2025
Programme Handbook

CH3714 Bachelor of Broadcasting Communications (Level 7)

Te Hoe Whakairi Kōrero
Department of Creative Arts and Digital Information

Rāraki Upoko – Contents

Korero Nui – Important Information

Ara is a Business Division of Te Pūkenga - New Zealand Institute of Skills and Technology.

Learner Information Handbook

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

Health and Safety

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

For more detail about your department'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 learner satisfactory progress is defined as 100% attendance and successful completion of 75% or more of your courses.

Let Ara know when you are absent from classes or if you are sick. Contact your tutor and advise the Department Operations Administrator by emailing nzbs@ara.ac.nz

Non-Engagement

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

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

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

Our department process follows these steps for disengaged learners:

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4	You may be placed on a Formal Academic Contract or withdrawn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

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

Drugs and Alcohol

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

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

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

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

Artificial Intelligence (AI) Tools

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

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

Kia rite ki te ako
Getting ready for study

Nau mai ki Ara – Welcome to Ara

Kia mau ō ringa ki te kakau o te Hoe Toi hei reira whakatere ai tō tāua waka ki tōna pae.

Welcome to the Te Hoe Whakairi Kōrero Department of Creative Arts & Digital Information

We're so pleased to welcome you (or welcome you back) to Ara. We look forward to working with you throughout the year and helping you to reach your study goals. We trust you will take advantage of everything on offer in our supportive and stimulating learning environment.

This programme handbook, alongside the [Learner Information Handbook – for all learners](), is designed to give you information about roles and responsibilities for the programme you are studying. It covers all the key areas. It is your responsibility to learn about and understand the guidelines and regulations outlined in this handbook.

Your tutors are there to answer your questions and guide you on your journey – make the most of their knowledge and expertise. Should you need any more information about Ara Policies and Procedures, you can go to [MyAra]() to learn more.

Have a tremendous year. Make every day here count.

Ki te hoe, haere.

Dr Kathryn McCully
Programme Manager
&

Peter Nock
Head of Department
Te Hoe Whakairi Kōrero | Department of Creative Arts & Digital Information

January 2025

Kā Raki whakahirahira – Important Dates

Start and finish dates may vary between years so if unsure, email nzbs@ara.ac.nz to check with the Department Operations Administrator.

SEMESTER ONE	DATES
TERM 1	**17 February – 11 April**
Waitangi Day	Thursday 6 February
Whakatau	Wednesday 26 February
Good Friday	Friday 18 April
Easter Monday	Monday 21 April
Easter Tuesday	Tuesday 22 April
Anzac Day	Friday 25 April
TERM 2	**28 April – 4 July**
King's Birthday	Monday 2 June
Matariki	Friday 20 June
MID YEAR BREAK	**7 July – 18 July**

SEMESTER TWO	DATES
TERM 3	**21 July – 26 September**
TERM 4	**13 October – 28 November**
South Canterbury Anniversary	Monday 22 September
Labour Day	Monday 27 October
Canterbury Anniversary	Friday 14 November

Kā whakapātaka – Contact Details

Key staff

Peter Nock

Head of Department

03 940 8617
Room: C131
Peter.Nock@ara.ac.nz

Dr Kathryn McCully

Programme Manager

03 940 7650
Room: D106a / TV105
Kathryn.McCully@ara.ac.nz

Karen Neill

Programme Leader

03 940 7559
Room: TV204
Karen.Neill@ara.ac.nz

Geraldine Paquier

Operations Administrator

03 940 7546
Room: TV104
Geraldine.Paquier@ara.ac.nz

Teaching team

	Teaching area:	
Daisy Hudson Journalism (Year One) 03 940 8351 Room: P205 Daisy.Hudson@ara.ac.nz	Journalism and Media Ecology	
Jeff Hampton Journalism (Year Two) 03 940 8350 Room: P205 Jeffrey.Hampton@ara.ac.nz	Journalism and Media Ecology	
Mark Aldridge Radio (Year One) and Year One team leader 03 940 8673 Room: P205 Mark.Aldridge@ara.ac.nz	Radio and Media Ecology	
Dr Brendan Reilly Radio (Year Two) and Year Two team leader 03 940 7551 Room: P205 Brendan.Reilly@ara.ac.nz	Radio and Media Ecology	
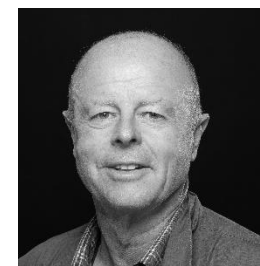
Kerry Du Pont Screen Production (Year One) Room: TV204 Kerry.DuPont@ara.ac.nz	Screen Production and Media Ecology	
Masen Ma Screen Production (Year Two) 03 940 7547 Room: TV204 Masen.Ma@ara.ac.nz	Screen Production and Media Ecology	
Kris Vavasour Media Ecology (Year One) 03 940 7548 Room: TV204 Kris.Vavasour@ara.ac.nz	Media Ecology	
Andy Johnson Media Ecology (Year One) Room: TV204 Andy.Johnson@ara.ac.nz	Media Ecology	
Alice Rae-Flick Media Ecology (Year Two) & Digital and Interactive 03 940 8113 Room: TV204 Alice.Rae-Flick@ara.ac.nz	Media Ecology	
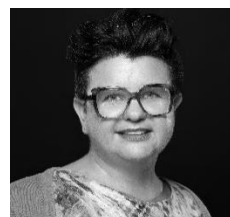
Teaching area:

Karen Neill
Programme Leader and Media
Ecology (Year Two)

Media Ecology

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Room: TV204

Karen.Neill@ara.ac.nz

Professional Placement

Simon Tuck
Professional Placement Leader

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Simon.Tuck@ara.ac.nz

Technician team

Ross Paterson
Technician – Radio

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Nick Calvert
Technician – Screen

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Nick.Calvert@ara.ac.nz

Tō Akoako
Your study

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

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

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

And lastly,

Health and safety information related to your study, and any after hours access arrangements

Taipitopito akoraka – Programme Details

CH3714 Bachelor of Broadcasting Communications (Level 7)

The Bachelor of Broadcasting Communications programme has been redeveloped for delivery and separate programme details and regulations apply depending on when you first studied at Ara.

For learners first enrolled in 2023, 2024 & 2025

Programme Aim

To produce capable, critical, adaptable, and reflective media practitioners able to work successfully in dynamic media environments and communicate, collaborate, and innovate in a variety of media and creative contexts.

The Bachelor of Broadcasting Communications is aimed at school leavers, recent school leavers, graduates of other degrees and others interested in undertaking formal career-focussed media education and training.

