

## Arts & Design Doorway

**Bachelor of Computer Graphic Design Level 7**

**Bachelor of Computer Graphic Design (Honours) Level 8**

**Postgraduate Diploma in Computer Graphic Design Level 8**

**Master of Computer Graphic Design Level 9**

**Graduate Diploma in Animation Level 7**

### **Disclaimer**

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

UCOL 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
- Staff
- Other matters

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## Important Note

To access the UCOL student intranet, go to <http://student.ucol.ac.nz>. A screen shot of the web page is displayed below.

The screenshot shows the UCOL Student Intranet homepage. At the top left is the UCOL logo with the text 'Universal College of Learning Te Pae Mātauranga Ki Te Ao'. To the right are navigation links: INTRANET | LIBRARY | PUBLIC SITE | MOODLE | SWS | WEBMAIL, and a search bar labeled 'SEARCH INTRANET'. Below this is a large banner with the text 'STUDENT INTRANET' and 'WELCOME TO THE UCOL STUDENT INTRANET'. A dark blue navigation bar contains links for 'Intranet', 'My Programme', 'Learning & Study', 'Health Matters', 'Money Matters', and 'UCOL Info'. Below the navigation bar are several content boxes: 'WEBMAIL', 'PRINT CREDIT', 'INTERNET CREDIT', 'MOODLE', 'ASSIGNMENTS', and 'TIMETABLES'. The 'UCOL LIBRARY' box lists resources like 'Library Catalogue', 'Online Resources', 'Borrowing', 'Information', 'Notices', 'InfoSkillz', and 'Contact and Help'. The 'MY PROGRAMME' box lists 'Programme Handbooks', 'UCOL Calendars', 'Student Record and Email', 'Assignments', 'Timetables', and 'Programme Evaluations'. The 'LEARNING & STUDY' box lists 'Learning Hub', 'Student Resource Centre', 'International Students', 'Student Relations Coordinator', 'Learning Services', 'Learning Services History', 'IT Support', and 'Appeals, Concerns and Complaints'. On the right, there is a red button for 'Visit the UCOL LIBRARY WEBSITE' and a 'USEFUL LINKS' section with links to 'Google', 'Moodle @ UCOL', 'Student Web Services', and 'UCOL Webmail'.

Throughout this handbook you will see references to UCOL policies and procedures. These policies and procedures set out the agreed ways in which UCOL operates and apply to all students.

You can use the student intranet to find the most up to date policies, procedures, guidelines and forms. They are located in [Policies & Procedures](#) under [UCOL Info](#).

Searching by keyword is the fastest method. You can use single words or simple phrases to find what you are after. Please ensure you download these documents each time you need to access them as they are being updated continually.

The [Academic Statute](#) and [Student Discipline Statute](#), two important documents that set out the main rules and procedures under which UCOL runs, can be found under 'Related Documents' to the left of the [Policies & Procedures](#) page.

# Welcome

On behalf of the team at Whanganui School of Design – a very warm welcome.

Congratulations on your decision to study with UCOL – I know that your time at the Whanganui School of Design will be one of the most rewarding of your life, and you will gain experience and skills that will set you up for a great many exciting possibilities within the Design Industry.

The Whanganui School of Design has a strong commitment to excellence, and regularly produces students that go onto exciting and rewarding careers with the graphic design, film making, print and web design industries (among others).

Your study at School of Design will provide you with a unique opportunity to push the boundaries of Graphic Design and Animation in ways that will set you up with skills for life, and for life-long growth and development. During your study you will have many opportunities to explore and discover your own passions, and make decisions about the path that you would like your design career to take. It will be an exciting journey!

This student handbook is designed to give you most of the information you may require to successfully complete your course. It covers the relevant areas of Academic Board Policies, Course Rules and an outline of Whanganui UCOL's expectation of you as a student. It also gives you information about the student support systems to assist you while you study here with us. However, should you still have questions regarding your study etc. please do not hesitate to contact your Lecturers, Petrina Clark (Administrator) or myself.

All the very best for your year of study.



