

2027

Programme Handbook

CH3730 Bachelor of Nursing (Level 7) - Year 3



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Nau mai ki Ara - Welcome to Ara

Welcome to the Faculty of Health, Science and Sustainability, and congratulations on your enrolment in the Bachelor of Nursing. We are delighted to welcome you and look forward to supporting you as you work towards your goals and gain a qualification that will prepare you for a rewarding career in nursing.

This programme information document is an important guide to your studies. Please take the time to read it carefully and keep it for future reference throughout your programme.

Our lecturers and support kaimahi/staff are approachable, supportive, and committed to creating a positive, engaging, and inclusive learning environment. If you have any questions or need assistance at any stage of your journey, please do not hesitate to ask. We are here to support your success.

Make the most of the opportunities available to you during your time at Ara. We will do everything we can to help you achieve your goals, but your success will depend on your commitment to learning, participation, and growth. We wish you every success in your studies and look forward to being part of your nursing journey.

Dr Claire Minton
Head of Nursing

If you do not intend to study with us in 2027, let us know as soon as possible so you can be withdrawn and avoid any impact on future study.

Contact Us

To contact the Admissions and Enrolments kaimahi/staff, visit 'Admissions and Enrolments' on campus:
Monday – Friday, 8am – 4.30pm

Kia rite ki te ako Getting ready for study



Tō Rangi Tuatahi - Your First Day

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

Returning ākonga/students

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

Study Information

Enrolment Period: 2027

Bachelor of Nursing

Prog Code CH3730, Level: 7, Total Credits: 360

Enrolment Information

Programme Orientation

Orientation is compulsory for all ākonga/students. **International ākonga/students also need to attend an additional orientation.**

You will meet kaimahi/tutor and receive important information relevant to your studies, including logging into the Ara network.

Please feel free to contact us if you have any queries related to the programme prior to this first session.

What we'll cover

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

Bring note taking items – pens and highlighters

Uniform & Equipment requirements

For uniform and equipment requirements see [Appendix 1](#).

Ara Whakatau, your official welcome

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

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

Logins

If you need assistance with logins etc, contact ICT 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:

- Ākonga/student email
- Your timetable, calendar, and attendance
- Your Ākonga/student portal
- Moodle (from 14 days prior to your course beginning and you cannot login to Moodle until you have

changed your password)

Bring Your Own Device (BYOD)

We strongly encourage ākonga/students bring a personal Wi-Fi capable device to connect to our network. Devices should be able to connect to the internet, run Office 365, support Teams and have a keyboard.

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. Learn more about parking and biking or find out about bus services [here](#).

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

Kōrero 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.

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

Learner Information Handbook

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

Health and Safety

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

For more detail about your Faculty's requirements and afterhours arrangements please read the Kā tū whare – Facilities section of this handbook

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 ākonga/student 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 lecturer or advise the Faculty by emailing
FacultyHealthSciSust@ara.ac.nz

Learner Information Handbook

We recommend that you read your Programme Handbook in conjunction with the [Learner Information Handbook](#) (also available on MyAra), which provides more detailed information about the support and services available to ākonga/students at Ara.

Non-Engagement

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

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

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

Our faculty process follows these steps for disengaged Ākonga/students:

- | | |
|---|---|
| 1 | The registers are checked and if your engagement and attendance is a concern, we will talk with you |
| 2 | You will receive an email or phone call asking why you have not been attending. You may receive a non-engagement letter |
| 3 | We will attempt to contact you 3 times |

- 4 You may be placed on a Formal Academic Contract or withdrawn
- 5 You will receive a WD grade (after 10% of the duration of the course) or a DNC grade (after 80% of the duration of the course)

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

Drugs and Alcohol

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

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

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

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

Artificial Intelligence (AI) Tools

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

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

Kā Raki whakahirahira - Important Dates

SEMESTER ONE	DATES
Waitangi Day	Observed Monday 8 February
Whakatau	Wed 17 March 2027 – Manawa
	Wed 24 March 2027 – Timaru
	Wed 11 August 2027 – Timaru
	Wed 18 August 2027 – Manawa
Good Friday	Friday 26 March
Easter Monday	Monday 29 March
Easter Tuesday	Tuesday 30 March
Anzac Day	Observed Monday 26 April
King's Birthday	Monday 7 June
Matariki	Friday 25 June
SEMESTER ONE	DATES
South Canterbury Anniversary Day	Monday 27 September
Labour Day	Monday 25 October
Canterbury Anniversary	Friday 12 November

Kā whakapātaka - Contact Details

All kaimahi/staff are located on the 5th floor of the Manawa Campus

Key Kaimahi/staff

Claire Minton Head of Nursing 022 018 8315 Claire.Minton@ara.ac.nz	
Kirsty Donaldson Portfolio Manager - Nursing 021 273 8721 Kirsty.Donaldson@ara.ac.nz	
Anna Richardson Programme Leader – Puahou Tapuhi o Aotearoa 021 287 6078 Anna.Richardson@ara.ac.nz	
Gail Foster Programme Lead & Co-ordinator - Timaru 021 281 2800 Gail.Foster@ara.ac.nz	

Administration Kaimahi/staff

Name	Phone	Email
Charlotte Li-Preuss/ Placement Coordinator	021 285 6157	Clinical.Placement@ara.ac.nz
Kerry Chisholm Team Leader - Administration	022 019 3358	Kerry.Chisholm@ara.ac.nz
Anne Snelling Operations Administrator	021 271 8569	FacultyHealthSciSust@ara.ac.nz
Ali Irvine Operations Administrator	03 940 8254	FacultyHealthSciSust@ara.ac.nz
Katherine Harris Operations Administrator Timaru Campus	03 687 1807	AraTimaruCampus@ara.ac.nz

Faculty Links



<https://www.facebook.com/Aradeptofhealthpractice>

Tō Akoako

Your study



Taipitopito akoraka - Programme Details

Whakataukāki

Pua i te Aroha, Te Puāwaitanga o te Ao Tapuhi ki Aotearoa¹

(Lead with care, The resolution of Nursing in Aotearoa New Zealand)

<i>Tērā te haeata e tākiri ana mai ki runga</i>	Light pierces the dark on the horizon
<i>taihoronukurangi²!</i>	'Tis the day!
<i>Whiti te rā! Whiti te rā!</i>	Arise, the new dawn!
<i>Te ākengokengo³ e māhuta mai ana!</i>	The warmth of hope, renewed!
<i>Ngā tūmanako o tua⁴, whiti te rā!</i>	Plant new seeds
<i>Onokia te urutapu⁵!</i>	Nurture with light
<i>Pua⁶ i te whiti⁷,</i>	Quench with water
<i>Pua i te wai⁸,</i>	Lead with love
<i>Pua i te aroha⁹,</i>	To restore wellbeing in the world!
<i>Kia puāwai ki te ao¹⁰!</i>	

This whakataukāki is the foundation for the Bachelor of Nursing programmes and describes the journey and the dual commitment of ākonga and kaiako to make a difference in the nursing care and restoration of wellbeing to health consumers, their whānau, hapū, iwi and hāpori.