Graduate Profile

Graduates of the Bachelor of Broadcasting Communications will be able to:

- Apply broadcasting, media production and other media related skills across a range of media platforms to produce media content and connect with audiences.
- Demonstrate adaptability and innovation, and the ability to work independently and collaboratively to achieve media outcomes.
- Apply inquiry or research to problem solving in media contexts.
- Practice ethically and professionally.
- Integrate kaupapa Māori, Te Ao Māori and mātauranga Māori principles within their practice.
- Critically think, reflect, and analyse the cultural, political, and economic environment and apply it to the production of media content.

Employment pathways

Graduates may seek employment in the following fields, including:

Broadcasting and media (radio, film, television, and journalism), interactive screen-based industries (games, education, information, and entertainment) and communication industries (public relations, and advertising).

Education pathways

The Department of Creative Arts & Digital Information at Ara offers post graduate programmes, find out more about these options here, Postgraduate Diploma in Creative Practice - Ara and here, Master of Creative Practice - Ara.

Additionally, there is a range of post graduate studies pathways at New Zealand universities e.g., Master of Arts in Media and Communication (University of Canterbury), several University MBA (Master of Business Administration) programmes, post graduate diplomas in Business and Commerce, Graduate Diplomas in Arts, Sales, and Marketing (Ara) and teaching diplomas.

Programme Regulations

The Bachelor of Broadcasting Communications 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 maximum period of time to complete the programme is 5 years. Any extension to this period is by approval of the Head of Department.

The programme comprises 225 - 240 core course credits, 105 compulsory course credits, and 15 - 30 unspecified elective course credits, with a minimum of 90 - 105 credits at Level 7.

Unspecified elective courses must be at Level 5 or above and be approved by the Academic Manager.

All relevant credits from other approved programmes will be considered for credit recognition (cross credits, credit transfers and recognition of prior learning) according to Ara standard policy and procedure (refer Section 5.3 for a summary).

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

The Bachelor of Broadcasting Communications will be awarded to all learners who successfully complete all the requirements laid down by the Department of Creative Arts & Digital Information and approved by the Academic Committee.

Learners will be eligible to graduate "With Distinction" if they have attained an A- or higher, in all level 6 and 7 courses (excluding electives).

Entry to the Executive option is by application and successful completion of the RPL (recognition of prior learning) process. Successful applicants may then complete one or both executive (BCXE) courses part-time by distance learning. In recognition that extramural courses are usually undertaken part-time and while in full-time work, the length of these courses delivered extramurally is up to twice as long as the equivalent courses delivered full-time on campus.

It is possible for learners to request a switch of craft early in Year One and if space is available. Each request will be approved at the discretion of the Head of Department with the learner's academic and professional performance considered.

Mahere Ako- Programme Structure

Programme Matrix

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

CH3714 Bachelor of Broadcasting Communications (Journalism) - Level 7

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year One						
BCFM501	Fundamental Media Context	5	30	50	300	0.2500
BCEC501	Media Ecology: Business & Legal Environment	5	15	0	150	0.1250
BCEC502	Media Ecology: Media & Society	5	15	0	150	0.1250
BCEC503	Media Ecology: Representation	5	15	0	150	0.1250
BCJR503	Essential Journalism 1	5	15	50	150	0.1250
BCJR502	Essential Journalism 2	5	30	200	300	0.2500
Total Year One:			**120**	**300**	**1200**	**1.0000**

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year Two						
BCEC601	Media Group Project	6	30	200	300	0.2500
BCEC602	Media Independent Project	6	30	200	300	0.2500
BCJR601	Advanced Journalism 1	6	30	200	300	0.2500
BCJR602	Advanced Journalism 2	6	30	200	300	0.2500
Total Year Two:			**120**	**800**	**1200**	**1.0000**
Year Three						
BCCR700	Critical Reflection on Work	7	15	100	150	0.1250
105 credits from the below courses:						
BCPA700	Professional Placement A	7	90	855	900	0.7500
BCPB700	Professional Placement B	7	75	700	750	0.6250
Elective Courses			15-30	0	150-300	0.1250–0.2500
Total Year Three:			**120**	**800-955**	**1200**	**1.0000**

CH3714 Bachelor of Broadcasting Communications (Radio) - Level 7

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year One						
BCFM501	Fundamental Media Context	5	30	50	300	0.2500
BCEC501	Media Ecology: Business & Legal Environment	5	15	0	150	0.1250
BCEC502	Media Ecology: Media & Society	5	15	0	150	0.1250
BCEC503	Media Ecology: Representation	5	15	0	150	0.1250
BCRD501	Essential Radio 1	5	15	50	150	0.1250
BCRD502	Essential Radio 2	5	30	200	300	0.2500
Total Year One:			**120**	**300**	**1200**	**1.0000**
Year Two						
BCEC601	Media Group Project	6	30	200	300	0.2500
BCEC602	Media Independent Project	6	30	200	300	0.2500
BCRD601	Advanced Radio 1	6	30	200	300	0.2500
BCRD602	Advanced Radio 2	6	30	200	300	0.2500
Total Year Two:			**120**	**800**	**1200**	**1.0000**

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year Three						
BCCR700	Critical Reflection on Work	7	15	100	150	0.1250
105 credits from the below courses:						
BCPA700	Professional Placement A	7	90	855	900	0.7500
BCPB700	Professional Placement B	7	75	700	750	0.6250
Elective Courses			15-30	0	150-300	0.1250–0.2500
Total Year Three:			**120**	**800-955**	**1200**	**1.0000**

CH3714 Bachelor of Broadcasting Communications (Screen Production) - Level 7

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year One						
BCFM501	Fundamental Media Context	5	30	50	300	0.2500
BCEC501	Media Ecology: Business & Legal Environment	5	15	0	150	0.1250
BCEC502	Media Ecology: Media & Society	5	15	0	150	0.1250
BCEC503	Media Ecology: Representation	5	15	0	150	0.1250
BCSC501	Essential Screen 1	5	15	50	150	0.1250
BCSC502	Essential Screen 2	5	30	200	300	0.2500
Total Year One:			**120**	**300**	**1200**	**1.0000**
Year Two						
BCEC601	Media Group Project	6	30	200	300	0.2500
BCEC602	Media Independent Project	6	30	200	300	0.2500
BCSC601	Advanced Screen 1	6	30	200	300	0.2500
BCSC602	Advanced Screen 2	6	30	200	300	0.2500
Total Year Two:			**120**	**800**	**1200**	**1.0000**

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year Three						
BCCR700	Critical Reflection on Work	7	15	100	150	0.1250
105 credits from the below courses:						
BCPA700	Professional Placement A	7	90	855	900	0.7500
BCPB700	Professional Placement B	7	75	700	750	0.6250
Elective Courses			15-30	0	150-300	0.1250–0.2500
Total Year Three:			**120**	**800-955**	**1200**	**1.0000**

CH3714 Bachelor of Broadcasting Communications (Level 7) – Executive Option

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
BCXE600	Media Ecology in Practice	6	60	0	600	0.5000
BCXE700	Major Project	7	60	420	600	0.5000
Note: the remaining credits are obtained through Recognition of Prior Learning			240	0	2400	2.0000
Total:			**360**	**420**	**3600**	**3.0000**

Programme Aim

To produce capable, critical, adaptable, and reflective media practitioners able to work successfully in dynamic media environments and communicate, collaborate, and innovate in a variety of media and creative contexts.

