



UCOL

Te Pae Mātauranga ki te Ao
Universal College of Learning

Faculty of Health, Social Services and Applied Sciences
Ākonga/Learner Handbook 2024

NEW ZEALAND CERTIFICATE IN STUDY AND CAREER PREPARATION (HEALTH PATHWAY)

LEVEL 3

NZ2863

Disclaimer

The information contained in this handbook replaces all information contained in any previous handbook and is intended as a guide only.

UCOL Te Pūkenga is committed to innovation and continuous improvement, and reserves the right to change any aspect(s) of the programme. This may affect the currency of the information contained in this handbook, e.g.

- Programme location
- Lecture times
- Kaimahi
- Other matters



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Quick Links

Ākonga (Learners) Intranet

You can access the UCOL learner intranet at [Ākonga/Learners Intranet](#) to find the most up to date policies, procedures, guidelines and forms. These are located in [Policies and Procedures](#) under [UCOL Info](#). The [Academic Statute](#) and [Ākonga/Learners Discipline Statute \(Non-academic\)](#), two important documents that set out the main rules and processes you need to be aware of, can be found under Related Documents to the left of the [Policies and Procedures](#) page.

Outstanding Fees

All fees are due to be paid in full by the first day teaching starts. Learners who have not paid all of their fees (including outstanding library fines or other debts with UCOL) will not be eligible to graduate. See [Academic Statute](#).

Computer Suites

The computer facilities provided by UCOL are available to every enrolled learner. Your password is the key to your account. Never share your login and password details with anyone else. You will also be held responsible for any activities that take place under this account name. Further information about computer use at UCOL can be found on the [Information Technology](#) page. See [Computer Use Policy](#).

Ākonga/Learners ID Cards

Your learner ID card helps you access certain rooms, borrow library equipment and other important functions. You can obtain your ID card from the Information Centre.

Printing and Photocopying

Printers and photocopiers are operated from your learner ID card. The cost of using them is deducted from your account. You can top up your credit at the Information Centre and check your balance at [Print Credit](#).

Internet Access

Instructions for internet access at UCOL are available at [Connect to UCOL Te Pūkenga](#).

Car Parking

Car parks are provided for UCOL ākonga/learners and kaimahi only. For Palmerston North car parks, all vehicles must be registered and display a current year UCOL car parking sticker. This sticker can be obtained at the Information Centre. Further information is available on the [Car Parking Information](#) page.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges what you have learned from other programmes and qualifications, life experiences, work experiences, training programmes and workshops and measures this against the requirements of the programme you are enrolled in.

You can be awarded credit towards a qualification if you can satisfactorily demonstrate that your prior qualifications and experience reaches the required standard. You should apply within two weeks of starting the course. See [Recognition of Prior Learning Procedure](#) and [Recognition for Prior Learning Application form](#).

Ākonga (Learners) Support

Learner support is available to help you succeed. Possible types of support include:

- Health services
- Disability support
- Learning services
- Maori education support
- Scholarships and financial hardship support
- Library resources

More information on how to access this support is provided on the learner intranet on the [Learning & Study](#) and [Health Matters](#) pages.

Concerns and Complaints

Please refer to the [Ākonga \(Learners\) Complaints Policy](#) and [Ākonga \(Learners\) Concerns and Complaints Procedure](#) for information on how you can raise a concern or complaint and the process that follows.

Health and Safety

We all have a responsibility to maintain a safe, healthy work and study environment. See [Ākonga \(Learners\) Health and Safety Obligations Policy](#) and [Ākonga \(Learners\) Health and Emergency Procedure](#).

Smoking, Drugs and Alcohol

For the safety and well-being of yourself and others, UCOL has policies regarding smoking, drugs and alcohol.

Smoking is not permitted on any UCOL campus or facility. This smoke free policy applies 7 days a week, 24 hours a day. See [Smoke Free Policy](#).