¹ Author: Stewart, Layelin (2012).

² The point of connection of land, ocean, and sky

³ Tomorrow

⁴ Yesterday (*literal*), referring to the opportunity to bring aspirations of past/current ākonga/kaiako/community to fruition (*conceptual*)

⁵ Pure, untarnished

⁶ Produce flowers (*literal*), referring to the care needing in supporting growth from one state to another (*conceptual*)

⁷ The fundamental ingredients in the life of a plant

⁸ The need for resilient growth

⁹ Compassion in practice

¹⁰ Full maturity

Conceptual translation

The concept of the nurtured growth of a seed and the development over time to a plant in full bloom, draws from many tikanga Māori based views and parallels the growth and development of ākonga tapuhi at Ara

“He kākano ahau i ruia mai i Rangiātea”

I am a seed sown from Rangiātea

This whakatauākī represents the notion that development and growth of an individual is akin to that of a seed, but also that the individual carries with them the tapu (all that is sacred), ihi (essential force), wehi (awe), wana (verve) and mana (prestige) of the whakapapa line of descent that they represent. This calls for care in the design and approach to care offered to the seed/ākonga for optimal growth and fulfilment of potential.

As is the case with the various seed types, the approach to facilitating learning is carried out in a manner that upholds the inherent mana of the ākonga, their whānau and hapori, so that they may thrive within the collective learning environment on their journey towards enlightenment, and as acknowledged within the Bachelor of Nursing programmes.

Programme Aim

The degree will produce graduates who meet the Nursing Council of New Zealand (NCNZ) Competencies for Registered Nurse Scope of Practice (2022), and who can critically interpret and apply their knowledge to constantly changing health care contexts.

Graduate Profile

- Meet the Nursing Council of New Zealand (NCNZ) competencies for the registered nurse scope of practice.
- Practice safe, caring, effective and competent nursing, at a beginning registered nurse (RN) level, in a variety of health care settings and environments.
- Articulate the place of Te Tiriti o Waitangi / The Treaty of Waitangi in both health care delivery and nursing practice.
- Practice in a culturally safe manner that reflects a broad understanding of health and wellness.

- Analyse the impact of historical, cultural, political, social, economic and environmental influences on health and nursing practice.
- Incorporate self-authorship, critical thinking, clinical reasoning and problem-solving capabilities into their nursing practice.
- Effectively apply a range of theories, frameworks and models in their daily practice with individuals, families, whānau and communities.
- Apply a comprehensive health assessment within the individual's family, whānau and community.
- Communicate effectively and develop effective therapeutic partnerships and actions with individuals, families, whānau and communities.
- Be collaborative and respectful with interprofessional colleagues.
- Lead and manage within the context of registered nurse scope of practice.
- Use evidence-based practice to inform their nursing practice.
- Act professionally and in a caring manner by incorporating respect for and valuing diversity of life choices, and health options.
- Enhance their professional development through lifelong learning.

Programme Regulations

- The Bachelor of Nursing 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 and selection criteria, published annually on the Ara website and in programme brochures.
- The degree programme must be completed within **six** years of an ākonga/student's enrolment in the programme.
- Only in extraordinary circumstances will the Council consider exceptions to this policy. Applications for an extension to the time frame for study must be made to the Council through the Head of Nursing.
- The programme comprises 360 compulsory course credits, with 120 credits at Level 7.
- 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 Institute of Canterbury standard policy and procedure.
- An ākonga/student showing insufficient academic progress will be advised in writing of the ākonga/student support services available, and their academic performance (including class attendance) will be monitored by the Portfolio

Manager or delegate. Should performance not improve, the Programme Leader will discuss with the Head of Nursing / delegate the benefit of placing the ākonga/student on a Formal Academic Contract according to Ara standard policy and procedures.

- The Bachelor of Nursing will be awarded to all ākonga/students who successfully complete all the requirements laid down by the Faculty of Health, Science and Sustainability and approved by the Academic Committee.
- Ākonga/students must demonstrate clinical competence in the *Standards of competence for registered nurses* (NCNZ, 2025). This is achieved through a minimum of 1000 clinical practice hours in clinical placements. Ākonga/students may only enrol in a clinical course twice. Ākonga/students must attend at least the minimum number of clinical hours for each clinical course, including 360 continuous hours in the transition placement at the end of the programme.
- On successful completion of all Ara requirements, and other requirements as specified by the Nursing Council of New Zealand (NCNZ), ākonga/students are eligible to apply to the NCNZ for the Application for Examination/Registration for Registered Nurses. The ākonga/student must pay the registration fee set by NCNZ

Mahere Ako - Programme Structure

The programme is structured to scaffold Ākonga/students' learning, to allow them to practise and critically apply knowledge and skills for nursing, and to demonstrate appropriate attributes required by the profession. The programme structure allows Ākonga/students to learn the foundational knowledge and skills required for nursing practice. The knowledge and skills gained are applied to 'real-world' experience through clinical placements in year one and extend in clinical placements in years two and three. Year three culminates in Ākonga/students transitioning to registered nurse practice, being able to apply research skills, and demonstrate readiness for practice on graduation and attainment of registration.

The BN requires the equivalent of three years' full-time study. The programme consists of 19 courses (credit range 10 – 50). The NCNZ domains of competence for the registered nurse scope of practice (professional responsibility, management of nursing care, interpersonal relationships and interprofessional healthcare and quality improvement) are used as the basis for the structure of the programme.

Over the three years of the BN, the complexities inherent in clinical practice will be addressed in order that Ākonga/students apply their increasing knowledge and skills to their clinical practice. Scaffolding learning is considered important as the Ākonga/student makes progress towards managing the complexities of patients'/clients' healthcare needs.

The three-year programme is divided into six semesters and labelled according to each year. Each year is divided into two semesters comprising Part A and Part B; for example, Year One Part A (semester one, year 1). Each 'Part' of the programme has courses totalling 60 credits. This structure enables Ākonga/students to progress in an ongoing way; building on previous learning.