The Bachelor of Broadcasting Communications is aimed at school leavers, recent school leavers, graduates of other degrees and others interested in undertaking formal career-focussed media education and training.

Graduate Profile

Graduates of the Bachelor of Broadcasting Communications will be able to:

- Apply broadcasting, media production and other media related skills across a range of media platforms to produce media content and connect with audiences.
- Demonstrate adaptability and innovation, and the ability to work independently and collaboratively to achieve media outcomes.
- Apply inquiry or research to problem solving in media contexts.
- Practice ethically and professionally.
- Integrate kaupapa Māori, Te Ao Māori and mātauranga Māori principles within their practice.
- Critically think, reflect, and analyse the cultural, political, and economic environment and apply it to the production of media content.

Employment pathways

Graduates may seek employment in the following fields:

Broadcasting and media (radio, film, television, and journalism), interactive screen-based industries (games, education, information, entertainment) and communication industries (public relations, advertising).

Education pathways

The Department of Creative Arts & Digital Information at Ara offers post graduate programmes, find out more about these options here, Postgraduate Diploma in Creative Practice - Ara and here, Master of Creative Practice - Ara.

Additionally, there is a range of post graduate studies pathways at New Zealand universities e.g., Master of Arts in Media and Communication (University of Canterbury), several University MBA (Master of Business Administration) programmes, post graduate diplomas in Business and Commerce, Graduate Diplomas in Arts, Sales, and Marketing (Ara) and teaching diplomas.

Programme Regulations

The Bachelor of Broadcasting Communications is a three-year full time equivalent programme of study, requiring the successful completion of 360 course credits.

For Government funding purposes, one credit is equal to ten notional learning hours and a full-time single year programme is equal to 120 credits (however, the credit system does allow for a range of programme structures). In this degree year one and year two have 135 credits each and year three has 90 credits.

The maximum period to complete the programme is 5 years. Any extension to this period is by approval of the Head of Department.

The programme comprises 195-240 core course credits, 120 compulsory course credits, and 0-45 unspecified elective course credits, with a minimum of 105 credits at Level 7.

Unspecified elective courses must be at Level 5 or above and be approved by the Academic Manager.

All relevant credits from other approved programmes will be considered for credit recognition (cross credits, credit transfers and recognition of prior learning) according to standard policy and procedure at Ara (refer Section 5.3 for a summary).

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

The Bachelor of Broadcasting Communications will be awarded to all learners who successfully complete all the requirements laid down by the Department of Creative Arts & Digital Information and approved by the Academic Committee.

Learners will be eligible to graduate "with Distinction" if they have attained an A- or higher, in all level 6 and 7 courses (excluding electives).

Entry to the Executive option is by application and successful completion of the RPL (Recognition of Prior Learning) process. Successful applicants may then complete one or both executive (BCXE) courses part-time by distance learning. In recognition that extramural courses are usually undertaken part-time and while in full-time work, the length of courses delivered extramurally is up to twice of the equivalent courses delivered full-time on campus.

It is possible for learners to request a switch of craft early in Year One and if space is available. Each request will be approved at the discretion of the Head of Department with the learner's academic and professional performance considered.

Mahere Ako- Programme Structure

Programme Matrix

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

CH3714 Bachelor of Broadcasting Communications – Journalism (Level 7)

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year One						
BCFM500	Fundamental Skills and Context	5	30	75	300	0.2500
BCEC500	Media Ecology	5	30	0	300	0.2500
BCJR500	Journalism	5	45	180	450	0.3750
BCEC600	Documentary and Storytelling	6	30	120	300	0.2500
Total Year One:			**135**	**375**	**1350**	**1.1250**

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year Two						
BCJR600	Advanced Journalism	6	75	550	750	0.6250
BCEC700	Media Production Unit	7	60	420	600	0.5000
Total Year Two:			**135**	**970**	**1350**	**1.1250**
Year Three						
90 credits from the below courses:						
BCPA700	Professional Placement A	7	90	855	900	0.7500
BCPB700	Professional Placement B	7	75	712	750	0.6250
BCPC700	Professional Placement C	7	60	570	600	0.5000
BCPD700	Professional Placement D	7	45	427	450	0.3750
BCPE700	Professional Placement E	7	45	427	450	0.3750
Elective Courses			0-45	0	0-450	0-0.3750
Total Year Three:			**90**	**427-855**	**900**	**0.7500**
Totals for Years One, Two & Three:			360	1772-2200	3600	3.000

CH3714 Bachelor of Broadcasting Communications – Radio (Level 7)

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year One						
BCFM500	Fundamental Skills and Context	5	30	75	300	0.2500
BCEC500	Media Ecology	5	30	0	300	0.2500
BCRD500	Radio	5	45	70	450	0.3750
BCEC600	Documentary and Storytelling	6	30	120	300	0.2500
Total Year One:			**135**	**265**	**1350**	**1.1250**
Year Two						
BCRD600	Advanced Radio	6	75	450	750	0.6250
BCEC700	Media Production Unit	7	60	420	600	0.5000
Total Year Two:			**135**	**870**	**1350**	**1.1250**

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year Three						
90 credits from the below courses:						
BCPA700	Professional Placement A	7	90	855	900	0.7500
BCPB700	Professional Placement B	7	75	712	750	0.6250
BCPC700	Professional Placement C	7	60	570	600	0.5000
BCPD700	Professional Placement D	7	45	427	450	0.3750
BCPE700	Professional Placement E	7	45	427	450	0.3750
Elective Courses			0-45	0	0-450	0-0.3750
Total Year Three:			**90**	**427-855**	**900**	**0.7500**
Totals for Years One, Two & Three:			360	1562-1990	3600	3.000

CH3714 Bachelor of Broadcasting Communications – Screen Production (Level 7)

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year One						
BCFM500	Fundamental Skills and Context	5	30	75	300	0.2500
BCEC500	Media Ecology	5	30	0	300	0.2500
BCSC500	Screen Production	5	45	110	450	0.3750
BCEC600	Documentary and Storytelling	6	30	120	300	0.2500
Total Year One:			**135**	**305**	**1350**	**1.1250**
Year Two						
BCSC600	Advanced Screen Production	6	75	260	750	0.6250
BCEC700	Media Production Unit	7	60	420	600	0.5000
Total Year Two:			**135**	**680**	**1350**	**1.1250**

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
Year Three						
90 credits from the below courses:						
BCPA700	Professional Placement A	7	90	855	900	0.7500
BCPB700	Professional Placement B	7	75	712	750	0.6250
BCPC700	Professional Placement C	7	60	570	600	0.5000
BCPD700	Professional Placement D	7	45	427	450	0.3750
BCPE700	Professional Placement E	7	45	427	450	0.3750
Elective Courses			0-45	0	0-450	0-0.3750
Total Year Three:			**90**	**427-855**	**900**	**0.7500**
Totals for Years One, Two & Three:			360	1562-1990	3600	3.000

CH3714 Bachelor of Broadcasting Communications – Executive Option

Course Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
BCXE600	Media Ecology in Practice	6	60	0	600	0.5000
BCXE700	Major Project	7	60	420	600	0.5000
Note: the remaining credits are obtained through RPL*			240	0	2400	2.0000
* Recognition of Prior Learning						
Total:			**360**	**420**	**3600**	**3.0000**

Transition Arrangements

All new learners enrolling from Semester One 2023 or later, will enrol in the new version of the programme.

