vehicle may be towed.

There are accessible spaces available for use.

TE TAI TOKERAU (NORTHLAND)

There are several areas for student parking at the Te Tai Tokerau site. Please look for, and obey, the signs.

Textbooks and Materials

Textbooks and other resources can be purchased through the Awanuiārangi Library. Please contact the library for more details.

Telephone: 07 306 3233 or 07 306 3339 or 07 306 3259

Email: library@wananga.ac.nz

Spirituality

Students of all religious and cultural beliefs are welcome at Awanuiārangi. There are several places of worship available near our campuses. To find out more, talk to our enrolment liaison team or contact your local information centre.

Childcare

Juggling your study with children can be challenging. There are many early childhood centres on and near our campus and sites offering placements to children aged from three months to five years. To find out more, talk to our enrolment liaison team or contact your local information centre.

Whakatāne Information Centre website: www.whakatane.com

Tāmaki Makaurau (Auckland) Information Centre website: www.aucklandnz.com

Whangarei Information Centre website: www.whangareinz.com

Lost Property

Please enquire at the Reception Desk for any items that have been lost or found.

Financial Help

Fees

The payment of fees is essential to ensure the viability of a course or programme and also recognises the student's investment in their own learning.

In addition to tuition fees or compulsory course costs, you will need to factor in additional costs that are generally incurred as a student. The following additional charges will apply:

Fee Description	2014 Charge (incl GST)	Note
Administration levy	\$82.00	Levy payable by fee paying students only. Not applicable to programmes with Nil fees. Includes Record of Prior Learning costs.
Course-related costs	Varies	Varies by course/programme
Late payment penalty fee	\$100.00	Applies to fees paid after due date
Academic record/transcript (one transcript per year)	No charge	Academic record/transcript available from Student Registry
Additional transcript	\$38.00	Per transcript
Aegrotat application	No charge	
Reconsideration/Appeal	\$100.00	Refunded if the appeal is successful
Appeal against decisions made under the Academic Regulations	\$100.00	Refunded if the appeal is successful
Module/Unit exemptions, making an application	No charge	
First student ID card	No charge	
Replace lost/damaged student ID card, change of ID photo	\$38.00	
Reconsideration of final grade	\$100.00	Refunded if change of grade results
Replacement Official Result Notice	\$12.00 per request	For each year of results required. Application form available from Academic Registry.
Replacement of Te Whare Wānanga o Awanuiārangi award certificate (tohu)	\$94.00	Signed declaration required from student that original tohu is damaged or lost. Application form available from Academic Registry.
Special Assessment Arrangement	\$82.00 plus incurred costs	Administration levy plus incurred costs (such as supervision, venue costs, telephone/fax, courier etc.)

Payment of Fees

All students accepted into a programme/course of study will be sent a letter of confirmation and fees invoice(s).

Fee payments can be made either:

- by cash, credit card, EFTPOS or cheque. Facilities for payment available at Student Information & Enrolment Centre, 13 Domain Road, Whakatāne;
- post a cheque to Te Whare Wānanga o Awanuiārangi, Private Bag 1006, Whakatāne 3158; or
- direct credit into our ASB Bank account 12-3253-0067389-01.

All fees and charges must be paid prior to the commencement of the programme. If fees are not paid within the required period, students will not be permitted to attend class, and their place in the programme may be offered to another applicant.

Full-time students enrolled in a full-time programme of study may elect to pay their fees by instalment. The number of instalments, payment amounts and instalment dates will be set by Awanuiārangi. The number of instalments will generally not exceed one per semester of enrolment. This option is not available to students paying by the Government Student Loans Scheme.

A late payment penalty fee will apply where fees are not paid by the due date.

Non-payment of Fees

Te Whare Wānanga o Awanuiārangi reserves the right to offer a place in a programme or course to another applicant if the enrolment procedure, including payment of fees, is not completed within the required timeframe.

In the event that fees are not paid within the required period, students are not permitted to attend classes. In addition, the following sanctions may be applied:

- Results will be withheld
- Qualifications will not be awarded
- Further enrolments will not be accepted
- Academic records will not be transferred
- Library access will be removed
- Computer access will be removed

Any outstanding debt may be placed with a debt collection agency and any associated collection costs will also be recovered from the student.

Fees must be paid in full before your programme starts. Payment method details can be found on your enrolment invoice.

Scholarships and Grants

There are a number of scholarships to help pay for your fees. Te Whare Wānanga o Awanuiārangi offers a range of scholarships open to those enrolling in full-time degree study.

Iwi, hapū and whānau trusts offer grants to descendants and eligible applicants. Check with your iwi, hapū and whānau trusts regarding grants and scholarships available to you.

OTHER SCHOLARSHIPS

Many scholarships are available to you. Remember to check with your iwi, hapū and whānau trusts regarding scholarships or grants available in your area.

Some other sites that offer scholarships include:

www.teachnz.govt.nz
www.maorieducation.org.nz
www.takoa.co.nz

For more information, visit www.wananga.ac.nz or contact the Student Information & Enrolment Centre on (0508) 92 62 64.

Student Loans and Allowances

A Student Loan can help you finance your studies. Remember, you have to pay back the loan, so it's a good idea to only take out a loan if you really need it. There are three things you will need to consider when applying for a Student Loan. These are:

- Your compulsory fees
- Your course-related costs
- Your living costs.

To be eligible for a Student Loan you need to be a New Zealand citizen or a permanent resident and your course has to be approved by the Tertiary Education Commission. To be eligible for living costs you'll also need to be a full-time student (or limited full-time with our approval).

HOW MUCH CAN I BORROW?

Depending on whether you're studying full-time or part-time you can borrow:

- Compulsory course fees and
- up to \$1,000 per year for course-related costs and
- up to \$172.51 a week for living costs while you're studying full-time (less any Student Allowance you get). This figure may change during the year so please check the amount you can borrow for living costs at the Studylink website www.studylink.govt.nz

An administration fee of \$50 is added to your loan the first time you use it.

Telephone: 0800 88 99 00 (Monday to Friday, 8am to 7pm)

Website: www.studylink.govt.nz

Student Allowances

A Student Allowance is a weekly payment to help with your living expenses while you study full-time. StudyLink is where you can apply for Student Loans and Allowances. You don't have to pay this back. For information, including working out how much you can get for a Student Allowance, check the StudyLink website.