You may be excluded from class or any UCOL activity if a kaimahi member considers you are under the influence of drugs/substances. This may lead to suspension from your programme and even to having your enrolment cancelled. The Police may be notified of any illegal activity related to the use or possession of drugs or substances. See [Drug and Alcohol Policy](#).

You may be excluded from class or any UCOL related activity if a kaimahi member believes you are under the influence of alcohol. See [Drug and Alcohol Policy](#).

Withdrawal

Before you decide to withdraw from your programme, you should talk to kaimahi on your programme. Remember, if you are having difficulties with your programme there are ways UCOL can help you. If you do decide to withdraw, you must complete a [Change of Details/Circumstances Form](#). These can be obtained from the Information Centre.

Fee Refunds – Domestic Ākonga/Learners

The rules for fee refunds if you withdraw are outlined in the [Admission & Enrolment Guide](#) and [Ākonga/Learners Fee Refund Procedure](#).

Fee Refunds – International Ākonga/Learners

Please refer to the [International Ākonga/Learner Fees and Refunds Procedure](#) for more information about fee refunds for international ākonga/learners.

International Ākonga/Learners

International Ākonga/Learners Support can help international learners with any questions they might have. Further information is available on the [International Ākonga/Learners](#) page. See [International Ākonga/Learners Procedure](#).

Whānau Room

All three campuses have a whānau room or marae facility. The whānau room is a space for all UCOL ākonga, where principles of whanaungatanga, whakaruruhau, oranga, akonga, matauranga and hapainga I te reo Māori me ona tikanga are fostered and nurtured.

Children on Campus

UCOL recognises that ākonga/learners may have responsibilities for family/whānau which, from time to time, may result in the need to bring a child into the workplace. All public spaces such as atriums and grounds are open access and children are welcome at all times. Children under the age of 14 must be supervised at all times by either a parent or caregiver. UCOL requests that parents and caregivers give due consideration to others using these public spaces and ensure that children are kept safe and supervised at all times.

Other than by invitation of UCOL, (e.g. open days, organised visits), children are not to be taken into medium or high risk areas such laboratories, workshops and kitchens. It is important that children do not disrupt the work performance of the parent or caregiver, or the learning of ākonga/learners and delivery of lectures. We recommend that alternative arrangements for care of children be made during lecture times. Ākonga/learners must not bring sick children to the workplace under any circumstances. If an emergency circumstance arises where alternative caring arrangements are not possible, please contact the Academic Portfolio Manager for advice.

[Children in the Workplace Policy](#)

Animals on Campus

Animals being brought on to campus for the purpose of teaching and learning are permitted providing they are contained within the teaching area. For example, a dog may be brought in for teaching use in the Veterinary Nursing programme but it must be contained within the veterinary nursing teaching and containment space.

Disability Assist Dogs are permitted on campus but must be kept on a non-extendable leash and under control by their owner at all times. Ākonga/Learners with Disability Assist Dogs must register with Disability Support Services.

Ākonga/Learners and visitors are not permitted to bring any animal on campus unless they are for the purposes outlined above or without the written permission of the Executive Director People and Safety.

[Animals on Campus Policy](#)

Te Atakura – Ākonga/Learners Information

TE ATAKURA

UCOL established Te Atakura in 2013 with the aim to achieve parity between Māori and non-Māori student completions, and improve the educational experience and outcomes for all students. Te Atakura has a clearly identified kaupapa that aligns with UCOL's institutional value of whanaungatanga demonstrated by:



MANAAKITANGA

Care for students as culturally located human beings above all else within a supportive environment.



MANA MOTUHAKE

Care for and having high expectations for the performance of our students and enable the development of personal or group identity and independence.



WHAKAPIRINGATANGA

Creating a secure, well-managed learning environment by incorporating routine pedagogical knowledge with pedagogical imagination.



WĀNANGA

Engage with students using effective teaching interactions with rich, dynamic sharing of knowledge



AKO

Using strategies that promote effective teaching and learning interactions and relationships with their learners.