Successful learners who started study in 2022 will complete the programme according to the regulations that existed at the time of enrolment (last date for completion is the end of 2025). Individual learning plans will be developed where the learning and assessment will be in the context of the new courses. Outlined in the Transition Plan (appendix 1) which is available upon request.

The 2021 version of the programme ended on 31 December 2024.

Delivery Schedule

Plan of Delivery for on-campus courses 2022 to 2025						
	Current Year 1	**Current Year 2**	**Current Year 3**	**New Year 1**	**New Year 2**	**New Year 3**
2022	Offered	Offered	Offered			
2023		Offered	Offered	Offered		
2024			Offered	Offered	Offered	
2025				Offered	Offered	Offered

Key

Offered (grey)	Courses being offered
(white)	Courses not being offered

Broadcasting standards and professional practice

Professional Practice is a code of behaviour that describes acceptable conduct for you as an individual, and a team member, when you are in class and in the community. Staff members make sure you graduate ready to enter the profession, both in terms of skills and attitude. You will be more successful in the industry if you are aware of acceptable professional standards and can work within constraints.

All courses - radio, journalism, and screen - use the same code of professional conduct. Staff consistently expects the best from you, so that you get the most out of your learning and your internships are fully supported by the media industry.

NZBS Professional Practice Code

The NZBS Professional Practice Code covers three main areas of behaviour and applies while you are working on any NZBS assignment or activity. If you have any questions, contact your tutor.

Your obligations and responsibilities to the NZBS

You will:

- Attend all prescribed lectures and group activities on time. If, due to illness or accident, you cannot attend, notify your Course Leader as soon as possible. Lateness is not just a nuisance; it is an indicator of an unsatisfactory attitude and a lack of professional consideration that neither industry nor tutors nor learners on this course appreciate. It will not be tolerated without a genuine reason.
- Respect staff members and visiting lecturers, ensuring behaviour does not interfere with teaching.
- Promote the School's interests and reputation by observing standards of behaviour and appropriate dress code at the school and in the community while on NZBS business.
- Demonstrate personal ethics by showing discretion and respecting confidentiality about information gathered during the course, and while undertaking work experience or part time industry work.
- Use all NZBS equipment according to the rules laid out by each course stream, including immediate reporting to the appropriate staff member of any damage or loss.
- Follow Health and Safety procedures and practices. For more information, contact your course leader. Your After-hours access to the school facilities means you have extra responsibilities at times when staff members are not available.

Additionally, any work you produce at the NZBS remains the joint property of NZBS and the learner. You must reach an agreement before releasing material into the wider community or for personal gain.

Your obligations and responsibilities to your peers, syndicate, group, and class

You will:

- Participate fully in all required group situations, contributing ideas and skills to support the group's identified goals.
- Share resources and support those learners whose skills are at a different level to your own.
- Give constructive and detailed feedback to group members when appropriate.
- Provide your services to the best of your ability in all group situations and perform all duties and tasks consistent with those services to the highest possible standard.
- Communicate any concerns regarding the group or course in a fair, constructive, and reasonable manner to a peer representative and/or tutor.
- Undertake responsibility for your own learning within a group situation.
- Offer ideas, feedback, and creative solutions to any group problem, taking full part in decision making and showing leadership where required.
- Be reliable and do what you say you are going to do, to the required standard.
- Maintain boundaries between friendship and work, so course work is not affected adversely by personal relationships.
- Follow industry procedures, or procedures agreed to that are specific to your craft stream or streams.

Your obligations and responsibilities to yourself

You will:

- Apply energy, focus, and commitment to each project or assignment undertaken.
- Listen to group and tutor feedback and act on it, showing an ability to learn from mistakes, and continually develop your skill level.
- Take responsibility for your own learning, asking questions and seeking additional knowledge where required.

Assessing professional practice

You will be formally assessed on your compliance and contribution to the NZBS Code of Professional Practice and will receive a mark for Professional Practice. Tutors are primarily responsible for assessing professional practice but there is some input from peers and a self-assessment component.

Our Access to Your Work

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

Shows, Competitions and Exhibitions

The table below lists the main events you will participate in each year. For more information and accurate dates, contact your Department Operations Administrator or check with your craft tutor.

96.1FM	Learners create, set up and run a commercial radio station
Media Extravaganza	News researched, filmed, presented, and published by NZBS learners

Scholarships and Awards

For Ara scholarships check the Ara website for details, here's the link to use: Scholarships - Guidelines - Ara .

For NZBS prizegiving awards & scholarships information, ask your craft tutor.

Department Website and Social Media pages

New Zealand Broadcasting School

New Zealand Broadcasting School on Instagram

New Zealand Broadcasting School - YouTube

New Zealand Broadcasting School (nzbs.com)

METRONEWS   METRONEWS by New Zealand Broadcasting School students

Kā Tika Me Kā Kaweka O Te Tauira - Learner Responsibilities and Rights

Learner Responsibilities and Rights

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

Useful Contacts:

Independent Student Advocate – Duncan Dunbar
Email: duncan.dunbar@ara.ac.nz | Mobile: 027 273 6246

Student Life Team Leader – Meg Nelis
Email: studentvoice@ara.ac.nz

Your Responsibilities as a Learner

As a learner here, Ara expects you to:

Behave safely
Take care when using equipment and facilities.

Wear suitable clothing.

Follow health and safety guidelines and instructions.

Not endanger yourself or others.

Follow relevant professional guidelines.

Ensure you are not intoxicated or under the influence of drugs on Ara premises or when involved in Ara related activities both formal and informal, with your programme, field trips, internships etc.

Respect others
Be sensitive to personal, social, and cultural differences.

Respect the needs, rights, and freedoms of others.

Help to uphold the integrity of Ara qualifications by discouraging/reporting dishonest practices.

Observe Ara rules
Behave appropriately for a tertiary education environment.

Genuinely attempt to meet all course requirements including financial obligations.

Comply with visa requirements.