Website: www.studylink.govt.nz

Other Services Offered by StudyLink

Here are some other ways StudyLink may be able to help you while you study. It has information regarding access to other services, which include:

- Community Services Card
- Disability Allowance
- Accommodation Supplement
- Temporary Additional Support
- Away from Home Allowance
- Emergency Assistance
- Childcare and OSCAR Subsidies
- Work Start Grant
- Training Incentive Allowance
- Student Allowance Transfer Grant

Study and Work

Balance is the key when considering your study and work priorities. If you can manage to balance study and work, it can make life much easier. Study should come first, but you need to make sure you can support yourself, too.

How can you find balance between study and work?

- work part-time while you study
- work in every study break
- take a year off to work and save for your study, or
- choose to work full-time and do your studies part-time

All these options will give you a chance to save for your fees and study expenses, or give you some savings. Have a look at your timetable to see when you might be available for work, and talk to organisations like Student Job Search.

Student Job Search

Website: www.sjs.co.nz

Telephone: 0800 757 562

Email: info@sjs.co.nz

If You Have Children

If you have dependent children you may qualify for Family Support from Inland Revenue – call them on 0800 22 77 73.

Budgeting Advice

FOR BUDGETING ADVICE, CONTACT:

Whakatāne Budget Advisory Service, 9 Louvain St, Whakatāne

Telephone: 07 307 1390

The Friendship Centre, 20 Putney Way, Manukau City, Auckland

Phone: (09) 262 2322

West Auckland Budgeting Services, West Harbour, Auckland 0618

Telephone: 09 827 5773

Fax: 09 416 4727

Email: west.budget@gmail.com

Website: www.westauckland.familybudgeting.org.nz

Citizens Advice Bureau, 3 Memorial Drive, New Lynn, Auckland 0600

Telephone: 09 827 4731

Whangarei Budgeting Service, 7 Norfolk Street, Whangarei

Telephone: 09 430 0177

Students in other centres: please use the Yellow Pages to find the Budget Advisory Service nearest you.

Student Conduct

Rights of Students

As a student, you are entitled to respect, which includes:

- Sensitivity toward ethnicity, cultural needs, age, gender, background and individual levels of ability.
- Freedom from any form of sexual harassment or coercion by staff or other students.
- Student representation through the Student Association, or bodies in Awanuiārangi which make decisions directly affecting students, and input into all rules and regulations governing student conduct on campus.
- Accurate programme information before enrolment, including programme outline, cost and assessment procedures.
- Information within the first two weeks of a course about course outline, course objectives, assessment deadlines and weightings, timetable, textbook and other course requirements.
- Competent and effective teaching and class organisation from teaching staff.
- Access to information through the resources of the Awanuiārangi Library, and official information.
- A reasonable workload and allocation of study time relating to any one course.

- Return of marked work and other constructive feedback within 3 weeks of the assessment deadline or within a reasonable period as discussed with students.
- Effective access to the official grievance procedures.

Responsibilities of Students

Awanuiārangi has an expectation that your responsibilities include:

1. Respect for the rights of other students.
2. Respectful and considerate treatment of all academic, administration and general staff members.
3. Observance of the rules and regulations governing student conduct, which includes:
 - 3.1. Smoke, alcohol and drug-free policies
 - 3.2. The Equal Employment and Education Opportunities Policy
 - 3.3. Sexual harassment prevention policies
 - 3.4. Respect for the environment of Te Whare Wānanga o Awanuiārangi.
4. When involved in Awanuiārangi activities, you are expected:
 - 4.1. To behave in a way that ensures the health and safety of fellow participants
 - 4.2. To report any potential danger or damage to people or property
 - 4.3. To refrain from any forms of harassment or abuse.
 - 4.4. To participate fully so the learning of fellow students is not hindered.

Health and Safety

Awanuiārangi is committed to providing a safe and healthy environment for students and staff.

- Students need to comply with all safety instructions given to them by staff.
 - In the event of a fire or other emergency please follow all instructions and assemble at the nominated point.
 - Please report to a staff member any accidents or incidents that have led to an accident or near-accident.
 - Students must behave at all times in a manner that does not endanger themselves or other students and staff.
 - Some programmes will have specific safety requirements around working in laboratories or workshops, or off-site. Please ensure that you know all the safety requirements of your work, and follow the proper processes and safety instructions.
1. Respecting the property of Awanuiārangi and the personal property of students. This includes:
 - 1.1. Maintaining hygiene and general cleanliness
 - 1.2. Thoughtfully disposing of rubbish and cigarette butts
 - 1.3. Not wilfully or recklessly damaging or defacing property
 - 1.4. Maintaining the security and protection of property.
 2. Acting in a manner that does not wilfully impede or prevent other students or staff from participating in activities of Awanuiārangi.
 3. Appropriately dress to reflect:
 - 3.1. Safety in workshop activities
 - 3.2. A positive presentation of Awanuiārangi among manuhiri and the public.

4. Regarding the safety of people and property: appropriately participate in activities that:
 - 4.1. Are not reckless or dangerous regarding use of equipment
 - 4.2. Comply with reasonable directions given by the person in charge of a group
 - 4.3. Maintain attention to potential hazards and alert the person in charge of safety hazards.
5. When parking or driving vehicles around Awanuiārangi facilities, all students should:
 - 5.1. Respect the disabled reserved parking areas
 - 5.2. Respect the rights of other site users to the parking areas
 - 5.3. Be alert to the potential for children to be in and around the parking areas
 - 5.4. Consider the appearance of the grounds and refrain from parking on grassed areas.

Drugs and Alcohol

Students under the influence of alcohol, illegal drugs, or prescription drugs which were not prescribed for them, affect the learning environment for other students and present health and safety hazards for staff and students. Te Whare Wānanga o Awanuiārangi regards the use of non-prescription drugs and alcohol on campus at any time as a serious offence.

Alcohol, illegal drugs and use of prescription drugs which were not prescribed for the user are strictly prohibited at all times on the property of Te Whare Wānanga o Awanuiārangi or in any of the buildings of Te Whare Wānanga o Awanuiārangi.

Students who are under the influence of these drugs or alcohol will be sent home. Disciplinary procedures may also be started against students found under the influence of these substances. The consequence of the procedure may include exclusion from the wānanga and all its programmes.

Smoking

Awanuiārangi has adopted a smoke free policy in accordance with the provisions of the Smoke Free Environments Act 1990 and subsequent amendments. This policy and procedure applies to:

- All staff members, students, visitors and contractors to Awanuiārangi.
- 24 hours a day, seven days a week.
- All Awanuiārangi campuses, vehicles and facilities.

WHAKATĀNE

Smoking is only permitted in the designated areas. These are clearly labelled. Smoking is not permitted in any other area.