Programme Matrix

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

Code	Course Title	Level	Credits	Clinical Practice Hours	Notional Learning Hours	Course Factor
Year One compulsory courses						
PART A						
BNNS501	Nursing Science 1	5	15	0	150	0.1250
BNIR501	Interpersonal Relationships	5	15	0	150	0.1250
BNMN501	Management of Nursing Care 1	5	15	0	150	0.1250
BNPR501	Professional Responsibility	5	15	0	150	0.1250
PART B						
BNHE502	Health and Wellness	5	15	0	150	0.1250
BNNP502	Nursing the Person with Long Term Health Needs	5	15	100-132	150	0.1250
BNMN502	Management of Nursing Care 2	5	15	0	150	0.1250

BNNS502	Nursing Science 2	5	15	0	150	0.1250
Total			120	100-132	1200	1.0000

Code	Course Title	Level	Credits	Clinical Practice Hours	Notional Learning Hours	Course Factor
Year Two compulsory courses						
PART A						
BNWH600	Wānaka Hauora	6	15	0	150	0.1250
BNKN601	Knowledge for Nursing Practice 2: Mental Health and Addictions	6	15	0	150	0.1250
BNNP601	Nursing the Person with Altered Mental Health or Addiction	6	30	160-280	300	0.2500
PART B						
BNKN602	Knowledge for Nursing Practice 3: Physical Health	6	15	0	150	0.1250
BNNP602	Nursing the Person with Altered Physical Health	6	45	224-380	450	0.3750
Total			120	384-660	1200	1.0000

Code	Course Title	Level	Credits	Clinical Practice Hours	Notional Learning Hours	Course Factor
Year Three compulsory courses						
PART A						
BNHR700	Evidence for Nursing Practice	7	10	0	100	0.0833
BNPH700	Pharmacology for Nursing Practice	7	10	0	100	0.0833
BNKN700	Knowledge for Nursing Practice 4: Family, Whānau and Community Nursing	7	10	0	100	0.0833
BNFW700	Family, Whānau and Community Nursing	7	30	200-280	300	0.2500
PART B						
BNCI701	Contemporary Issues in Nursing and Health Care	7	10	0	100	0.0833
BNTR701	Transition to Registered Nurse Practice	7	50	360-432	500	0.4167
Total			120	560-712	1200	1.0000
Programme Totals (Year 1, 2 & 3)			360	1044-1504	3600	3.000

Year One

In Year One Part A and Part B each course is 15 credits. Ākonga/students are introduced to active learning approaches throughout year one, utilising learning tools and resources provided. The theoretical courses of Professional Responsibilities (BNPR501) and Interpersonal Relationships (BNIR501) have been deliberately allocated to Part A as it is important that the content of the courses is learned prior to the clinical components. Topics have been mapped across courses to assist understanding of the integration of subjects and are linked where appropriate to scenarios. Scenarios focus on practice-based learning that mimic clinical practice. The curriculum threads evident in the degree philosophy such as cultural safety and research-informed evidence-based practice, are used as part of the scenarios, and are linked to the teaching and learning activities within each course. The practice foci/threads will also be used in the activities that contribute to the clinically based portfolios. Considerable emphasis is placed on the use of simulation as both a learning activity and an assessment. The integration of theoretical knowledge in nursing practice is required throughout the three years and will be assessed from Year One Part B.

Year Two

Year two courses comprise 15 credits for each theoretical course and 30 and 45 credits for clinical courses. Active learning approaches are enhanced throughout year two, where Ākonga/students are expected to prepare for, and engage in tutorials, scaffolding self-authorship. Across year two there is scaffolding of academic writing and critically reflective practice in order for the Ākonga/student to develop skills in analysis and application of theory to practice. The curriculum threads evident in the degree philosophy of clinical decision making, cultural safety, ethics and laws, health and wellness/hauora, relational practice and critical thinking are all linked to the teaching and learning activities within the courses. Year two Part A theory (BNKN601) and clinical (BNNP601) courses focus on nursing the person with mental health and/or addiction health care needs. Year two Part A also includes the application of a Māori health model to nursing Māori patients and whānau (BNWH600). Year two Part B theory (BNKN602) and clinical courses focus on nursing the person with physical healthcare needs.

Year Three

Year three courses are 10 credits for theoretical courses and 30 and 50 credits for clinical courses. Across year three there is scaffolding of critical analysis in academic writing and critical reflection in practice. Year three Ākonga/students have become active Ākonga/students who can direct their own learning,

demonstrating self-authorship. Year three Part A theory courses include pharmacology (BNPH700), evidence for nursing practice (BNHR700) and nursing the person in a community context, with a family/whānau focus (BNKN700). The clinical course BNF700 focuses on nursing the person in community setting. The year 3 Part B theory course focuses on contemporary issues in health care (BNCI701), and the final clinical course enables the transition from Ākonga/student to registered nurse (BNTR701).

Courses are structured in this way to allow Ākonga/students to meet clinical hours as stipulated by NCNZ and to provide sufficient time for them to apply theory to practice.

Clinical Practice Hours

The range of clinical hours in the practice courses of the BN reflects the NCNZ RN Education Standards (2022) requirement of a minimum of 1000 practice hours for each Ākonga/student. All Ākonga/students are entitled to 1250 hours to demonstrate their competence. Ākonga/students will be supported in clinical practice by preceptors/clinical liaison nurse and Ara academic liaison nurse/clinical lecturer. These RNs will give Ākonga/students formative and summative feedback at agreed points during the Ākonga/student's clinical practice experience.

All Ākonga/students are entitled to use the maximum allocated clinical hours per clinical course to reach the required level of competence. Ākonga/students must demonstrate safe practice within all competencies and must demonstrate sufficient knowledge in order to provide safe nursing care. Absences from clinical practice due to illness (or other approved reasons) are reflected in the hours the Ākonga/student completes for each clinical course. The minimum hours for each clinical course must be obtained in order to pass the clinical course.

Attendance (Nursing ākonga/students)

Ākonga/students must demonstrate competence within a minimum of 1000 practice hours to meet Nursing Council of New Zealand requirements for registration. It is recommended that ākonga/students attend all clinical practice and all theoretical classes to pass courses, to meet requirements for registration and to be prepared for the role of the RN on completion of the programme. It is the ākonga/student's responsibility to monitor their own

attendance to ensure requirements are met. If an ākonga/student is absent for three or more consecutive days a medical or counselling certificate must be produced to explain the absence.

Ākonga/students are required to attend teaching and learning opportunities as indicated within specific courses in order to pass these courses. Regular attendance is required in order to gain the necessary knowledge and skills required in clinical practice and to pass on-going summative assessments. The ākonga/student is expected to retain the knowledge and skills learnt in previous courses, and apply learning in subsequent courses, to provide safe care at an increasing depth and for increasing patient complexity.

How To Tell Ara When You're Absent From Clinical

Ākonga/student safety, health and wellbeing are important. If an Ākonga/student finds that they will be either late for, or unable to attend their class/clinical placement they must notify

- 1 their Clinical Placement and
- 2 their Clinical Lecturer/Academic Liaison Nurse

Ākonga/student absence must be reflected on Clinical Timesheets. Failure to notify the appropriate people of absence or lateness may result in Ākonga/students being withdrawn from the clinical placement. An absence of three or more consecutive days will require a medical certificate or Practitioner's Statement. Ākonga/students may view their attendance and results via Tribal on completion of each semester.