Be honest when completing assignments/other assessments.

Comply with requirements of programme handbooks.

Follow Ara policies and regulations (refer: [Student Policies - Aras](#)).

Your Rights as a Learner

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

Fairness
Open and accurate information.

Fair evaluation and assessment.

Have any problems handled as quickly as is practical and consistent with 'natural justice'.

Personal privacy.

Support, representation, and advocacy.

Ara Respects your right to:
Academic freedom, defined as 'freedom, within the law, to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions.' (Education and Training Act 2020)

Freedom from any form of harassment, bullying, or unjust discrimination.

Respect for personal, social, and cultural differences.

Representation in the development, implementation, and review of policies.

Ara will protect your right to Standards:
Study programmes that meet internal and external standards for approval and registration.

To have competent and effective teachers.

Appropriate support services delivered in a professional manner.

Facilities and resources that meet or exceed Health & Safety legislation.

Concerns / Complaints:
Your rights will be upheld by Ara management. If you think they have been infringed, in the first instance please contact your course tutor. If it is not appropriate to contact your tutor regarding your complaint, or the matter has not been resolved, please contact your Head of Department/Programme Manager or Student Advocate and/or the Student Life Team

Unacceptable Behaviour for Learners, or Visitors at Ara

The following are examples of behaviour which are not acceptable for anyone (learners, or visitors), at Ara or involved in Ara related activities:

Breaking any NZ law (e.g., assault, theft).

Any form of cheating (including plagiarism and other dishonest practices).

Misuse of technology, software, hardware, or communication systems provided by Ara (refer Ara Code of Conduct for ICT Users in particular).

Any form of harassment, bullying, or unjust discrimination including social media.

Unacceptable sexual behaviour (e.g., sexual harassment, accessing pornography/other restricted material).

Misuse of alcohol, drugs or other substances affecting behaviour, health, or safety on-site or when involved in any Ara related events, fieldtrips, or activities.

Smoking (including vaping) on Ara campuses. (Ara is a smoke free campus).

Violence or threats of violence.

Vandalism or other abuse of facilities and buildings.

Disruptive behaviour in class (e.g., arriving late, use of any electronic device, interfering with the learning of other individuals).

Inductions (informal) are not permitted at Ōtautahi House or on other Ara premises and are strongly and expressly discouraged by Ara.

The above is not an exhaustive list of unacceptable behaviours. Where appropriate, Ara reserves the right to contact or report to external authorities.

Academic staff have the responsibility to maintain a safe and effective learning environment.

They may ask you to leave the class if your behaviour indicates limited ability to be safe, disturbance to others learning, or puts others at risk.

Ara takes this code of conduct seriously. Your marks, reports, and references may include an assessment of your behaviour, as well as your educational achievement. Serious infringement may lead to probation, suspension, or cancellation of a current enrolment and/or refusal of a future enrolment (see relevant policies). This may be referred to an appropriate external authority e.g., NZ Police

Learner Behaviour in class / classroom maintenance

Be respectful of other learners and the classroom environment, following classroom specific rules and requirements. To avoid any distractions, you must ensure any electronic device you have on you/with you is diverted, not set to ring, or switched off. Both staff and students have a responsibility to ensure this happens

Dress code

There is no written dress code, but you are expected to attend classes dressed in a way which is generally acceptable. However, you're expected to be "dressed for the occasion" when going on a site visit or undertaking a Cooperative Education Project. You may be prevented from going on site visits if the staff member is of the opinion that you're not dressed for the occasion. In specific courses, a "dress code" and standard is required. These will be detailed in the Programme Handbook and Course Outline.

Kā Taunakitaka Mōu – Support for You

Quick reference – Where to find help if you have feedback or want to raise an issue

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

For more detailed information on the code, and support areas listed below, please refer to the [Learner Information Handbook](#).

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

Support Area	Details	People	Links
Complaints Process	Ara has a process to support you and respond if you have a concern or complaint about a course, tutor, or another aspect of your programme	Complaints Co-ordinator	CPP117-Raising-problems-or-complaints CPP117a-Raising-problems-or-complaints-form
SafePlace	SafePlace is the tool we use to report risks, accidents and other incidents	Safety & Wellbeing Co-ordinator Safety & Wellbeing Business Partner	SafePlace FAQ for Learners
Important Policies	All Ara Corporate and Academic Policies can be found at Ara Policy Library		Student Rights and Responsibilities Addressing Bullying, Harassment and Discrimination

Kā Aromatawai – Assessments

Assessment Information

Course information is available on Moodle. Moodle also contains an assignment brief for each assessment which 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 handbook.
- The time frame for getting your marked assessments back from tutors, if they are different from those stated in this handbook.
- The penalties for handing assessments in late, if they are different from those stated in this handbook. These may be different for each course.

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

Assessment Types

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

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

Academic Integrity

Ara requires ākonga to be honest and act with integrity in their learning and assessments.

You are required to:

- present your own original work for assessment
- acknowledge contributions from other sources by using the referencing format required for the programme (failure to do this correctly may be regarded as plagiarism); this includes direct copying, paraphrasing, summarising, and the rearranging of, another person's words or idea/s
- not cheat in tests or examinations
- ensure you follow all instructions and the correct procedures (e.g., no use of mobile phones or personal electronic devices)
- not enter into any agreements with other learners to collude on assignments
- collaborate only as permitted
- not over- or misrepresent the individual contributions of members of any group assignment
- not knowingly help others to cheat
- not present another person's assessment as your own (this includes purchased assessments)
- not act or behave in a way that prevents others from completing their assessments
- keep written and electronic work secure to prevent others from accessing and copying work.

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

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

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

Submitting Your Work

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

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

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

Quality Assurance

Your assessments and exam scripts may be used for internal and external moderation, monitoring, programme reviews, aegrotats, and the resolution of academic appeals and complaints. This helps Ara meet internal and external academic quality assurance requirements. If your assessments are used this way, before they are used, any information that could reasonably be expected to identify you will be removed.

The Grade Scale

The various assessments within a course will be combined according to the weightings shown in the course descriptor, and a grade for the course will be assigned from the table shown below. A "C-" grade and above represents a pass for the course.