KOTAHITANGA

Promote, monitor and reflect on outcomes in a collaborative manner that will lead to improvements in educational achievement for all students.



Effective educators of Māori students create a culturally appropriate and responsive context for learning in their classroom. In doing so, they demonstrate the following understandings: a) they positively and absolutely reject deficit theorising as a means of explaining Māori students' educational achievement levels; and b) they know and understand how to bring about change in Māori students' educational achievement and are professionally committed to doing so.



What is this all about?

Te Atakura is our Kaupapa Māori culturally responsive, relationship-based approach to teaching. Its purpose is to achieve ōritetanga (equality) within tertiary education. Te Atakura focuses on the educational experience of ākonga Māori (Māori learners) in a way that enables our teaching staff to better support the educational experience and outcomes for all learners. Te Atakura focuses on teachers and leaders listening to students' stories and experiences of education, it helps provide safe and culturally appropriate relationship-based learning experiences for ākonga Māori and those underserved so they can thrive in tertiary education.

Where you will see us in action?

The Te Atakura coaches will be observing your classroom experiences and discussing your learning interactions with you and your teachers. The purpose of in-class observations by the coaches is to gather evidence to help teachers and students to discuss opportunities to build an environment that better supports teaching and learning.

We acknowledge that as a student, this is your learning environment and we will take all steps to not distract you from your learning.

How will you be involved?

*Naku te rourou nau te rourou ka ora ai te iwi
With your basket and my basket the people will live*

To ensure we are listening you may be invited to answer questions in class or come to student focus group meetings.

If you have any further questions regarding the work we will be doing, please do not hesitate to contact:

Erin Lincoln

Kaikōkiri –Te Atakura

Ph: (06) 9527001 extn 70824

e.lincoln@ucol.ac.nz

Welcome



Welcome to the New Zealand Certificate in Study and Career Preparation, Level 3. This programme is designed for people who left school without the qualifications they now need, or who wish to change their career pathway. The certificate focuses on building skills, knowledge and confidence to enable ākonga/learners to continue with further tertiary education towards their chosen career pathway.

The emphasis throughout the programme is to provide practical experiences and opportunities to develop the literacy and numeracy skills required for further study in the health and science areas.