**Katrina Langdon**  
**ASSOCIATE DEAN – CREATIVE**

## Staff



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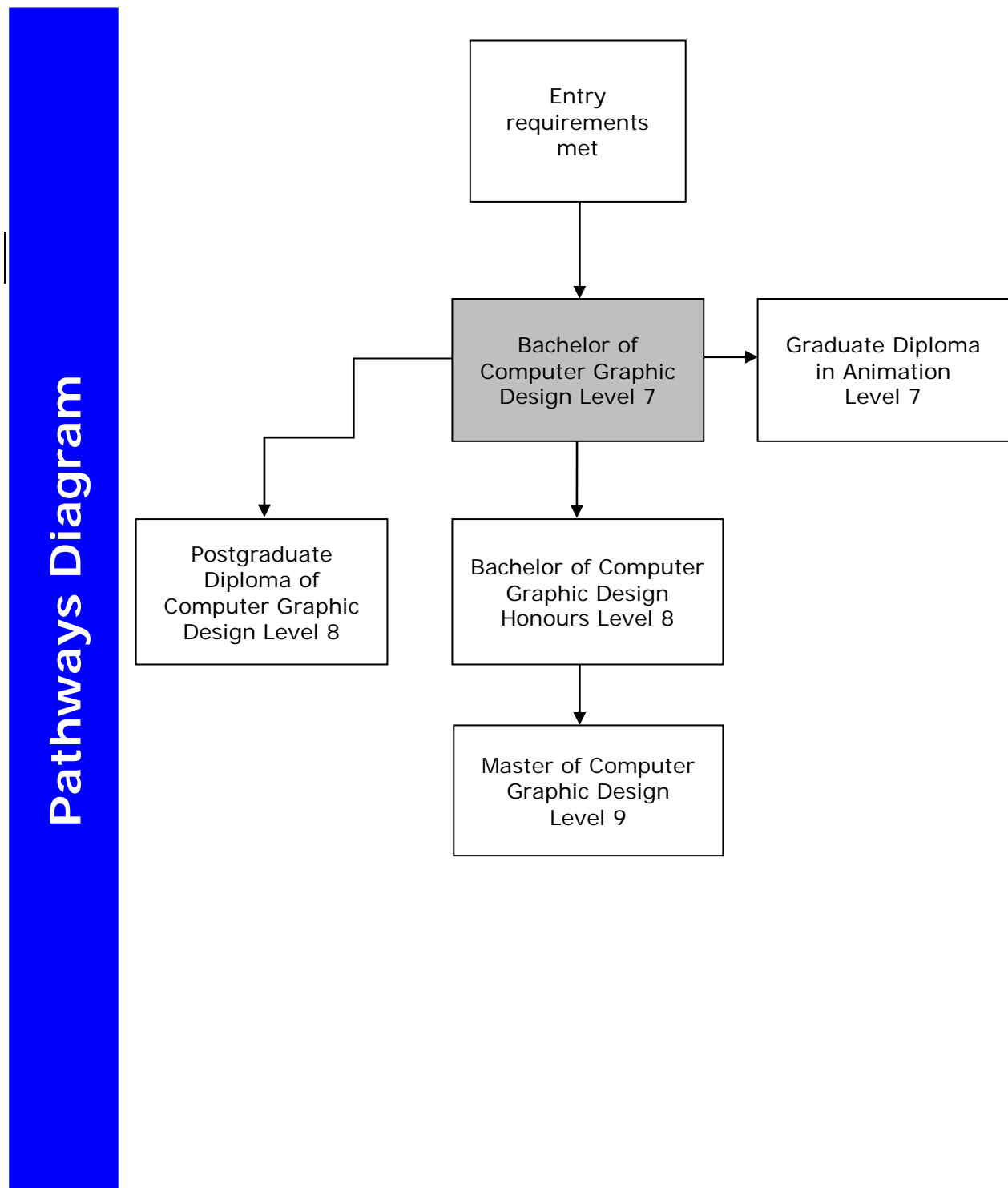
**STUDENT CHECK OUT**