The following grade scale (G29aa) will be used for all courses on the programmes unless advised otherwise in the course descriptor

Marked Grades

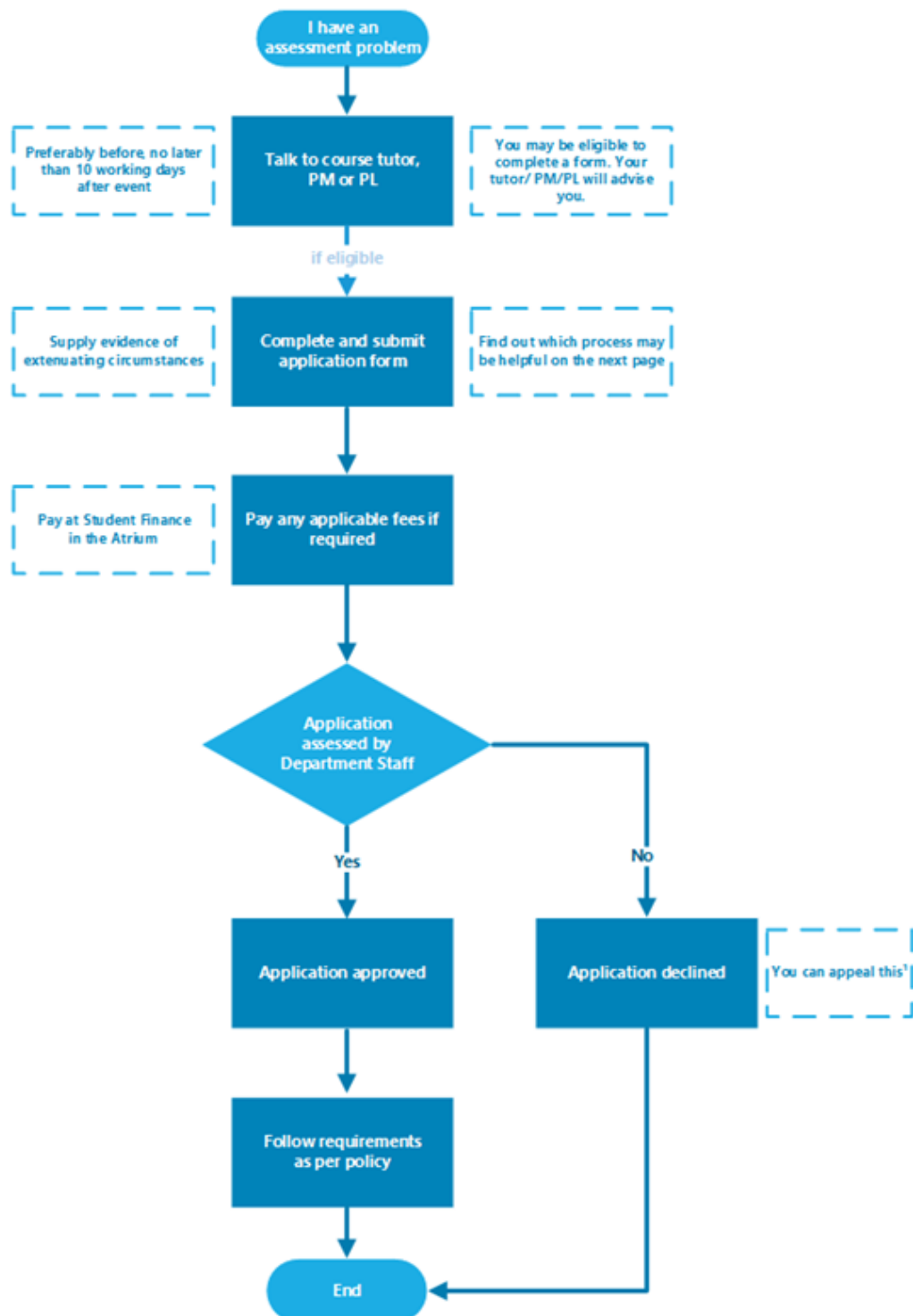| Grade	Mark range	Pass or fail
A+	90-100	Pass
A	85-89	Pass
A-	80-84	Pass
B+	75-79	Pass
B	70-74	Pass
B-	65-69	Pass
C+	60-64	Pass
C	55-59	Pass
C-	50-54	Pass
D	40-49	Fail
E	0-39	Fail

Other Grades

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

Course result	Grade	Description
Pass	Pass	Awarded pass and no appropriate grade can be awarded
Fail	Fail	Not passed and no appropriate grade can be awarded
Credit Transfer	CT	Course credit awarded by credit transfer
Cross Credit	CC	Course credit awarded by cross credit
Recognition of Prior Learning	P	Course credit awarded by Recognition of Prior Learning
Did not complete	DNC	Did not complete course requirements
Withdrawn	W	Formal withdrawal within the non-academic penalty period
Restricted pass	RP	Where a course was narrowly failed (45-49%) and is compensated by overall good performance in the relevant subject. It cannot be used to meet pre-requisite requirements
Conceded Pass	CON	Where there is considerable evidence that marginal failure (45-49%) in one course is compensated by good overall performance. Only one conceded pass may be granted to a learner towards a particular qualification
Conditional Pass	CP	Where a course was narrowly failed (45-49%) and an agreed portion of work or assessment is to be completed.

Kā tikaka aromatawai – Assessment Regulations

Regulations Flowchart

I have an assessment problem

Talk to course tutor, PM or PL

Preferably before, no later than 10 working days after event

You may be eligible to complete a form. Your tutor/ PM/PL will advise you.