Tutorial Groups

Ākonga/students are allocated to tutorial groups for many classes. Ākonga/students cannot choose to attend a different tutorial group than their allocated group.

Ākonga/students may not bring their children to any classes, due to Health and Safety requirements and consideration of Ākonga/student learning.

Confidentiality

All Ākonga/students are required to sign the non-disclosure of patient/client information form at the commencement of the programme.

Ākonga/students are reminded that they shall not disclose to any person who is not:

- (a) either employed by the authority controlling the organisation or institution in which they undertake professional practice as part of their nursing education, and is in the proper course of their duty, or
- (b) employed to provide tuition to nursing Ākonga/students at the Ara Institute of Canterbury and is in the proper course in their work as an academic kaimahi/staff member, or
- (c) enrolled by Ara Institute of Canterbury as an ākonga/student in the Faculty of Health, Science and Sustainability and for whom it is appropriate to have access to the information in the proper course in their role as an Ākonga/student, for example, as part of their course/programme work/learning, any information concerning the condition, treatment or circumstances, or history of any patient or client, or any knowledge or information concerning the business, affairs, property or other activities of the controlling authority which has come to their knowledge in the course of their training.

Ākonga/students should also be aware that web pages, 'blogs' or social media platforms such as 'Twitter', 'Facebook' or 'Instagram' should not contain any information that relates to clinical practice which could breach confidentiality. If this does occur the Ākonga/student will be asked to remove the information as quickly as possible and will be called to discuss the matter further with the Head of Nursing. Breaches of confidentiality are viewed seriously and bring into question the Ākonga/student's awareness of professional responsibilities and commitment to the programme. A fail grade for a clinical course is the outcome for an ākonga/student who breaches confidentiality. If an academic kaimahi/staff member gives consent for an Ākonga/student to record some teaching this must also be treated as confidential for the Ākonga/student's personal use only. Refer to Policy APP515 Class Session Recording and Release.

Legal Convictions

Any Ākonga/student who receives a legal conviction or is pending prosecution (other than a minor traffic violation) during the course of the programme is required to meet with the Head of Nursing to discuss any implications for access to clinical placements and registration with the NCNZ. In some instances, disclosure to a clinical placement provider will be required. It is the responsibility

of the Ākonga/student to organise this meeting to occur as soon as possible after receiving the notification of pending prosecution or the conviction.

Dealing with Problems

Ākonga/students are asked to go first to the relevant academic kaimahi/staff member or someone else they think can help to talk over their concerns. If the situation is not resolved the Year Coordinator can be approached.

The people who may be able to help for issues related to BN programme work are:

- the academic kaimahi/staff member concerned.
- the Course Leader
- the Year Coordinator
- the BN Programme Leader
- Student Advisors in Student Central can help with other issues – including around StudyLink applications, hardship grants
- Learning Services kaimahi/staff situated at:
 - Learning Resource Centre,
 - City Campus or Learning Commons on ground floor,
 - Manawa Campus,
 - Timaru Campus (Library).

People who may be able to help with other issues are:

- Counsellor
- Health Centre kaimahi/staff
- Academic kaimahi/staff member
- Class representatives
- Independent Ākonga/student Advocate
- Head of Nursing, Portfolio Manager, Clinical Manager, Programme Leader

Our Access to Your Work

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

Kā tika me kā kaweka o te tauira - Ākonga/student 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 ākonga/students 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.

These can be viewed in the [Learner Information Handbook](#).

Kā Taunakitaka Mōu – Support for You

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

For more detailed information on the code please refer to the [Learner Information Handbook](#)

Table for Guidelines for Professional Attitudes and Behaviour

	Respect for Self & Others	Problem Ownership	Communication Skills	Group Participation	Logical Process	Planning & Organisation	Professional Boundaries	Professional Behaviours
Professional Expectations	Demonstrates respect for new or different attitudes, beliefs, values and practices. Demonstrates commitment to Cultural Safety. Maintains client dignity and safety and promotes client rights.	Validates perceptions about others' behaviour when upset by it. Acknowledges other's position. Takes responsibility for own actions. Accepts responsibility to work collaboratively with peers, lecturers and clinicians.	Actively listens, able to discuss and allows others to state their opinions. Able to maintain and terminate professional relationships with clients and colleagues. Uses appropriate communication channels with peers, lecturers and clinical agencies.	Contributes appropriately and effectively to groups. Demonstrates commitment to programme. Seeks new learning opportunities. Seeks guidance when necessary.	Comments are appropriate to the topic. Able to identify key points and generalise. Able to make ideas real. Able to problem solve. Able to apply concepts. Able to put ideas into context.	Able to plan and prepare for classes, study, assignment work and clinical practice. Meets deadlines. Follows processes and policies accurately. Appropriate use of supports.	Is aware of the professional responsibility of nursing and maintains a therapeutic relationship with client and families at all times. Maintains inter-professional relationships. Maintains professional boundaries.	Works within professional frameworks. Works within Ara, BN and agency policies, guidelines and standards. Speaks for self (support person provides support only). Demonstrates honesty and high level of personal integrity. Provides safe nursing care. Wears uniform professionally.
Below Professional Expectations (continuance in the programme may be reviewed).	Is unwilling to allow others to have opinions or values different from their own. Labels others. Makes statements insulting to	Makes assumption about others or assumes own perceptions are the only correct ones. May misread others as hostile.	Fails to listen. Reframes topic/s and is unaware of doing so. Talks while others are talking. Dominates a discussion or talks over others. Makes	Unable to respond to questions or speak spontaneously. Some avoidance behaviours in interpersonal situations. Attendance	Comments (verbal or written) often off topic. Over-generalises in discussions. Has difficulty problem solving. Has difficulty	Ineffective study/work plan. Consistently absent or arrives late for class or clinical practice. Does not hand in or complete work on time. Frequent requests for extensions for	Personal and professional roles merge or become personal. Difficulty in distinguishing between a social / personal and a therapeutic relationship	Demonstrates behaviours outside professional frameworks or relevant policies, guidelines and standards. Allows others to speak for them. Uses any substance

	Respect for Self & Others	Problem Ownership	Communication Skills	Group Participation	Logical Process	Planning & Organisation	Professional Boundaries	Professional Behaviours
	another person/s or group. Displays contempt for others.	Gestures anger or disinterest towards others. Avoids problem ownership. Responds with blame. Complains about others without satisfactory reason.	statements that leave others afraid to speak. Is suspicious of others intent. Has difficulty maintaining professional relationships with clients or colleagues.	minimal. Has difficulty hearing feedback or responding to guidance.	staying on task. Unable to acknowledge context.	assessments. Minimal or no use of available professional supports. Frequent personal crises/relationship upheaval. Failing course.	between nurse / client and nurse / interdisciplinary team. Has difficulty or is unable to terminate a relationship with client. Uses social media or a public place to discuss class or clinical issues.	which could potentially affect clinical judgement. Does not recognise or have strategies to manage own health issues. Provides unsafe nursing care. Demonstrates dishonesty. Uniform not worn professionally.