TĀMAKI MAKĀURAU (AUCKLAND)

Smoking is only permitted in the designated areas. This is in the courtyard in front of the dining room.

TE TAI TOKERAU (NORTHLAND)

This site has a Smoke Free Policy. Smoking is only permitted in the designated areas.

Mobile Phones

Please ensure mobile phones are turned off during all classes, workshops and tutorials.

Driving Speed Limits

WHAKATĀNE

Whakatāne has a 10kph speed limit on all internal roads.

TE TAI TOKERAU (NORTHLAND)

Te Tai Tokerau has a speed limit of 10kph on all internal roads.

Please keep within the speed limits when driving around campuses and sites.

Parking

Please park within the white lines in the correct marked spaces. Failure to observe this good practice creates an overlapping that effectively takes two parking spaces. Please also observe and be aware of the allocated parking areas for disabled persons, Wānanga pooled vehicles and designated staff. Goodwill and courtesy should be practised at all times. Please ensure you obey the parking requirements at all our sites.

Academic Regulations

Course Information

Course details will be given to you at the start of each course, including information on:

- Learning outcomes of the course, with an indication of the duration and scheduling of topics to be covered;
- Attendance hours and requirements;
- Notice of dates for summative assessment;
- Methods of assessment to be employed;
- Required textbooks and a list of any required learning resources;
- The level and the credits of the course;
- Hours of expected attendance and the number of self-directed study hours

Enrolment

To enrol, you will need to complete an enrolment form, available from the Student Information & Enrolment Centre in Whakatāne or Tāmaki Makaurau Reception. Enrolment forms must be completed before the published due date.

Evidence of age and citizenship is required. You will need to provide either an original or certified copy of your passport, or birth certificate, or permanent residency documentation, as well as any other documentary evidence relevant to enrolment.

A statement of whakapapa, countersigned by a kaumātua and including your date of birth, can be used only if you are 65 years of age or older.

You must comply with the specific regulations applying to each relevant programme or course.

Late enrolments will not be permitted without the approval of the Head of School. You may be required to pay a late fee.

If a programme fails to reach the minimum viable number of students, then the programme may be cancelled. In such cases the relevant paid enrolment fees will be refunded to you in full.

If the number of places available in a programme is not enough to accommodate all eligible applicants, the Academic Programme Leader may select applicants according to the selection criteria contained in the programme regulations.

Each programme may have a minimum age for enrolment.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is awarded where a student can demonstrate a competency in the academic content of the course, through professional work or life experiences, although no formal assessment-based courses have been undertaken.

If you wish to apply for Recognition of Prior Learning you must complete the Recognition of Prior Learning form, enclosed here or available from the Student Registry Office. You will need to submit the form during enrolment.

You may be required to undergo an interview and also to undertake an oral and/or written assessment.

Please Note: Any Recognition of Prior Learning in combination with Cross Credit cannot exceed 66%.

Cross Credit

Students can apply for cross credits of courses that have been passed toward a qualification at either Awanuiārangi or another recognised tertiary institution. Students must make an application for cross credit prior to enrolling in the programme for which they are seeking credit. An official application form must be submitted to lecturer/kaiako and the prescribed fee attached to the application form. Cross Credit forms are available from the Student Registry Office in Whakatāne or Tāmaki Makaurau Reception. You will need to submit the form during enrolment for the programme in which you are seeking credit.

The number of cross credits granted to an individual student will not exceed 66% of the total credits for the qualification toward which cross credit is being sought (for example, for a degree with 360 credits, no more than 240 credits will be awarded. Please note: any cross credits in combination with Recognition of Prior Learning cannot exceed 66%).

Change of Programme

Students who request a change of programme after enrolment has been finalised will need to complete a Change of Course form available from the Student Registry Office or Tāmaki Makaurau Reception. Change of Course forms will not be accepted after the 10% point of the course or programme has been reached.

Withdrawing from a Course or Programme

Awanuiārangi understands that circumstances change and you may not be able to continue with the programme of study you have enrolled in. If your circumstances do change and you wish to withdraw from a course or programme, you will need to complete a Withdrawal Form available from the Student Registry Office. Withdrawal is a formal process which means if you complete this process, and withdraw within the periods noted below, your Academic record is noted accordingly. If you are unable to continue, it is in your best interests to formally withdraw.

If you do withdraw, you may be entitled to a refund of fees dependent on the date that the formal withdrawal form is submitted to the Awanuiārangi office. The date of formal withdrawal will also affect your academic record as outlined as follows:

Withdrawal Date	Refund Due	Academic Record
Before the 10% point of the course or programme (usually the first two weeks)	Full refund of tuition fees paid, less any administration fee	No record will be entered on your academic record
After the 10% point (usually after the first two weeks) of the course or programme	No refund of tuition fees paid	A letter grade "WD" representing withdrawal will appear on your academic record

If a student does not voluntarily withdraw from a course or programme and has failed to attend the programme for a period of time and meet assessment requirements, that student will be withdrawn with the approval of the Head of School. This must be done after attempts have been made in writing to contact the student notifying them of these intentions.

Course Attendance

If you are absent from a scheduled class, you must contact Reception before 9am of the morning of your class to advise your lecturer of your absence. Reasons for absences such as sickness, tangihanga or family commitments will be noted on the roll, however this may not necessarily excuse you from meeting minimum attendance requirements where attendance requirements are stipulated.

For any practical component of a course (e.g. teaching experience), you must have a minimum of 90% attendance. If this attendance level is not achieved you may be required to undertake another practical of similar length.

Assessment

Your course outline will provide information about the assessment tasks required. Assessment may take the form of examinations, tests, practical work, assignments or seminars and may be conducted on a group or individual basis.

For any group assessment task, the names of all contributors must be acknowledged, and equal and fair input offered by all contributors in background reading, research and presentation.

You will need to make yourself available to undertake assessments at the time and place as stipulated in the course outline or examination schedule. No changes to assessment schedules will be made once a programme has begun.

All written assessment work should be typed and referenced using the approved model (refer to the Student Study Guidelines booklet available from the Awhi Tauira Student Support Office).

Moderation

All courses and programmes at Te Whare Wānanga o Awanuiārangi use internal and external moderation processes to ensure that assessments are valid, fair and consistent. These processes mean that your work, as a student, may be selected for moderation processes and be read by wānanga staff, by staff from another institute or by NZQA moderators. Please be assured that external people who read your work will treat it with the same respect as staff at Te Whare Wānanga o Awanuiārangi. If you do not wish your material to be used for moderation purposes, please discuss this with your lecturers and tutors.