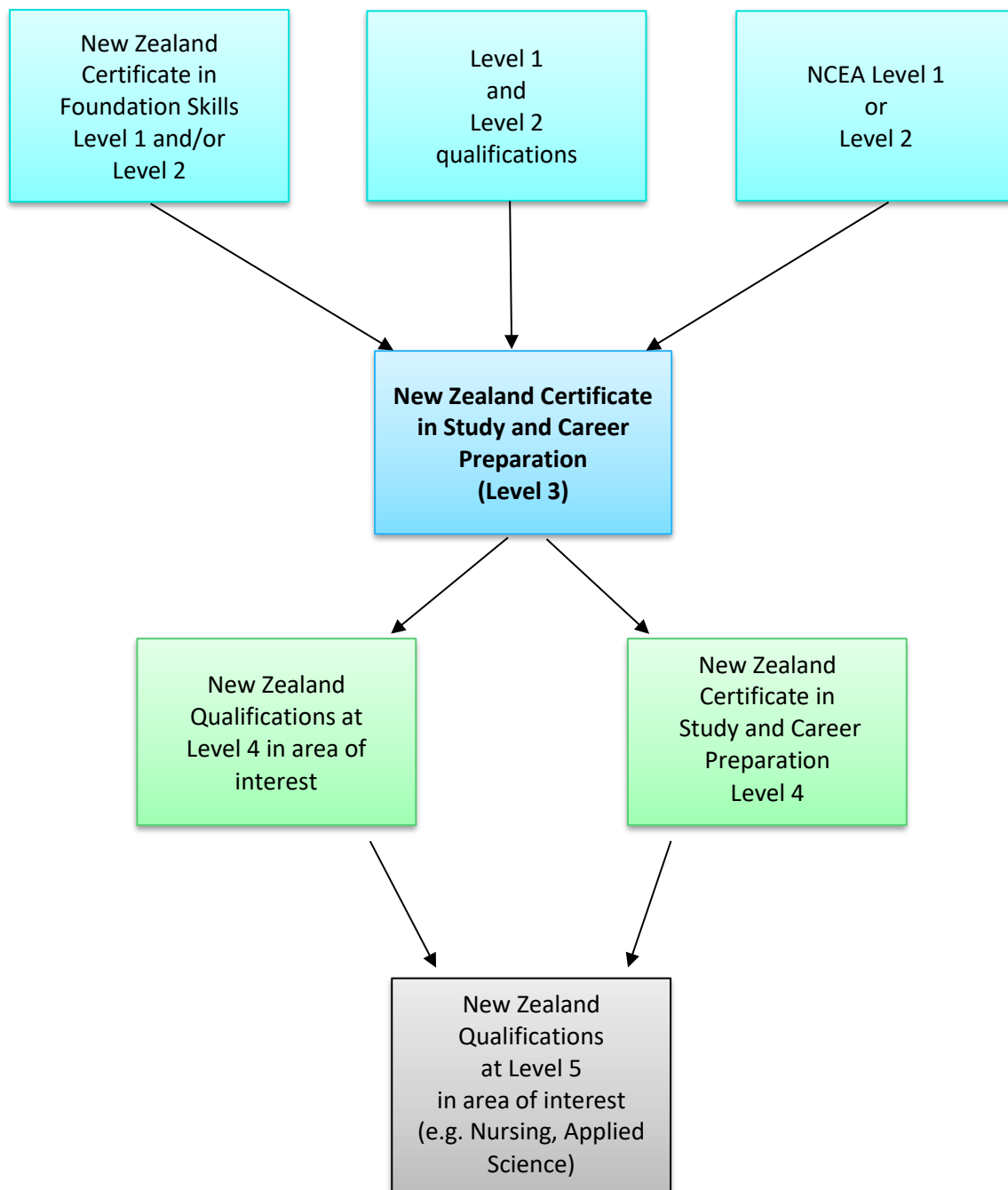
This handbook is designed to give you an outline of the course and the roles that govern its operation. Please read this handbook and become familiar with its contents. Kaimahi are here to help you to achieve success in all subject areas but to be able to plan ahead and give you this help we will require your co-operation and effort. At UCOL we believe learning is **your** responsibility.

If you have any questions or concerns at any time, or need help in any way, please ASK.

We hope that you enjoy your time with us and wish you every success throughout your study and future career.

Alaina Cameron
Academic Portfolio Manager

Education Pathways



Kaimahi

EXECUTIVE DEAN

Penny O’Leary

ACADEMIC PORTFOLIO MANAGER

Alaina Cameron

Phone: 06 952 7067

Email: a.cameron@ucol.ac.nz

PALMERSTON NORTH LECTURERS / KAIMAHI

Jess Costall

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Phone: 9008 437

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Lesley Collins

Phone: 9008 335

Email: l.collins@ucol.ac.nz

Programme Information

The New Zealand Certificate in Study and Career Preparation (Level 3) is a single semester programme consisting of 19 weeks, including mid-semester break weeks. There are no classes scheduled during the mid-semester break, but ākonga are encouraged to continue with self-directed study over this time.

Ākonga/learners commence the programme at the beginning of semester one or semester two.

Completion of this programme is required within two years of the date of first enrolment.