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**. This will show:

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

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

Formative assessment	Verbal and written feedback that takes place throughout classes and the programme.
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Summative assessment	Assessments throughout the year that are based on learning outcomes for the course and determine how well you have achieved each outcome. You are given grades and written feedback. These assessments may include practical tests and projects.
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The contents of the course work will be explained by the Course Leader and Academic Kaimahi/staff for each course. If at any point the Course Leader or Programme Leader is concerned about your progress, they will let you know.

Assessment Methods

In order to reflect the learning outcomes, a wide range of assessment methods will be used.

These may include:

- written examinations
- presentations
- workbooks
- competency assessments
- family assessments
- essays
- individual or group projects
- practical assessment
- concept mapping
- case studies
- client health assessments
- e-portfolios
- literature review
- research critiques and/or proposals

Examinations

The supervision of examinations conducted within the Faculty of Health, Science and Sustainability (with the exception of the NCNZ examination for the registered nurse scope of practice), will follow the Ara Academic Committee guidelines. All Ākonga/students are to be familiar with the Ara Written Examinations: Rules for Candidates Policy APP505f . Note: Rules 2-5 may vary in relation to the length of examination time. Examinations will be held in designated sites or may be conducted offsite and invigilated if this is agreed to by the Year Coordinator or BN Programme Leader. Examinations may be conducted in the evenings.

Ākonga/students are referred to the Year Coordinator or BN Programme Leader and the Ara website [Ara Policy Library](#) for the general conditions covering reconsideration of examination results. All assessments must be completed on the scheduled date and time. If an ākonga/student expects to have difficulty sitting an examination on the scheduled date and time due to personal circumstances, illness, or clashes, the Ākonga/student must apply for an alternative assessment arrangement. Supporting documentation must be attached with the application for Alternate Time for Test/Exam (APP505b). A fee

may be payable. If approved by the Dean, the alternative arrangement may include allowing an Ākonga/student to sit an exam/test before or after the scheduled date.

Ākonga/students who may be eligible for reader/writer assistance (for temporary disability only) should contact the Course Leader as well as the Library, Learning and Information Services, as soon as possible after the beginning of a course.

Ākonga/students should check the pass mark for examinations as some require 60% to pass, e.g., BNPR501 and BNKN602.

Ākonga/students who have met NCNZ requirements for registration may apply to sit the NCNZ Examination for Registered Nurses at the end of their third year. Supervision of these examinations will follow NCNZ Examination for Registered Nurses guidelines. The Ākonga/student must pay the relevant fee to NCNZ early in Year 3B.

Examination Rules for Bachelor of Nursing Courses

- All Ākonga/students must bring their Ara ākonga/student ID card for photo ID.
- Please arrive 15 minutes before the examination starts.
- Please bring pencil and eraser for multi choice exams and blue or black biro for short answer exams.
- For multi choice exams the circle on the answer sheet must be completely shaded in, in order for the marking machine to mark the item.
- No pencil cases.
- Clear drinking bottle only.
- If medical conditions exist, please discuss with Course Leader prior to the exam and use clear plastic bag for any items.
- No dictionaries, writing aids, books, electronic devices, written or printed material are allowed.
- No talking once the room is entered.
- Ākonga/students will be randomly allocated a seat by the exam supervisor. Please follow their instructions.
- Bags to be placed at front of the room.
- Jackets to be placed at front of the room.
- Cell phones and pagers, etc., to be switched off and left at front of room.
- Smart watches are not to be worn in the examination.
- Paper will be provided as appropriate.

Approved Calculators <https://www2.nzqa.govt.nz/ncea/student-assessment-hub/list-of-approved-calculators/> must be brought for clinical calculation exams and cell phones will not be allowed.

Timing

- Ākonga/students who arrive late will not be admitted after 25 minutes and will have failed the exam.
- Ākonga/students who arrive late but within the first 25 minutes will be able to sit with NO extra time.
- No one is to leave in the first 30 minutes.
- No one to leave in the final 15 minutes.
- Ākonga/students to stop writing immediately the supervisor states the exam has finished.
- Refer to Ara policy APP505f Written Exams Candidate Instructions for detailed information.

Please note the details under heading 'Timing'. If an ākonga/student arrives later than 25 minutes from the start time, they will have failed the assessment.

Please note: In addition to cell phones, Smartwatches must not be taken into an examination.

Sickness on the day of an Examination

If an ākonga/student is sick on the day of the examination, they must contact the Course Leader prior to the exam and obtain a Medical Certificate dated on the day of the examination. The ākonga/student will then be able to sit the resit examination as their first attempt. The ākonga/student must complete an application for alternate time for Test/Exam (APP505b) before or within seven working days of the scheduled exam date.

Note:

- If the ākonga/student decides to sit the exam the result stands.
- If an ākonga/student has more than two episodes of sickness at an exam time in one semester, they may be required to gain approval to continue as on-going learning and meeting deadlines is a requirement.

Sickness Immediately Prior to or During an Examination

The exam supervisor must be immediately notified if an ākonga/student has an acute onset of illness or personal distress immediately prior to or during an exam. A medical certificate must be obtained that day. The Course Leader must also be notified by the ākonga/student, and the ākonga/student must complete an application for Alternate Time for Test/Exam (APP505b)

Sickness or Bereavement on the day of a Resit Examination

The ākonga/student must contact the Year Coordinator or BN Programme Leader and must provide supporting evidence dated on the day of the resit examination. The ākonga/student must complete an application for Alternate Time for Test/Exam (APP505b)

Academic Integrity

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 lecturers 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 lecturer.

Note: Ara uses as part of its assessment processes electronic plagiarism detection. Ākonga/students will be required to submit assessments for scanning. Electronic copies of assessments must be retained by the ākonga/student until the official results are published after the end of semester or year.

Assignment Cover Sheet

The standard Faculty of Health, Science and Sustainability Assignment Cover Sheet is available to all ākonga/students via Moodle (<http://moodle.ara.ac.nz/login/index.php>)

Marked assignments and portfolios will be marked on dates identified by the Course Leader and retained electronically for auditing purposes.

Assessments - Marking

Ākonga/student's assessment work is not necessarily marked by the Course Leader or Course Lecturer. Full time, part time and casual kaimahi/staff may be markers who are involved in the collaborative delivery of the degree. The Ara course leader is responsible for moderation of assessments to ensure there is consistency in the application of marking criteria by all those involved in marking a particular assessment.

Ākonga/students will be given a required word count for written assignments which includes a range of +/-10%. For example, a required word count of 1,000 may result in an assignment of 900-1100 words.

If an ākonga/student submits an assignment that has a word count over 10% of the required word count, for example, over 1100 words as per the example above, a penalty of 5% will be deducted from their final mark.