if eligible

Complete and submit application form

Supply evidence of extenuating circumstances

Find out which process may be helpful on the next page

Pay any applicable fees if required

Pay at Student Finance in the Atrium

Application assessed by Department Staff

Yes

No

Application approved

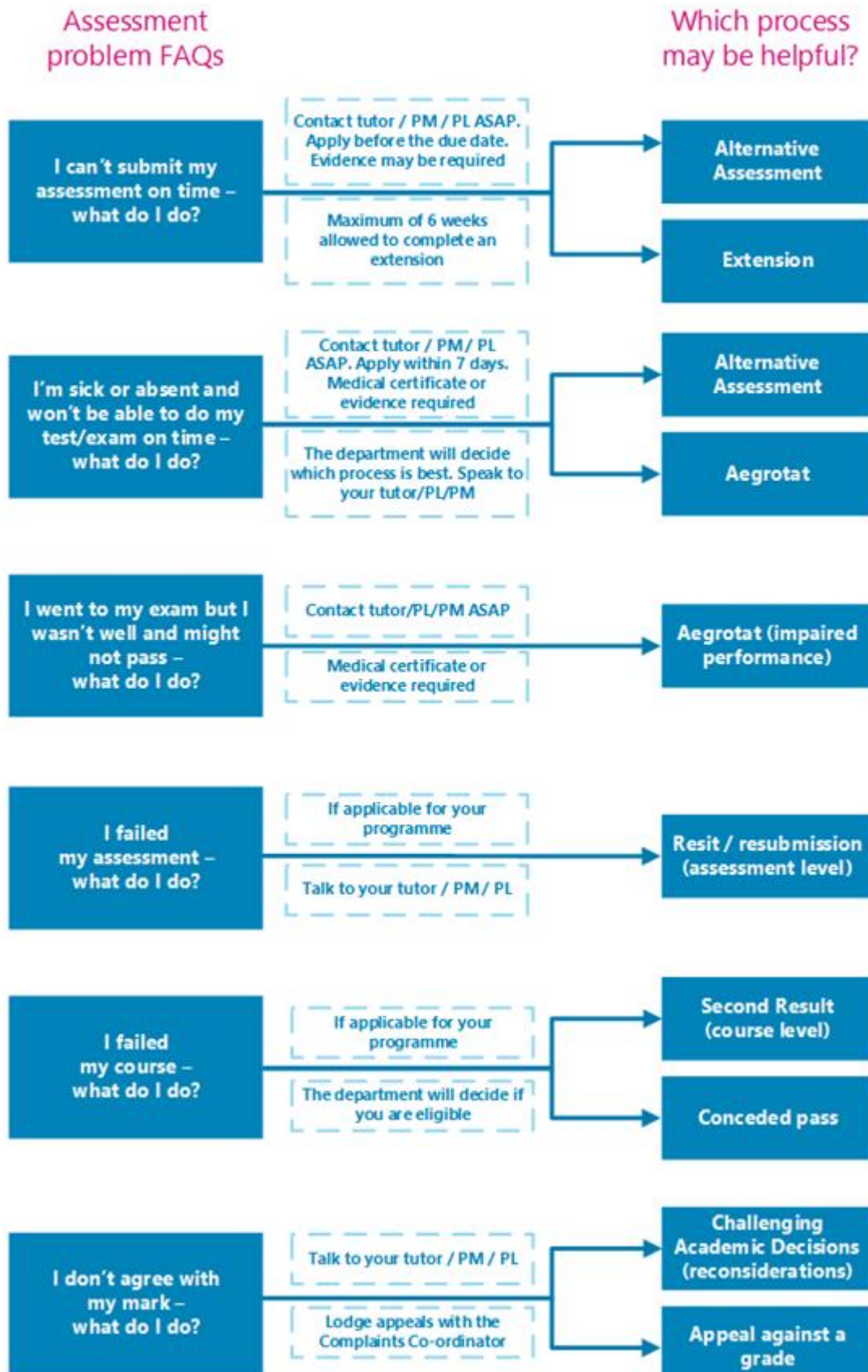Application declined

You can appeal this[1]

Follow requirements as per policy

End

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

Which form do I use?

Always speak to your tutor, Programme Manager (PM) or Programme Leader (PL) to see if you are eligible

Assessment problem FAQs

Which process may be helpful?

I can't submit my assessment on time – what do I do?

- Contact tutor / PM / PL ASAP. Apply before the due date. Evidence may be required → **Alternative Assessment**
- Maximum of 6 weeks allowed to complete an extension → **Extension**

I'm sick or absent and won't be able to do my test/exam on time – what do I do?

- Contact tutor / PM / PL ASAP. Apply within 7 days. Medical certificate or evidence required → **Alternative Assessment**
- The department will decide which process is best. Speak to your tutor/PL/PM → **Aegrotat**

I went to my exam but I wasn't well and might not pass – what do I do?

- Contact tutor/PL/PM ASAP
- Medical certificate or evidence required → **Aegrotat (impaired performance)**

I failed my assessment – what do I do?

- If applicable for your programme
- Talk to your tutor / PM / PL → **Resit / resubmission (assessment level)**

I failed my course – what do I do?

- If applicable for your programme → **Second Result (course level)**
- The department will decide if you are eligible → **Conceded pass**

I don't agree with my mark – what do I do?

- Talk to your tutor / PM / PL → **Challenging Academic Decisions (reconsiderations)**
- Lodge appeals with the Complaints Co-ordinator → **Appeal against a grade**

Extensions

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

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

Late submissions

Other than approved extensions, late submissions will have 10% of the original awarded mark deducted for each day (or part thereof) of lateness up to a maximum of 50%. If a submission is submitted more than five days after it was due, it will not be marked unless special circumstances are approved by the Head of Department or delegate.

Resits or resubmission of assessment tasks

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

In this programme resit and resubmission eligibility is identified in course outlines.

If eligible, **one resit or resubmission per course** is allowed on failed results.

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

Second Result (course level)

If you receive a 40% or higher fail grade in a course, you may be able to apply for a reassessment of the course.

For information about a second result, see Assessment Policy - scroll down and find **3.16 Second Results**. You can download the form from Application for Second Result

Assessment in Te Reo Māori

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

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

Marks Carried Forward

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

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

Supported Assessment

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

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

Recognising Prior Knowledge and Skills

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

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

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

Alternative Arrangements

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

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

Aegrotat

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

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

Reconsideration of Assessment Decisions

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

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

Reconsideration of a Course Final Grade

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

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

Appeal of Reconsideration Decision

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

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

Conceded Pass

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

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

Kā putaka me te Whakapōtaetaka – Results & Graduation

Accessing Your Results

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

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

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

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

Academic Transcripts

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

Access to marked assessments

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

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

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

Please note to meet internal and external academic quality assurance requirements, learner assessments and examination scripts may be used for the purposes of:

- internal and external moderation
- programme review
- aegrotats (if available)
- resolution of academic appeals and complaints

Assessments used for these purposes will have information, which could reasonably be expected to identify the individual, removed before they are copied and used.

Receiving Your Qualification

Once you have successfully completed your approved programme of study you will receive a notification advising you that your certificate is ready and will be posted to you.

> **Note**: Please make sure your address details are up to date when you finish studying. Advise Academic Records if you are updating your address details after you receive the notification, so the correct address is used.

Graduation

We hold several graduation ceremonies.

If you're eligible to graduate, you'll receive a communication from Ara advising you of this. You'll need to complete the online graduation form, by the date indicated, to register for your ceremony.

> **Note**: If you believe you are entitled to graduate and do not hear from Ara please contact the Department Operations Administrator (nzbs@ara.ac.nz) or Academic Records (academic.records@ara.ac.nz).

For all graduation information, including dates, please see Graduation .

Kā ture me kā tikaka – Policies & Procedures

Academic Policies

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

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

Academic Support and Progression

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

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

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

If satisfactory progress is not made then you will be invited to meet with the Head of Department 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, you may have to sign a Formal Academic Contract.

Formal Academic Contract

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

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

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

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

Academic Misconduct

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

Plagiarism

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

Use of Artificial Intelligence (AI) Tools

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

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

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

Cheating

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

Dishonest Academic Practice

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

Educative Processes

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

- a facilitated discussion with an appropriate staff member

- a formal contract with Learning Services or other appropriate staff member for skills development including specific learning outcomes and timeframes.

- additional work may be required.

- a formal written warning may be given, or marks deducted.

Penalties

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

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

Learner Behaviour Management

If you are identified as a learner who displays unacceptable behaviour the department will monitor your progress and provide support at the earliest stage. This may include referral to Student Support Services to ensure additional support is provided to you.

If you do not respond you may be placed on a behaviour improvement plan This will include identifying, documenting, implementing, and monitoring goals,

expected behavioural progress, timelines, and support. If you do not meet the outcomes outlined in the behaviour management plan, you may be moved to probation.