Start/Finish Dates – 2024

Semester One	19 February 2024 – 28 June 2024
Mid-semester break	15 April to 26 April

Semester Two	28 July 2024 – 06 December 2024
Mid-semester break	30 September to 11 October

Holidays

Semester One	
Good Friday	29 March
Easter Monday	01 April
Easter Tuesday	02 April (UCOL Closed)
Anzac Day	25 April, Thursday
King's Birthday	03 June, Monday
Matariki	28 July, Friday

Semester Two	
Labour Day	28 October, Monday

Timetable

Timetables can be viewed on the [Ākonga/Learner Intranet - Timetables](#) at the start of each semester. It is advised that you check your timetable on a regular basis, as class times and rooms can change due to factors such as maintenance work, or lecturer commitments or availability.

Programme Outline

Title	Course Number	Level	Local credits	Lecturer Supported Learning Hours	Independent Learning Hours	Total Learning Hours
Core Courses						
Career and Study Skills	SC301000	3	15	90	60	150
Communication Skills	SC301001	3	15	90	60	150
Total			30	180	120	300
Health Pathway						
Bioscience for Health	SC301006	3	15	90	60	150
Mathematics for Health	SC301007	3	15	90	60	150
Total			30	180	120	300
Totals for programme	-	-	60	360	240	600

Lecturer-supported Hours and Independent Learning Hours

Lecturer-supported hours are timetabled classes. This includes any online lessons that ākonga/learners are expected to attend but do not necessarily have to be on campus.

Independent learning hours (or self-directed learning) is the amount of time that ākonga/learners are expected to spend for this subject on activities done out of timetabled classes. This includes assignments, worksheets, workbooks, research towards discussion and Moodle/online activities and quizzes. Self-directed learning will be guided by lecturers in class time and online.

If ākonga/learners do not have online access from home, they will be able to complete online activities using the computing facilities at UCOL.

Numeracy and Literacy Diagnostic Assessments

Ākonga/learners are required to undergo diagnostic numeracy and literacy assessments at the beginning and end of the programme. The assessments do not count towards final grades but are used to develop individual learning plans for ākonga/learners.

Aims

The New Zealand Certificate in Study and Career Preparation, Level 3, provides a foundation programme for those wishing to study a health qualification at degree or diploma level.

The certificate focuses on building skills, knowledge and confidence to enable ākonga/learners to continue with further tertiary education towards their chosen career pathway. The emphasis throughout the programme is to provide practical experiences and opportunities to develop the literacy and numeracy skills required for further study in the health and science areas.

Off-Campus Learning

Will be advised if required.

Health and Safety

It is the intention of the programme kaimahi to achieve and maintain a safe, healthy work and study environment for all of those involved in its operations.

To meet this objective UCOL will:

- Ensure that managers and supervisors recognise their obligations to the occupational health and safety of all persons under their direction in our workplace;
- Ensure compliance with the regulations, standards, codes of practice and the provisions of applicable UCOL and national policy and legislation;
- Provide the information, instruction, supervision, training, re-training and education necessary to enable all kaimahi and ākonga/learners to carry out their tasks in a way that minimises the risk of injury or illness to themselves and to others; and
- Ensure that all premises, means of access, plant, equipment, vehicles and processes are designed, constructed, maintained and used with regard for health and safety.

Kaimahi Studios

The best way to contact a kaimahi member outside of class time is via email. If face-to-face contact is needed outside lectures, please do not knock on the kaimahi studio doors, instead use the phones provided in ākonga/learner studios. This will keep you from disturbing other kaimahi in that studio and reduces the chance of ākonga/learners seeing private documents. Phone lists are posted outside the kaimahi studio 3.1.01

Health and Safety Responsibilities

The Academic Portfolio Manager is responsible for the management of health and safety matters within the programme.

All kaimahi and ākongā/learners are responsible for ensuring that they work in a manner which is safe to themselves and to others, and must comply with the requirements of UCOL, Faculty and programme health and safety policies, procedures, guidelines, codes and standards.

It should be stressed that ākongā/learners must follow health and safety guidelines at all times. You are asked to read the relevant parts of UCOL, Faculty and programme health and safety policies, procedures, guidelines, codes and standards. See [Ākongā/Learners Health and Emergency Procedure](#) and [Ākongā/Learners Health and Safety Obligations Policy](#).