Examinations

You will be notified of the timetable for examinations at least four weeks before they commence.

Examination question papers may be released to students in advance of sitting of the examination where regulations permit, or where the Academic Programme Leader has given approval.

A Supervisor who has been appointed or approved by the Provost Academic or delegated authority will be present throughout each examination.

No student shall communicate with an Examiner about an examination other than through the channels specified in the Academic Regulations.

No student may be examined in any course or part of a course at any time other than that set down in the timetable, unless approval has been obtained and appropriate arrangements made through the Head of School.

Reading time is not included as part of the examination time.

Entering and Leaving the Examination Room

No student shall be allowed to enter the examination room after half the time set down for the examination or test has elapsed, excluding reading time.

No student shall be permitted to leave the examination room during the first hour from the commencement of the examination, or during the final 15 minutes of the prescribed examination period.

Student Identification

Students must bring into the examination room and keep displayed their Student Identification Card and Examination Entry Slip.

Student Behaviour

A student's behaviour during examinations must not disturb, distract or adversely affect any other student.

Removal of Examination Papers

A student shall not remove from the examination room any worked scripts or other paper provided for use during the examination (other than the question paper supplied where this is authorised by the examination supervisor).

Communication

During an examination a student shall not communicate with any other person except the examination supervisor.

No student shall continue writing after the supervisor has announced the expiration of time.

Unauthorised Material or Items

No mobile phones or other electronic communication devices may be brought into the examination room.

No student shall bring to an examination any written or printed matter except by direction of the Examiner.

Calculators

Electronic calculators may not be brought into the examination room unless the examiner has designated the examination “calculators permitted”. In these cases the following rules will apply:

- The calculator used must be electronic, portable and self-powered.
- No supplementary material related to the use and operation of the calculator will be permitted other than spare batteries. In all cases it is the responsibility of the student to maintain the operation and operating power of the calculator.

Open and Closed Book Examinations

Where an examination is “Open Book”, students may take into the examination room any written or printed material including books, acts, etc. The Supervisor will not check on items taken into the examination room.

Where an examination is “Restricted Book” students may take into the examination room only material specified by the Examiner, and that material shall not be annotated, written or typed upon, or otherwise marked in any way.

All books and papers not approved for use in the examination, along with any spare personal belongings brought to the examination, shall be left in such part of the room as the Supervisor shall direct. All paper used during the examination must be handed to the supervisor before the student leaves the examination room.

Special Assistance

Students wishing to receive special assistance in order to undertake an examination shall, unless otherwise exempted by the Provost Academic, apply in writing to the Academic Programme Leader no later than two weeks prior to the date of the examination. Such applications must state the nature of the disability and the type of assistance required.

Applications must be endorsed by the course lecturer.

Special assistance may be provided in the following forms:

- a. Additional examination time normally not exceeding 15 minutes for each hour of examination
- b. Assistance by a reader
- c. Assistance by a writer
- d. Assistance by a reader/writer
- e. A combination of (a) and (d)

Reconsideration of Examination Script

A “reconsideration of script” is available for final examinations only, and not for any other items of summative assessment. A reconsideration of script may lead to no change or to either a raising or lowering of the grade.

The procedure for having a particular final examination script reconsidered is as follows:

- A written application, together with any prescribed fee, must be received by the Academic Programme Leader within 21 days of the mailing of results and prior to the student uplifting his/her original script;
- The Academic Programme Leader will arrange for a reconsideration of the examination script;
- The Academic Programme Leader will confirm the outcome of the reconsideration and advise the student in writing within five working days.

Notwithstanding the above, special provisions may apply in the case of the assessment of practical work.

Availability of Marked Assessments

You are entitled to have your written work that you have submitted for assessment returned. You may also have access to a copy of the marking schedule used to mark the assessment.

A copy of the examination scripts will be made available to you free of charge after grades are approved by the School Academic Committee and Academic Board.

If you uplift the original examination script, you forego the right to apply for a reconsideration of the script or an appeal against the grade.

Time limitations may be set for collection of work that you submit for summative assessment. Such limitations will be notified in the programme information document. Where such limitations are set, assessments not collected by the due time will be destroyed in accordance with the requirements of the Privacy Act 1993.

If no time limitation is set for the collection of assessment work, any uncollected work will be destroyed six months following the completion of the course.



Assignments

Students are required to submit their internally assessed work by 4pm on the due date.

Many courses use eWānanga Learning Management System and assignments can be submitted by uploading them to the Assignment section of the paper or course's eWānanga LMS page. Check with your course or paper tutor. If there is a place on eWānanga LMS for you to upload your assignments, you must use that space. You will also receive your marks through eWānanga LMS

Assignments may also be handed in to the Programme Administrator for the programme you are enrolled in. Check with your course or paper tutor to see if this is an option or a requirement. Assignments will be received and date stamped by the administrator. No responsibility will be taken for assignments that are not received through this process. Do not hand in your assignment directly to the lecturer teaching the paper or any other lecturer; hand it in to the appropriate administrator.

Tāmaki Makaurau students: There is an assignment box located in reception.

Students not based in Whakatāne or Tāmaki Makaurau should check with their tutor or lecturer for the process of handing in assignments.

Mailed assignments must be postmarked on, or before, the last date. Deadlines for all assignments are given well in advance of the due date.

All requests for extensions must be submitted in writing, before the due date, to the lecturer concerned using the Extension Application form available from Tāmaki Makaurau Reception or Student Registry in Whakatāne.

Assignments submitted after the due dates, with no extension granted, will be penalised by 5% for each day, including weekend or public holidays, or awarded no grade for that particular assignment.

NOTE: It is advisable that you keep a copy of your assignment before submitting it for marking.

The Wānanga recognises that sometimes events can overtake students quickly, so lecturers may grant extensions for assignments after the due date, but only in special circumstances. Be prepared with evidence of special circumstances if you are asking for an extension once the due date has passed. If you have been unable to complete assignments and have been unable to contact the lecturer concerned, please talk to that lecturer as soon as you are able.

Notification of Results

Notification of Assignment Marks: The lecturer is responsible for the return of assignment documents and marks. Any assignment results displayed on notice boards will use student ID numbers, not student names.

Notification of Final Course Results: Once final grades are confirmed and approved results will be posted out to students. NB: You will not receive your results until all library books are returned and you have no outstanding debts to Awanuiāraangi.