There is no penalty if below 10%, for example, 800 words as per the example above, as either the ākonga/student has provided a very concise assignment or there is insufficient detail to obtain a pass mark.

Assessment Requirements and Progression: Theoretical Courses

A pass in each summative assessment is required.

Time Extension for a Theoretical Assessment: Assessments must be completed on the scheduled dates and times except where application for an extension has been made to the Course Leader and granted prior to the due date. Extension requests must be made to the Course Leader using the Extension of Time Application (APP505m) at least 24 hours before an assessment is due and must be accompanied by documentation that reflects sickness or extenuating circumstances. A copy of the approved extension will be kept in the ākonga/student's file. Assessments handed in after the due date and time (or extension date and time) will not be marked and no resit/resubmission will be available for this assessment.

Assessment Requirements and Progression: Clinical Practice Courses

Ākonga/students are expected to attend all **clinical practice hours** in order to meet NCNZ competency requirements. Ākonga/student safety and health and wellbeing are important. If an ākonga/student finds that they will be either late for, or unable to attend the clinical placement they must notify

- their Clinical placement and
- their Clinical/Academic Liaison Nurse

Ākonga/student absence must be reflected on Clinical Timesheets. Failure to notify the appropriate people of absence or lateness may result in ākonga/students being withdrawn from the clinical placement. An absence of three or more consecutive days will require a medical certificate or Practitioners Statement. Ākonga/students may view their attendance and results via Tribal on completion of each semester.

Ākonga/students must demonstrate safe practice and the achievement of all learning outcomes and competencies to gain a pass grade for clinical practice courses. All clinical practice courses include a clinical practice component, and may also include additional assessment points (e.g., clinical portfolios). Clinical practice components are assessed summatively over a specified time span using the **clinical assessment form**, which is based on the NCNZ (2012) *Competencies for the Registered Nurse Scope of Practice*. Ākonga/students not meeting learning

outcomes and competencies will develop specific learning goals with their clinical lecturers. Documentation will occur on Record of Contact forms, and relevant emails or other forms of documentation will also be included.

Ākonga/students who do not demonstrate confidentiality, safe practice at all times, and the achievement of all clinical course learning outcomes and competencies will receive a fail grade for that course. An ākonga/student will also fail a clinical course if they put any clinically related material onto any social media source. Re-enrolment in clinical courses can only occur once, in accordance with NCNZ policy.

Any repeating of clinical courses will be subject to availability of clinical placements. Ākonga/students who receive a fail grade in a clinical course will be placed on Formal Academic Contract or Probation by the Faculty of Health, Science and Sustainability Portfolio Manager - Nursing and may be required to undertake an assessment of knowledge and practice competency before re-entering clinical practice. This is to promote patient safety and will be determined by the Course Leader/Year Coordinator/BN Programme Leader/Portfolio Manager – Nursing. ākonga/students who fail a clinical course will be required to undertake clinical experiences in the Christchurch area and may require Dean approval of the clinical placement.

For more information refer to the Clinical Practice Handbook for Bachelor of Nursing and New Zealand Diploma in Enrolled Nursing Programmes (accessed on BN Moodle site).

Withdrawal from Clinical Practice

An ākonga/student may be immediately withdrawn from clinical practice by agency kaimahi/staff and/or clinical lecturer for unsafe practice, unprofessional behaviour or professional misconduct; or, if in the professional opinion of the registered nurse(s), the agency or academic kaimahi/staff considers the ongoing presence of an individual ākonga/student may compromise patient safety. The Dean will be immediately notified and the reasons for, and consequences of, withdrawal will be reviewed with the ākonga/student at the earliest opportunity.

Clinical Placements

Clinical placements are a fundamental component of the Bachelor of Nursing programme and are a Nursing Council of New Zealand requirement. Placements provide opportunities for ākonga/student to apply their theoretical learning in

real-world healthcare settings, develop professional competence, and demonstrate the competencies required for registration as a nurse.

Throughout the programme, ākonga/student will complete a range of clinical placements across different healthcare environments. These may include acute hospital settings, primary health care, aged residential care, mental health and addiction services, community services, and other specialist areas. Each placement offers unique learning opportunities and is designed to support progression towards entry-to-practice competencies.

Placement locations are determined by the availability of appropriate learning experiences and clinical partners. Ākonga/student should expect that they may need to attend placements within or beyond the Canterbury/Waitaha or South Canterbury region. Assistance with travel and accommodation costs are provided by Ara for ākonga/student attending out of region or out of town placements.

Advance notice of placement schedules is provided wherever possible to enable ākonga to plan appropriately for work, family, transport, and financial commitments. Ākonga/student are expected to make the necessary arrangements to ensure they can meet placement requirements.

The ability to attend placements at a variety of locations is an essential requirement of the programme and reflects the realities of nursing practice across diverse health settings and communities. Flexibility and adaptability are important professional attributes, and ākonga should be prepared to undertake placement experiences wherever suitable learning opportunities are available.

Grading of Assessments

Grade	Content	Structure	Evidence of Links to Established Knowledge	Presentation
Excellent A⁺ 90-100 A 85-89 A⁻ 80-84	Topic is comprehensively explored with critical comment. Personal interpretation and linking of issues is evident.	Critical evaluation. Evidence of creative/original thought.	Links to wider literature and nursing knowledge integrates throughout discussion.	No flaws.
Good B⁺ 75-79 B 70-74 B⁻ 65-69	Topic is explored in a fuller, more systematic way that includes reference to the wider literature. Some beginning level of analysis may be included.	Main points are elaborated. Beginnings of creative/original thought.	References to wider literature made. Some evidence of acknowledgement of recent publications.	
Satisfactory C⁺ 60-64 C 55-59 C⁻ 50-54	Balanced overview of topic at appropriate depth for stage. Support from literature or personal examples included in discussion.	Clearly defined introduction, conclusion and body of essay. Discussion logical and easy to follow.	References are integrated in discussion. Discussion indicates that ākonga/student is familiar with previous and current course materials.	Most presentation details are met, for example, cover page, margin, ākonga/student ID,

Grade	Content	Structure	Evidence of Links to Established Knowledge	Presentation
	All components of topic addressed.	Main points are clearly defined, outlined and addressed.		pages numbered and secured, A4 single side. Referencing for citations and references generally meets APA criteria in text and on reference page.