General Health and Safety Information

We must all work within the Health and Safety in Employment Act, so all personnel must observe all safety regulations. Ākongā/learners and kaimahi must wear all required safety clothing and footwear during practical classes and use safety equipment. Any refusal may result in being asked to leave the class.

Ākongā/learners working within the Science Laboratories are required to read and sign they have understood specific safety issues. Lecturers are also required to sign-off a checklist for safety at the first practical session.

If ākongā/learners have a health problem they are asked to advise UCOL when they enrol and make sure kaimahi who work with them are aware of their condition and know what to do if they need help.

At the beginning of the programme ākongā/learners will be advised about specific safety procedures and will be asked to read the Faculty's Science Laboratory Safety Manual. Ākongā/learners are required to sign a document that states they have read the safety manual and attended a safety briefing. The signed document is held by the Laboratory Manager.

Ākongā/learners are not permitted in the laboratories unless a Lecturer or a Technician is present. The size of the laboratory limits the number of ākongā/learners who may be present at any one practical session.

All kaimahi and ākongā/learners are responsible for ensuring that they work in a manner which is safe to themselves and to others, and must comply with the requirements of relevant UCOL, Faculty and Programme Health and Safety Policies.

Programme Materials and Costs

- Ākongā/learners require a scientific calculator.
- Ākongā/learners should bring their own personal stationery to class, including pens, pencils, and paper for taking notes.
- It is advised ākongā/learners purchase and regularly use a pen drive or other USB device to save their class and assessment work to.
- For Health ākongā/learners' laboratory classes, ākongā/learners **MUST** wear covered shoes (e.g., sneakers). Sandals and jandals **are not permitted**. Lab coats and other safety equipment will be provided.

Programme Assessment

Assessment Methodology

Assessment is achievement-based and will be used to encourage, develop and challenge you in your learning. Assessment is an on-going process and will involve a variety of methods. You will receive an assessment schedule and detail about assessment requirements at the start of the programme. Any changes which are necessary will be communicated by the lecturer in class and by e-mail.

Results for papers shall be recorded in accordance with the broader criteria (A, B, C, D, E, etc) of the current [Academic Statute](#) as follows:

Results will be specified in accordance with the UCOL Academic Statute as follows:	
A	Pass with Distinction
B	Pass with Merit
C	Pass
D	Fail
E	Fail
F	Ungraded Fail (no assessment undertaken)
DNC	Did not complete both all compulsory assessments for a course and CAR
(Grade) (AEG)	Aegrotat Pass
CR	Specified or Unspecified or Cross Credit
W	Withdrawn
R	Restricted Pass
CO	Conceded Pass
CP	Conditional Pass

The following percentages for each grade shall be used:	
A	75 – 100
B	60 – 74
C	50 – 59
D	40 – 49
E	0 – 39
F	Ungraded Fail (no assessment undertaken)

Te Reo Māori

UCOL acknowledges the principles of the Treaty of Waitangi and endorses the right of its ākonga/learners to use Te Reo Māori in assessments. If you are fluent in Te Reo and wish to be assessed in it, you should inform your lecturers of this at the beginning of the programme. See [Assessment in Te Reo Māori Procedure](#).

Schedule of Assessment

Your lecturers maintain an assessment schedule outlining due dates for assessments on a central planning timetable. The purpose of this timetable is to ensure a spread of the assessment load. Assignments may take the form of oral presentations, performances, written assignments and tests.

Conduct During Assessments

During your study, you are expected to observe and comply with the [Academic Statute](#) and all programme regulations. Plagiarism or cheating is not tolerated. Academic dishonesty includes:

- Copying from or communicating inappropriately with another person during an exam or assessment
- Possessing any unauthorised material during an exam or assessment
- Submitting any work for assessment that is not your own without acknowledging the author
- Copying another's work
- Collaborating with others in the preparation of material, except where this is an assessment requirement
- Resubmitting work without prior written approval of the lecturer

Turnitin, or a similar programme, may be used to evaluate whether you have committed academic dishonesty. See [Conduct of Examinations and Assessments Procedure](#). Part VIII of the [Academic Statute](#) outlines the disciplinary proceedings that apply should you breach these rules.