Grading System

The following is a description of the normal grades that are used in the assessment of students' work and an indication of the standard required for each grade:

w	Passing Grades									Failing Grades	
Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	E
Percentage/Mark	90 to 100%	85 to 89%	80 to 84%	75 to 79%	70 to 74%	65 to 69%	60 to 64%	55 to 59%	50 to 54%	40 to 49%	< 39%

Grade	Grade Comments
A+	Excellent/very good
A	Meets all aspects of the assignment/question to a very high standard; well-structured solutions or responses which explore the full potential of the topic demonstrating a critical understanding of relevant concepts and ideas.
A-	
B+	
B	Good Fulfils most aspects of the assignment/question to a good standard; response or solution demonstrates some exploration of the topic and shows a good grasp of relevant concepts.
B-	
C+	
C	Satisfactory Fulfils most aspects of the assignment/question to a competent standard. Response or solution covers the essential details and makes some reference to relevant concepts.
C-	
D	
D	Fails to meet required standard Fulfils some aspects of the assignment/question, but indicates an incomplete understanding of relevant concepts and/or fails to fulfil basic requirements of the assignment/question.
E	
E	Shows major difficulties in meeting basic assignment/question requirements.

If you are completing a programme made up of NZQA Unit Standards you will receive either of the following results:

A	Achieved	This is a pass grade
NA	Not Achieved	This is not a pass grade

Restricted Grade (R)

In exceptional circumstances, a student who receives a borderline fail (46 to 49%) can be awarded a Restricted Grade where there is evidence that the marginal failure is compensated by good overall performance. However, only one R can be allocated per diploma/certificate or degree.

Students who receive an R are ineligible for postgraduate studies. However, students can re-do a paper once they have paid the enrolment fee. This option can only be activated once, and only if a student has been awarded an R grade.

A student who has been awarded a restricted pass will not be eligible to enrol at a more advanced level if the course concerned is a prerequisite requirement.

Restricted passes shall not be awarded for terminating courses (normally courses at part three level in a three-year qualification which are not prerequisites for higher-level courses). In these courses students must be assigned a clear pass or fail grade.

Withdrawn (WD)

Students who have withdrawn from their courses within the prescribed allowable time-frame will be allocated WD. WD is not a fail grade.

Did Not Complete (DNC)

Students who fail to complete the assessment requirements for a course will be awarded a DNC grade. At postgraduate level, students awarded a DNC are ineligible to continue with their programme and must re-enrol in the paper for which the DNC was awarded.

Aegrotat (AEG)

Students who have been prevented by illness or injury from presenting themselves at an examination or assessment that occurred on a fixed date, for example a field trip, or who consider that their performance in an examination has been seriously impaired by illness or injury, may, on application and with the approval of the appropriate sub-committee of the Academic Board, be granted a grade or pass under Aegrotat.

To apply for Aegrotat, you will need to complete the official Aegrotat form and submit it to the relevant academic or administrative staff member no later than seven days after the due date of the assessment concerned. Aegrotat forms are available from the Programme Administrator.

The application must be accompanied by appropriate documentary evidence establishing that the circumstances are bona fide, and that the student was not responsible for the circumstances which prevented attendance at, or impaired the performance in, the assessment concerned.

The documentary evidence should be in one of the following forms:

- In the case of illness or injury to the student: a medical certificate from the student's doctor, normally dated within 24 hours of the time of the injury and assessment
- In the case of personal problems or family difficulties: a statement from the family minister, social worker, counsellor or other professionally qualified person indicating clearly why the student should be granted Aegrotat consideration.

All applications will be considered by the Academic Programme Leader responsible for the programme in which the student is enrolled.

All applications shall be considered by the relevant programme committee and one of the following decisions will be made:

- The student will be granted a graded or an ungraded pass, or AEG;
- The student will be deemed to have failed the course.

The relevant programme committee will make a recommendation to the school academic committee who will approve/decline the recommendation.

Competency or Professional-based Programme Assessment

In programmes where a competency or professional-based system operates, results are specified as follows:

A	Achieved
NA	Not Achieved
WD	Withdrawal from Programme

Please note that some Industry Training Organisations use different codes and words.

The final grade for the course will be determined by combining all the relevant assessment grades as approved by the Academic Board.

Penalties for Late Work

Assignments submitted after the due dates, with no extension granted, will be penalised by 5% for each day, including weekend or public holidays, or awarded no grade for that particular assignment.

Cheating and Plagiarism

Te Whare Wānanga o Awanuiārangi will not tolerate cheating or plagiarism in any form. Examples of plagiarism are outlined as follows:

- 1. Plagiarism**
Plagiarism refers to using the work of others in preparing an assignment without acknowledging the author of the work and where it came from.
 - 2. Copying from another student**
This includes copying another student's work for an assignment with or without their consent or agreement. It also includes using someone else's work that they have already used as an assignment and presenting and submitting it as your own assignment.
 - 3. Using false data**
This refers to a deliberate intent to use false or made up data and presenting it as authentic and correct data in a report. It can also include the deliberate use of false survey, evaluation or interview data for assignments.
 - 4. Using the same or a very similar assignment that has been previously submitted and marked in more than one course/paper**
 - 5. Impersonating someone else**
This includes representing another student at a test or examination or arranging for someone to represent a student.
 - 6. Submitting an assignment written by someone else**
- Cheating is a form of misconduct and can be defined as:**

- Any breach of any rules relating to the conduct of tests or examinations
- Any dishonest practice occurring in the preparation or submission of any work (whether in the course of an examination or not) which counts toward the attainment of a grade in any course, or otherwise occurring in connection with any form of assessment.

A student is considered to have cheated if she/he:

- Copies from another person during an assessment
- Talks to another person during a test
- Passes or accepts any written or electronic information in a test
- Looks at another student's work during a test
- Leaves the room during a test without permission
- Uses equipment such as electronic dictionaries or calculators in a test without permission
- Uses email during a test without permission
- Takes written material into a test without permission
- Uses unfair means
- Uses material or ideas from the internet or a book, newspaper, magazine, or another student without acknowledgement that the work belongs to someone else
- Works with others without prior approval in the preparation of material
- Submits work that has been prepared for another paper/unit/module assessment without permission.
- If a student is found to have plagiarised or cheated it can result in the following actions being taken:
 - The student being failed on the course
 - The student receiving no marks for the assignment in question
 - Expulsion from the course
 - Admission into another site of Awanuiārangi being refused

Appeals

Applications for appeal can be lodged by applying in writing to the Academic Provost setting out the grounds for the appeal.

Appeals can be made against:

- The final grade or pass category for any course
- Exclusion from a course or programme
- Decisions of an Academic Programme Leader affecting special assessment circumstances, award of a qualification or pre-enrolment or selection in any programme offered.