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

G29AA is used for BNNS501, BNNS502, BNHE502, BNIR501, BNPR501, BNWH600, BNKN601, BNKN602, BNHR700, BNPH700, BNKN700, BNCI701

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

Other grades:

Code	Result	Definition
Pass	Pass	Awarded pass and no appropriate grade can be awarded
CC	Pass	Course credit awarded by Cross Credit
CT	Pass	Course credit awarded by Credit Transfer
RPL	Pass	Course credit awarded by Recognition of Prior Learning
ADV	Pass	Course credit awarded by Advanced Standing
CON	Pass	Conceded Pass
RP	Pass	Restricted Pass - Conceded Pass Non-Advancing
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
DNC	Incomplete	Did not complete course requirements
W	Withdrawn	Formal withdrawal within the non-academic penalty period

M4 is used for BNMN501, BNMN502, BNNP502, BNNP601, BNNP602, BNFW700, BNTR701

Code	Result	Definition
P	Pass	Pass
CC	Pass	Course credit awarded by Cross Credit
E	Excellence	Pass with Excellence
M	Merit	Pass with Merit

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

Kā tikaka aromatawai - Assessment Regulations

The following assessment regulations apply to this programme. For full details please also refer to Ara Assessment Policy APP505.

Extensions

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

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

Resits Or Resubmission of Assessment Tasks

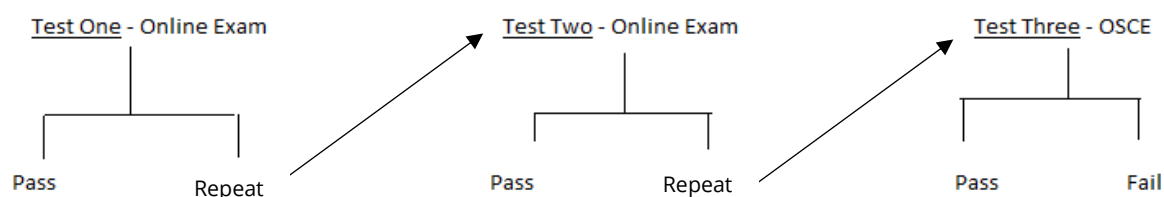
For information about how to apply for a resit or resubmission, see [Assessment Policy](#) - scroll down and find **3.15 Resits and Resubmissions**. You can download the form from [Application for Resit or Resubmission](#)

If you are resubmitting an assignment, the marked original work must also be submitted with the resubmission. You must not remove ALN/preceptor feedback on an E-portfolio. Ākonga/student progress can be identified based on the response to feedback.

Please note: The clinical courses can be repeated only once, i.e., only two enrolments in a clinical course. Refer to Assessment Requirements and Progression: Clinical Practice Courses.

Resubmission/Resits – Safe Medication Administration Clinical Calculation Tests:

The safe medication administration clinical calculation exams are separate from other theory assessments. This is outlined below:



Second Results (Course Level)

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

Assessment in Te Reo Māori

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](#).

Note: Marks carried forward is not available for clinical courses.

Supported Assessment

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

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 Assessments

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

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

Aegrotat is not available in this programme.

Reconsideration of Assessment Decisions

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

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](#)

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

There are no conceded passes available for clinical courses. You may qualify for a conceded pass if there is considerable evidence that marginal failure (45-49%) in one course is compensated by good overall performance in the relevant subject. The Faculty Group will make the decision and let you know if they give you the conceded pass.

There are two kinds of conceded pass. An Advancing pass allows you to pass the course and progress to the next level of your programme. A non-advancing pass is a restricted pass that allows you to pass the course but not progress to the next level of your programme.

An ākonga/student is eligible to receive only one conceded pass per programme in any one year in the same programme.

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

.Kā putaka me te Whakapōtaetaka - Results & Graduation

Kā putaka me te Whakapōtaetaka - Results & Graduation

Accessing Your Results

Results of assessments will be returned to you within ten (10) working days of your assessment due date. These results may be returned to you in class or online.

Final grades for each course will be available online within fifteen (15) working days of the end date of the course and accessible through [MyAra](#) or through the MyAra app.

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

Academic Transcripts

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

Exam Scripts and Assessments

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

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

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

- internal and external moderation
- programme review
- aegrotats (not available for this programme)
- 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 are 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 an ākonga/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 Academic Kaimahi/staff. You are also responsible for making sure your work is not able to be copied by others. Sharing or comparing tests, exams and assessments is prohibited and, if detected, will be treated as “academic misconduct”.

Academic Support and Progression

Support is available if you, as an ākonga/student, 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 kaimahi/staff members will work with you if you are not meeting academic standards to document and implement a plan. This will include identifying and monitoring goals, expected academic progress, timelines and support.

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

Formal Academic Contract

Kaimahi/staff to not be satisfactory you will be invited to a meeting and advised in writing by the Dean or delegate.

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

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

For more information about Academic Support and Progression, see [Academic Support and Progression](#) - scroll down and find **3.3 Formal Academic Contract**.

Academic Integrity

Cheating, plagiarism and other dishonest academic practices have serious consequences in this programme and if you fail to meet academic standards you, as an ākonga/student, 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 an ākonga/student, in understanding the expected standards and skills needed to succeed and may include:

- a facilitated discussion with an appropriate kaimahi/staff member
- a formal contract with Learning Services or other appropriate kaimahi/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.

Ākonga/student Behaviour Management

If you are identified as an ākonga/student who displays unacceptable behaviour the Faculty will monitor your progress and provide support at the earliest stage. This may include referral to ākonga/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 an ākonga/student, is unacceptable and of concern to kaimahi/staff or other ākonga/students, you will be advised of this in writing by the Dean. This written warning is known as probation.

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

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

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

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

For more information about probation, see [Probation](#) - scroll down and find **3.4 Probation**

Exclusion

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

Suspension

Suspension is a short-term exclusion and is the formal process by which you, as an ākonga/student, 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 an ākonga/student 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 Chief Executive 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 Dean must invite you to an interview.

Refusal of Future Enrolment

Any person may, for good reason and on good evidence, be refused enrolment at Ara generally or in a particular programme or course only by the Chief Executive or 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 Dean must forward a recommendation to the Chief Executive or nominee 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 Ākonga/students

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 ākonga/student, and/or Ara. Infringement by you, as an ākonga/student, may also be considered academic misconduct and result in penalties.

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

Kā tū whare – Facilities

Faculty Related Health and Safety

Please refer to the [Learner Information Handbook](#) for general Health and Safety information and evacuation details.

Manawa Building Emergency Procedures

The Emergency Assembly Point for Manawa is: Riverside on the riverbank

Emergency calls

In an emergency dial 111 for all emergency services. Kaimahi/staff/ākonga/students should follow the emergency procedures on the **Emergency Flip Charts** which will be available at reception, manual call points and on the H&S noticeboards around the building.

Fire and Evacuation

Fire Alarm Manual Call Point

When activated, any manual call point fire alarm will automatically raise the alarm with the Fire Service. There are several manual call points located in all areas of the facility – see floor maps at the back of this paper.

N.B. Call 111 and ask for Fire Service

Manawa Address: 276 Antigua Street

Voice messages will tell you what action should be taken.