Extensions

Extensions for an assessment can only be granted prior to the assessment due date in exceptional circumstances. These circumstances may include:

- Sickness – in which case a medical certificate must be presented to the lecturer.
- Bereavement – in which case the lecturer must be informed as soon as possible.
- Extenuating circumstances – these circumstances must be explained to the lecturer and proof may be required.

An application for an extension must be submitted in written form using the Request for Assessment Extension Form (Append 2) or in electronic form (email) to the subject lecturer. An application made in electronic form must include all the information required by the Request for Assessment Extension Form.

Where an extension has been granted, and the extension deadline has been met, no penalties will apply. The student will be assessed, and feedback provided, in the same way as if the assessment was undertaken on the original date and time.

Penalties for Late Submissions

The following conditions apply to all late submissions of assessments that do not have an approved extension:

- All assessment work received after the due date and time, and not subject to a lecturer-approved extension, will attract a penalty.
- The penalty for late submission is the deduction of 10% of the mark achieved for each day beyond the due date for submission.
- The penalty is applied for a maximum of five (5) days.
- An assessment received after one week from the due date for submission will be returned unmarked and a zero (0) grade will be entered.
- No late submissions may be accepted after marked assessments have been returned to ākonga/learners, unless it can be determined that there will be no advantage to the ākonga/learners submitting the late assessment or disadvantage to ākonga/learners who have submitted the work on time.
- Ākonga/learners who do not hand in an assessment without a medical certificate will be deemed to have voluntarily missed the assessment.

Reconsideration of Results

If you believe that your assessment has been incorrectly assessed, you can apply to your lecturer for a reconsideration of result within five (5) days of the return of the assessment. You must apply in writing using the [Appendix 3 – Request for Reconsideration of Result](#) form at the back of this handbook. You may be charged a fee for this process.

Your result may be unchanged, raised or lowered following reconsideration. The reconsidered result will be recorded as the final result. However, you still have the right to appeal this result in accordance with the [Academic Statute](#).

Resubmits and Resits

Ākonga/learners must attend all scheduled assessments. In the event of a ākonga/learner being unable to attend an assessment, a medical (or comparable) certificate is required. One resit or resubmission per assessment is allowed on failed results. The maximum mark for passing a resit or resubmission is the minimum mark to pass the assessment. It is a ākonga/learner's responsibility to apply for the resit or resubmission.

Ākonga/learners who do not attend the scheduled assessment time and who do not offer such a certificate will be deemed to have voluntarily missed the assessment.

Resits and resubmissions are carried out by the course end date unless an extension is approved.

An application for a resubmit or resit must be submitted to your lecturer in writing using the [Appendix 4 – Request for Resubmit/Resit](#) form at the back of this handbook. It can also be made in electronic form via email which must include all the information required by the form. You may be charged a fee for this process.

Academic Appeals

The academic appeals process is outlined in Part IX of the [Academic Statute](#).

Inability to Meet Programme Requirements

Under certain circumstances, an individual study contract may be drawn up to encourage you to meet programme requirements. Any failure to meet this contract may result in you being asked to leave the programme.

If you have a serious health problem or other personal circumstances that impact on your ability to meet programme requirements, please inform your Lecturer.

Remember, if you are having difficulties with your programme there are ways UCOL can help you. If you do decide to withdraw, you must complete a [Change of Circumstances Form](#). These can be obtained from the Information Centre.