Probation

If your behaviour, as a learner, is unacceptable and of concern to staff or other learners, you will be advised of this in writing by the Head of Department. This written warning is known as probation.

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

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

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

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

For more information about probation, see Probation - scroll down and find **3.4 Probation**.

Exclusion

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

Suspension

Suspension is a short-term exclusion and is the formal process by which you, as a learner, are temporarily prohibited from attending classes in one or more courses and/or is refused access to one or more services/facilities provided by Ara. In serious circumstances a Trespass Notice may also be issued.

Cancellation of Enrolment

Ara may cancel your enrolment as a learner on any of the Education Act (1989) grounds:

- The person is not of good character.

- The person has been guilty of misconduct or a breach of discipline.

- The person is enrolled for full-time instruction in another institution or in a school.

- The person has made insufficient progress in the person's study or training after a reasonable trial at the institution or at another institution.

The decision to cancel or refuse an enrolment may be made only by the Operations Lead or nominee.

Failure to meet the terms and conditions of Academic Contract and/or probation may lead to exclusion.

When a cancellation is being considered, the Head of Department must invite you to an interview.

Refusal of Future Enrolment

Any person may, for good reason and on good evidence, be refused enrolment at Ara generally or in a particular programme or course only by the Operations Lead or by his or her nominee under specific delegation.

Enrolment may be refused on any of the Education Act (1989) grounds.

Failure to meet the terms and conditions of probation may lead to exclusion.

The Head of Department must forward a recommendation to the Operations Lead that the person's application(s) to enrol be refused. The recommendation must state which of the Education Act (1989) grounds is the basis of the recommendation and must include the supporting evidence.

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

Copyright and Ara Learners

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

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

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

For more information about Copyright, see Copyright.

Kā tū whare me kā rauemi
Facilities and resources

Kā tū whare – Facilities

Using NZBS Facilities

- The P Block kitchen is on the second floor however it is shared with the staff and must be kept clean and tidy. There is a learner only kitchen / common room in TV Block on the ground floor which must also be kept clean.
- Report any problems with the toilets to your tutor or technician. For example, if they are dirty, faulty, do not have paper, clean towels, or working light bulbs.
- Report any problems with the buildings or facilities to the technicians, so they can maintain them.
- Do not bring bikes into the buildings. There are secure lockups around campus for bikes however always leave them at your own risk and use a second lock.
- All our doors are card entry to NZBS learners only. Do not allow anyone who is not an NZBS learner into the buildings or lend your card to anyone else. Do not prop secure doors open or leave the building doors open.

In general, you cannot use New Zealand Broadcasting School buildings or other facilities for:

- Private purposes.
- Work that is unrelated to your course work or after you are no longer enrolled in a course on campus.

If you need to use the facilities for these reasons, contact your Course Leader or the Manager of NZBS. They must give you direct, specific approval before you can use the facilities. You may be charged a rental fee.

Using Radio Studios

Please follow the guidelines below when you use the radio studios.

Booking studios	• Use the booking system in P Block to book a studio. • You can book studios for a maximum of two hours at a time. • Check if anyone else needs to use a studio before extending a booking.
Accessing studios	• You have access to the studios 7 days a week during term time. You do not have access during holiday breaks. Ara may restrict access to studios at nights and weekends if required. For more information, see the After-hours policy section.
Using studios	• While you are in the studios, keep the area clean and tidy, even during deadlines for live broadcasts. • Do not take food or drink into the computer suites, classrooms, or any operational areas.
Dealing with problems	• Report any problems to the Radio Technician and Course Leader immediately. If faults are reported early, they can be fixed.

Using TV Block studios

Please follow the guidelines below when you use the TV Block facilities like studios and editing booths.

Studio allocation	• Studios and downstairs computer and editing booths are usually allocated to Year One activities. • Upstairs editing booths 1 to 5 and the downstairs equipment store are usually allocated to Year Two activities.
Booking studios	• Use the booking system in TV Block to book a facility. • If you have not booked a studio for yourself or your syndicate, check with your Course Leader or Technician to see if you can have access before using

		it. You may need to negotiate alternatives with the Technician.
	•	There are restrictions on the number of resources you can book at one time. For more information, check with the Technician.
Accessing studios:	•	You have access to the studios 7 days a week during term time. You do not have access during holiday breaks. Ara may restrict access to studios at nights and weekends if required. For more information, see the After-hours policy section.
Using studios:	•	While in studios, keep the areas clean and tidy, even during deadlines for live broadcasts.
	•	Do not take food or drink into the computer suites, classrooms, or any operational areas.

Normal Hours

NZBS buildings are open to learners during normal business hours using Student ID card, from 8am until 5pm, Monday to Friday.

Extended Hours

NZBS learners are also permitted to access these buildings using Student ID card between 5.30am and 8am and from 5pm until midnight, and at weekends from 5.30am until midnight. **This after-hours access is for specific operational or course-related activities only**.

After Hours

No learner is permitted on the premises after midnight or before 5.30am without specific prior approval.

On rare occasions you may need to access a building after midnight (e.g., to return camera gear, or to attend to a break-down). If this happens you must contact the on-duty security guard (by phone) to gain access.

Tel: 03 940 8076 / Mob: 027 540 8076

The guard may escort you in and out again.

If you need assistance at any time outside normal hours you may also contact the Security guard at the above phone numbers.

Other Rules around Access

There are specific rules that apply around the use of School resources and equipment, and these are detailed in this handbook and/or Course Outlines.

Card Access	You may not use your card to allow other learners into a building outside normal hours. Every learner accessing P Block, Jazz or TV Blocks outside normal hours must use their own Student ID card, and you are required to always carry that card with you.
Visitors	No visitors or guests are permitted in NZBS buildings outside normal hours without permission from your Course Leader or Programme Manager.
Safety and Behaviour	All Ara Health and Safety policies must be always complied with. Any access outside normal hours is granted on the strict condition there will be no alcohol, drugs or smoking on the premises.
Accountability	Breaking rules around access to buildings and facilities may result in access privileges being withdrawn for some learners or the entire learner group. Individual learners may also be held financially accountable for the replacement/repair of any equipment, tools or facilities which may be lost while learners are in the building.

Kā rauemi – Resources

Lockers

There are a limited number of lockers in P Block and TV Block. Should you wish to use a locker you must supply your own lock. By placing your lock on an unused locker, it effectively becomes yours for the duration of the programme. It is recommended you use a combination lock to remove the stress of lost or forgotten keys. Please only 'claim' a locker if you are going to use it daily. At the end of the year, you must remove the lock and take your belongings away.

Want to find out more?

For details and information about making the most of your study at Ara, visit **www.myara.ac.nz** or get the **downloadable app.**

Get in touch of you have any questions: **0800 24 24 76 | info@ara.ac.nz**