Applications for appeal must be received by the Academic Provost within 21 days of the mailing of:

- Results or receipt of the outcome of a re-consideration
- A letter informing the student of exclusion from a course or programme
- A letter notifying the student of any decision of the Academic Programme Leader or CEO affecting special assessment circumstances, award of a qualification, or pre-enrolment or selection in any programme offered by Awanuiārangi.

In exceptional circumstances the Academic Provost may extend the time for receipt of the application for appeal.

The only legitimate grounds for appeals against a final grade or pass category are that:

- Additional information has become available which was not available and could not reasonably have been made available to the Academic Programme Leader at the time the original grade was approved, or decision made
- There was a material irregularity in the conduct of summative assessment in the course or in the procedures followed by the Academic Programme Leader.

If, in the opinion of the Academic Provost, the grounds for appeal are not valid, the Academic Provost shall notify the student within five working days that the appeal will not be heard.

Complaints

Students are encouraged to express their concerns within a safe and impartial environment. When formal complaints are received they are acted upon to resolve them to the satisfaction of all parties.

Awanuiārangi will act promptly to remedy the complaint, where such is valid and substantiated.

This is to ensure that complainants are not subject to future harassment, retaliation or victimisation.

Complaint procedures are applied irrespective of the source of the complaint, whether from students, colleagues or the public, and will be processed in the same way.

Things to Consider

Before making a formal complaint you should always attempt to raise the concern directly with the staff member in question first so a solution may be found quickly. Where possible you should try to resolve the concern with relevant staff members (such as tutors) before laying a formal complaint.

Often a concern can be resolved without the need for a formal complaint. Many concerns and complaints arise from poor communication, and the complaint will often be resolved through the simple process of talking it through. Every effort should be made to deal with concerns at this stage.

Making a Complaint

To be processed, a complaint must:

- a. be made in writing;
- b. be signed by the complainant;
- c. be addressed to the CEO if the complaint is not made on the standard complaint form; and
- d. state the remedy the complainant seeks.

The Wānanga may refuse to investigate or deal with any complaint that is:

- a. not submitted in accordance with the above;
- b. anonymous; or
- c. made by email.

The CEO will make the standard complaint form generally available.

When a complaint is received in accordance with this policy, the CEO will:

- a. review the complaint;
- b. acknowledge receipt of the complaint within 10 working days;
- c. make a decision about whether the complaint needs to be investigated. Best endeavours will be used to make this decision within 10 working days (recognising that serious complaints must be dealt with as soon as possible);
- d. advise the complainant in writing that:
 - i. no further action will be taken; or
 - ii. the complaint will be investigated.

If the CEO decides to investigate the complaint, he or she will complete any investigation within a reasonable time, having regard to the seriousness of the complaint. The CEO will use best endeavours to resolve all complaints within three months.

The CEO will carry out any investigation in accordance with the principles of natural justice and tikanga and āhuatanga Māori. Where disciplinary action is a possibility, the CEO will advise the person who is the subject of the complaint of the possible outcomes, and of his or her right to be supported or represented throughout the process. The person who is the subject of the complaint will also be given an opportunity to comment on the subject matter of the complaint in person and in writing.

To the extent that the CEO considers appropriate, and having regard to the privacy of the individuals involved, the CEO will advise the complainant, and any person who was the subject of the complaint, of:

- a. the results of the investigation; and
- b. any decision the CEO has made about a remedy or disciplinary action, including a decision that no remedy or disciplinary action is appropriate.

Important contact details for further information:

NZQA

PO Box 160, Wellington
Telephone: 04 802 3000
Facsimile: 04 802 3112
www.nzqa.govt.nz

Ombudsmen Office

5th Floor, 17 Albert Street, Auckland
Telephone: 09 379 6102
Freephone: 0800 802 602
Facsimile: 09 377 6537
www.ombudsman.parliament.nz

Exclusion or Suspension from a Course Comprising Work Experience

Any student who fails to meet the prerequisite requirements in preparation for offsite practical or work experience shall not proceed to the off-site practical or work experience and shall not be awarded credits for that course. If a student's performance or participation in any off-site practical or work experience is unsatisfactory in the opinion of the Head of School, then the student's attendance at the off-site practical or work experience may be temporarily suspended. In this situation the Head of School will implement one of the following courses of action:

- require the student to undertake further study in prerequisite requirements
- remove the temporary suspension
- suspend the student from the off-site practical or work experience for such a period that he or she thinks fit
- exclude the student from the programme.

Application to have Exclusion Waived

Any excluded student who wishes to apply for permission to re-enrol shall lodge a written application, together with the prescribed fee, with the Head of School at least one month before the official enrolment date in the semester for which admission is sought.

When applying for re-enrolment, the student will need to satisfy the Head of School that as a result of study or other activity in the intervening period, there is a reasonable chance of success in subsequent study.

In approving any such application, the Head of School may lay down such conditions for re-enrolment as is deemed appropriate.

Allegations of Misconduct

Where a complaint is received or identified of misconduct or breach of the regulations in respect of the completion of summative assessment procedures, the Academic Programme Leader will investigate the complaint. If a prima facie case is established, the Academic Board may refer the matter to the CEO.

When a complaint of misconduct is received by the Academic Board, the CEO will:

- Set up a meeting of the Academic Board to hear the allegation
- At least five working days before the meeting, inform the student of the allegation and the date of the hearing, and invite the student to appear at the hearing, or provide a written response to the allegation.

If the Academic Board finds the allegation to be true, it may impose all or any of the following penalties:

- The award of a fail grade or a nil mark for the affected summative assessment event
- Disqualification of the student from sitting any summative assessments for such period as it thinks fit

- Cancellation of credit if the student has been credited with a pass in the course in respect of which the charge arose
- Suspension from any course for such period that it thinks fit
- Exclusion from the programme for such period that it thinks fit
- A reprimand
- Record on the student's personal file the penalty imposed, for a specified length of time
- Recommend exclusion from any programme within Awanuiārangi for a specified period of time.

The CEO will inform the student in writing of the outcome of the hearing.

Unsatisfactory Progress

If, over the last two years of study, you have failed to pass half the credits enrolled for, you will be excluded from the programme and will not be permitted to re-enrol without the prior permission of the Head of School concerned.

Waiver of Regulations

Notwithstanding the approved Academic Regulations, the Academic Board or delegated authority may, as it sees fit, waive or vary any of the above regulations in individual cases.