Ākonga/Learner Responsibilities

Academic Responsibilities

All ākonga/learners at UCOL are expected and required not to do any one or more of the following things for any examination or assessment:

- Copy from or inappropriately communicate with another person.
- Possess any unauthorised material such as books, printed or written paper, electronic material or any other material.
- Plagiarise the work of another without indicating that the ideas and/or words are not the ākonga/learner's own.
- Collaborate with others in the preparation of material, except where this has been approved as an assessment requirement.
- Resubmit prior work without prior written approval of the programme kaimahi.
- Use any other unfair means.

Non-academic Responsibilities

All ākonga/learner at UCOL (whether on UCOL premises or at a UCOL activity off campus) are expected and required to behave at all times in a reasonable and lawful manner in the circumstances.

Without limiting the first statement, you are required:

- To observe all UCOL health and safety rules.
- To treat all people (whilst on UCOL premises or at a UCOL activity off campus), including UCOL kaimahi and ākonga/learner, in a lawful manner in the circumstances and with respect and consideration.
- To attend UCOL course activities and tuition without the influence of alcohol and/or unlawful substances.
- To take reasonable care not to damage or destroy UCOL resources and to use all UCOL resources in accordance with directions of UCOL.
- Not to harass any person whilst on UCOL premises or at a UCOL activity off campus.
- Not to discriminate against any person in a way which is unlawful.
- To act in a manner that maintains your well-being and that of other kaimahi and ākonga/learner at UCOL.

Quick Links

Further information is available at:

- [Academic Statute](#)
- [Ākonga/Learners Discipline Statute \(Non-academic\)](#)
- [Ākonga/Learners Health and Safety Obligations Policy](#)
- [Ākonga/Learners Health and Emergency Procedure](#)

Appendix 1 – Study Contract

Ākonga/Learner Name: _____

Date: _____

I hereby acknowledge that I have received, read and understand the contents of my ākonga/learner handbook.

In signing this agreement, I agree to abide by the rules and conditions stated within that handbook. I understand that, should I breach any of the above mentioned rules, I may be subject to disciplinary action.

I understand that if I wish to withdraw from part or all of my programme or my circumstances change in other ways that affect my programme, it is my responsibility to complete a [Change of Details/Circumstances Form](#) and to submit it immediately to Student Registry.

Ākonga / learner Signed: _____

I have explained any areas of concern or confusion expressed regarding the rules and conditions stated in the ākonga/learner handbook.

I am assured that the ākonga/learner understands his/her obligations as a ākonga/learner on this programme.

Lecturer Name: _____

Date Received: _____

Signed: _____

Appendix 2 – Request for Extension

Ākonga/Learner Name: _____

Date: _____

I would like to request an extension for the submission of assessment for the following:

Programme: _____

Course: _____

Test/Assessment: _____

Date Due: _____

Reason for Requesting Extension: _____

I declare that the information given is correct and true.

Signed: _____

Lecturer Name: _____

Date Received: _____

Decision: **Declined / Approved** (circle one) for _____ day(s)

Reason Declined: _____

Note:

- Requests must be made prior to the due date.
- Extensions will be for seven (7) days only unless stated otherwise.
- Extensions will only be issued to those who have genuine reasons for not being able to complete assessments.

Appendix 3 – Request for Reconsideration of Result

Ākonga/Learner Name: _____

Date: _____

Programme: _____

Course: _____

Test/Assessment: _____

I request reconsideration of my result for the above test/assessment.

I understand that the mark I receive from this reconsideration will appear on my final transcript.

Yours sincerely

Signed: _____

Note: This request must be made within five (5) days of receiving your original result.

Lecturer Name: _____

Date Received: _____

Appendix 4 – Request for Resubmit / Resit

Ākonga/Learner Name: _____

Date: _____

Programme: _____

Course: _____

Test/Assessment: _____

Date Due: _____

Reason for Requesting Resubmit/Resit: _____

Supporting Documentation Attached:

Medical certificate

Employer

Other (specify) _____

Signed: _____

Lecturer Name: _____

Date Received: _____

Decision: **Declined / Approved** (circle one)

Reason Declined: _____