Fire Extinguishers & Hoses

There are no fire hoses within the building. Fire extinguishers are placed on each floor in the corridors or near the fire alarm manual call point – see floor maps in your packs. The building does have a sprinkler system. All occupants exiting via the stairwells are reminded to use the designated safe exit path leading to final exits on Tuam Street. Once reaching the ground floor, walk to the riverbank assembly area.

Earthquake

In the event of a **serious** earthquake, kaimahi/staff should Drop, Cover and Hold. Kaimahi/staff should then evacuate the building via the stairs if damage is evident.

Civil Defence

There is emergency lighting in the building.

First Aid

First aid supplies are located on the ground floor, in the simulation centre and on the fifth floor. Their specific location will be covered in your onsite orientation.

There are two AEDs in the Manawa building which are located ground floor in the reception area on the wall and on the 5th floor in the reception area on the wall. In an emergency call **111**.

Address: 276 Antigua Street.

Timaru Campus (TA-block) Emergency Procedures

Emergency calls

In an emergency dial 111 for all emergency services. Kaimahi/staff and ākonga/students should follow the emergency procedures on the **Emergency Flip Charts** which will be available at reception, manual call points and on the H&S noticeboards around the building.

Fire and Evacuation

Timaru Campus Address: 32 Arthur Street, Timaru

Fire Alarm Manual Call Point

When activated, any manual call point fire alarm will automatically raise the alarm with the Fire Service. There are several manual call points located in all areas of the facility.

N.B. Call 111 and ask for Fire Service

Voice messages will tell you what action should be taken.



Fire Extinguishers & Hoses

Fire hoses and fire extinguishers are placed on each floor in the corridors or near the fire alarm manual call point. These will be identified at your onsite orientation.

The building does have a sprinkler system. All occupants exiting via the stairwells are reminded to use the designated safe exit path leading to final exits to Arthur Street. Once reaching the ground floor, walk across the road to the Arthur St carpark assembly area.

Earthquake

In the event of a **serious** earthquake, Drop, Cover and Hold. Evacuate the building via the stairs if damage is evident.

Civil Defence

Emergency sirens are activated by Timaru District Council, a regular monthly check occurs, and sirens are activated for a short period of time. In a real emergency siren situation, follow the prompts on local radio stations.

First aid supplies are located on each floor of A Block, Timaru Campus. The specific location will be covered in your onsite orientation.

First Aid

There are two AEDs in Manawa building which are located currently ground floor in the reception area on the wall on the 5th floor in the reception area on the wall. In an emergency call **111**.

Address: 32 Arthur Street, Timaru.

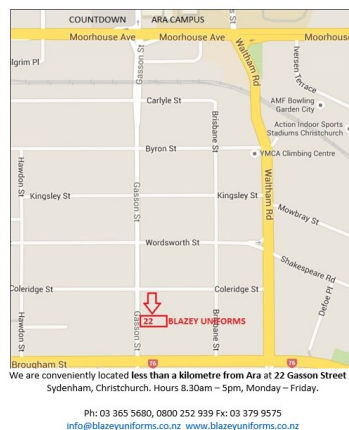
**The Emergency Assembly Point for TA Block, Timaru Campus is:
kaimahi/staff and Ākonga/student carpark - Arthur St.**

Appendix 1 -

Uniform Requirements

Prices include GST.

Please come and see our friendly kaimahi/staff at 22 Gasson St in Sydenham for your fitting. We endeavour to keep most items in stock at all times to ensure an easy process, but please see us 2 weeks prior to your uniform requirement date in case of any out-of-stock sizes



Footwear

Shoes should be **enclosed** (including heel) and made from vinyl or leather (not fabric) to prevent biological and physical accidents. Black shoes with a low heel and non-slip sole are acceptable. Sandals, sport shoes, boots, crocs or similar slip-on shoes with or without backstraps are **not** acceptable.

Equipment Requirements

Approved Calculators List for Summative Assessments

Where a calculator device is allowed for an Ara or external assessment, you are permitted to use only the calculators on the Approved Calculators List provided by NZQA. For further information please refer to this website:

<https://www2.nzqa.govt.nz/ncea/student-assessment-hub/list-of-approved-calculators/>

Ara Nursing Kit

Ākonga/students are required to purchase a Nursing Kit to ensure that they have the equipment required to practise and perform nursing assessments. The nursing kits contain a blood pressure cuff, digital thermometer, dressing scissors, penlight and a stethoscope. You can also buy supplies individually and they sell other items such as fob watches.

The website for online purchases [Pharmaco Medical Emergency \(pharmaco-medicaemergency.co.nz\)](http://Pharmaco Medical Emergency (pharmaco-medicaemergency.co.nz))

General Nursing Kit – Stethoscope (Adult) - Adscope 603 Stainless Steel Stethoscope

General Nursing Kit - Stethoscope (Adult) - Adscope 641 Sprague Rappaport Stethoscope -

Ara Nursing Kit - Adscope 603 Stainless Steel Stethoscope (Adult)

Ara Nursing Kit - Adscope 641 Sprague Rappaport Stethoscope (Adult)

Choose your colour and stethoscope style and when you reach the end of the process you will be asked to enter a **PROMO code NURSING24** this will apply the discount. There is a freight charge.

ICT Requirements

To study successfully within this programme, you will need:

- A mobile or smartphone.
- A Laptop/Notebook or computer capable of:
 - accessing the internet,
 - playing audio and video files
 - viewing, authoring, and editing documents
- NB: Tablets, MAC's and other portable devices may be able to be used but will NOT work for all aspects of the programme.
- An internet connection – a broadband connection will enable you to take full advantage of the video and audio resources provided.
- A headset with headphones and microphone is required to participate in online tutorials and for meetings.
- Computer security software: protection against viruses, spyware and malicious software. This will depend on which computer operating system and internet browser you use.
- To have one of the following internet browsers: Firefox, Chrome (both these can be downloaded for free) or Safari (for Apple computers) to access some of the online course components.
- A digital camera, tablet or smartphone would also be an advantage for taking and uploading photos.

Required Textbooks

You will be able to access your required textbooks for the Diploma of Enrolled Nursing programme online through the Ara Library databases. If you wish to purchase hardcopy versions of the texts, email the FacultyHealthSciSust@ara.ac.nz for a copy of the textbook list.

Papakupu -Glossary

Ākonga – student

Hauora– health and wellbeing

Hapori – community

Hapū – sub-tribe

Iwi - tribe

Kaiako – teacher

Kanohi ki te kanohi – face to face

Noho marae – overnight stay in a marae

Oranga – wellbeing

Pae ora– healthy futures/lives

Rangahau – Māori concept of research

Rongoā – a traditional Māori healing system

Wānanga – a method of learning and a place of learning rooted in Māori tradition

Whānau – family

Disclaimer:

All care and attention have been given to ensure the information in this document is accurate at the time of publishing. Ara does not take responsibility for any loss or harm incurred as a result of reliance upon any information which is incorrect or out of date. This document was last updated on 30 September 2026.