Course Evaluations

During each course you will be given the opportunity to fill out a confidential course evaluation form. Information collected from the evaluation may influence how the course is delivered in the future.

You should feel free to offer feedback or suggestions directly to staff regarding the delivery of lectures and tutorials.

Postgraduate Studies

Please refer to the relevant Masters and PhD doctoral studies handbook.

Computer & Internet Usage Policy

The use of Te Whare Wānanga o Awanuiārangi automation systems, including computers, fax machines and all forms of internet/intranet access, is for Te Whare Wānanga o Awanuiārangi business, including study, and is to be used for authorised purposes only. Brief and occasional personal use of the electronic mail system or the internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to Te Whare Wānanga o Awanuiārangi. This applies to all groups covered in the scope of this document.

Use is defined as "excessive" if it interferes with normal job functions, study and research, responsiveness, or the ability to perform daily job activities. Te Whare Wānanga o Awanuiārangi automation systems are Te Whare Wānanga o Awanuiārangi resources and are provided as business communications tools. Electronic communication "should not be used to solicit or sell products, distract co-workers or students, disrupt the workplace, or disrupt fellow students.

Use of Te Whare Wānanga o Awanuiārangi computers, networks, and internet access is a privilege and may be revoked at any time for inappropriate conduct including, but not limited to:

- Downloading of copyrighted material, whether text based or digital media exposing Te Whare Wānanga o Awanuiārangi to copyright infringements of New Zealand, or any other nation or any state, city, province, or other local jurisdiction in any way.
- Sending chain letters;
- Engaging in private or personal business activities;
- Misrepresenting oneself or Te Whare Wānanga o Awanuiārangi;
- Engaging in unlawful or malicious activities;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Te Whare Wānanga o Awanuiārangi networks or systems;
- Infringing in any way on the copyrights or trademark rights of others;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on Te Whare Wānanga o Awanuiārangi systems and applications.

Using Te Whare Wānanga o Awanuiārangi automation systems to create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates Te Whare Wānanga o Awanuiārangi anti-harassment policies and may be subject to disciplinary action. Te Whare Wānanga o Awanuiārangi electronic mail system must not be used to violate the laws and regulations of the New Zealand government or any other nation or any state, city, province, or other local jurisdiction in any way. Use of Te Whare Wānanga o Awanuiārangi resources for illegal activity may lead to disciplinary action, up to and including dismissal and criminal prosecution.



Unless specifically granted in this policy, any non-business or non-student use of Te Whare Wānanga o Awanuiārangi automation systems is expressly forbidden.

If you violate these policies, you may be subject to disciplinary action including expulsion.

Ownership and Access of Electronic Mail and Computer Files

Te Whare Wānanga o Awanuiārangi owns the rights to all data and files in any computer, network, or other information system used at Te Whare Wānanga o Awanuiārangi. Te Whare Wānanga o Awanuiārangi reserves the right to monitor computer and e-mail usage, both as it occurs and in the form of account histories and their content. Te Whare Wānanga o Awanuiārangi has the right to inspect any and all files stored in any areas of the network or on any types of computer storage media in order to assure compliance with this policy and New Zealand laws. Te Whare Wānanga o Awanuiārangi will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual computer and e-mail activities. Te Whare Wānanga o Awanuiārangi also reserves the right to monitor electronic mail messages and their content. Students must be aware that the electronic mail messages sent and received using Te Whare Wānanga o Awanuiārangi equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Te Whare Wānanga o Awanuiārangi officials at all times.

Te Whare Wānanga o Awanuiārangi has licensed the use of certain commercial software application programmes for business purposes. Third parties retain the ownership and distribution rights to such software. No student may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable laws and Te Whare Wānanga o Awanuiārangi rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Te Whare Wānanga o Awanuiārangi policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

Message Tone for Electronic Mail

Users are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of Te Whare Wānanga o Awanuiārangi and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening, or retaliatory.

It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms, and slang be avoided when using electronic mail. These types of messages are difficult to read.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorised attachments be placed on another's electronic mail message.



Campus Information

TE WHARE WĀNANGA O AWANUIĀRANGI KI WHAKATĀNE

13 Domain Road
Whakatāne 3120

Private Bag 1006
Whakatāne 3158

Freephone: 0508 92 62 64 (0508 WANANGA)

Telephone: 07 307 1467

Facsimile: 07 307 1475

www.wananga.ac.nz

TE WHARE WĀNANGA O AWANUIĀRANGI KI TĀMAKI MAKĀURAU

Building 1
19 Lambie Drive
Manukau

PO Box 76035
Manukau
Auckland 2241

Freephone: 0508 92 62 64 (0508 WANANGA)

Telephone: 09 260 4107

www.wananga.ac.nz

TE WHARE WĀNANGA O AWANUIĀRANGI KI TE TAI TOKERAU

12A Murdoch Crescent
Raumanga Heights
Whangarei 0110

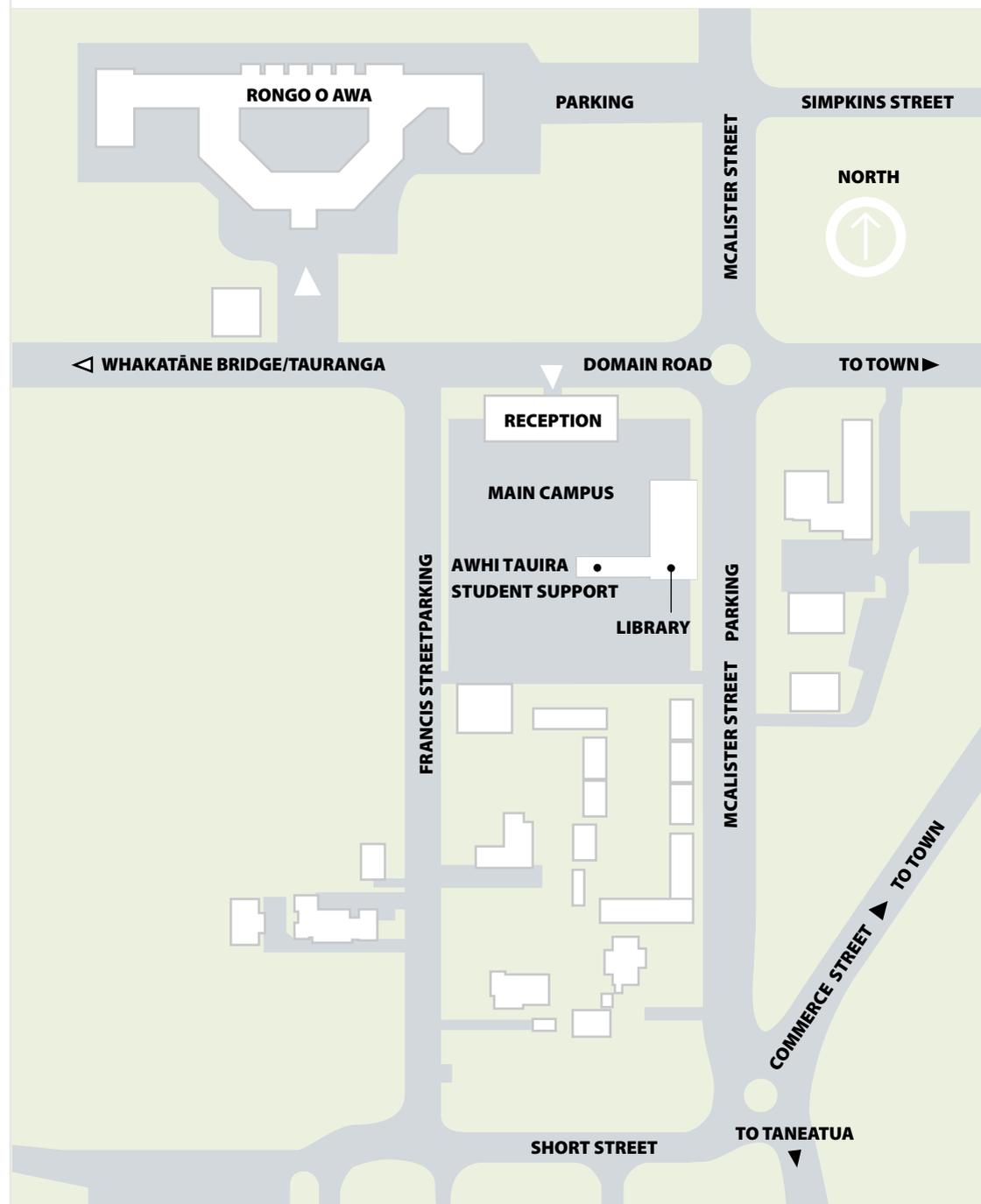
Private Bag 9019
Whangarei 0148

Freephone: 0508 92 62 64 (0508 WANANGA)

Telephone: 09 430 4901

www.wananga.ac.nz

Campus Map Whakatāne

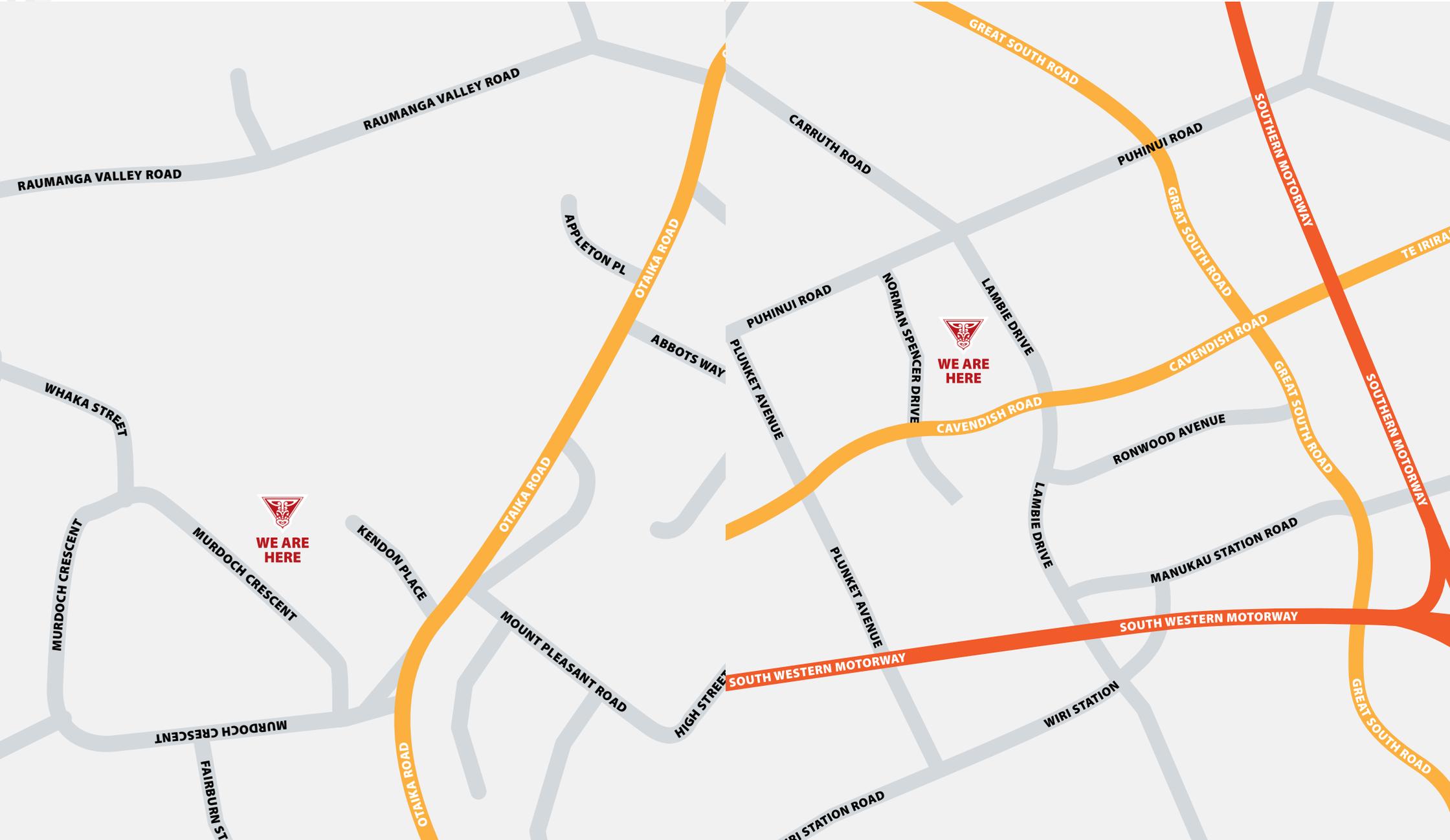


Campus Map

Te Tai Tokerau
(Northland)

Campus Map

Tāmaki Makaurau (Auckland)





TE WHARE WĀNANGA O AWANUIĀRANGI

www.wananga.ac.nz | 0508 92 62 64

 facebook.com/awanuiarangi