**Jack Mitchell-Anyon**

Phone: 06 965 3801 extn 61582

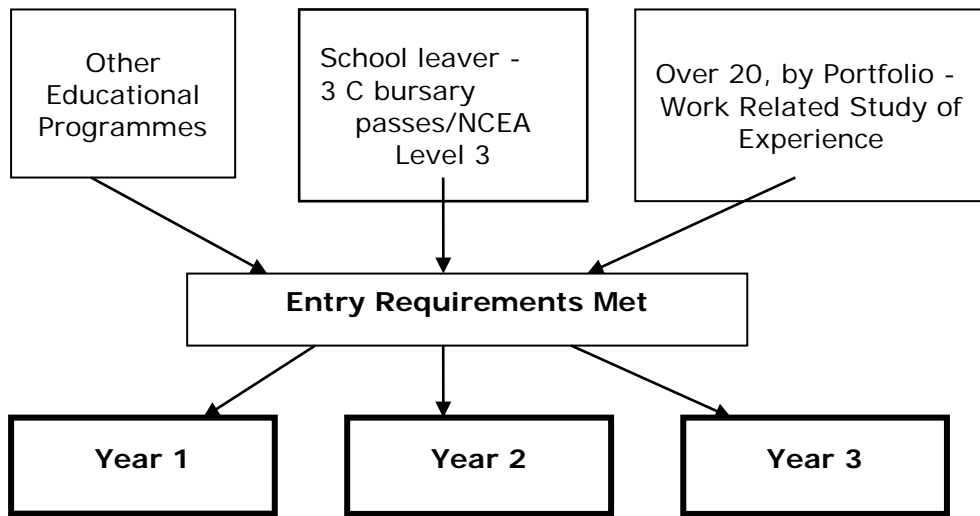
Email: j.anyon@ucol.ac.nz

## Section A – Pathways Diagram

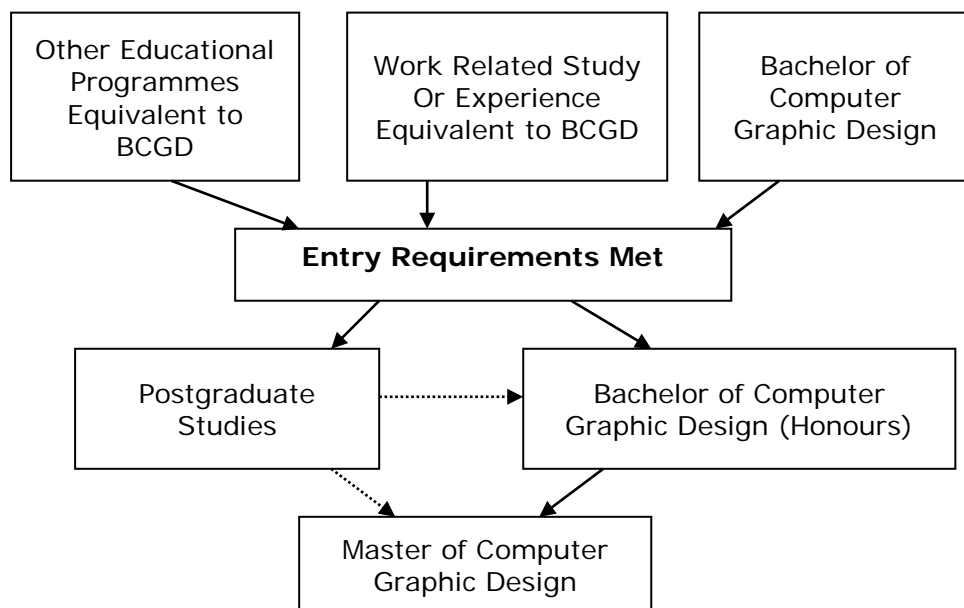


Pathways Diagram

## Pathways Diagram – Masters



### Postgraduate Studies



This diagram assumes that all entry and academic requirements for each paper in the Degree are met prior to progression to the next year or level. Entry into other programmes is subject to individual programme and institution entry requirements.

## Section B – Programme Structure

### Length – Total Programme Hours

The Bachelor of Computer Graphic Design Level 7 is a 3 year programme consisting of 360 credits, of which a minimum of 120 credits will be at Level 7.

Delivery of the programme is divided into 2 semesters; one is 17 teaching weeks and the other is 16 teaching weeks. Students commence the programme at the beginning a semester. For students commencing study at the start of Semester 1 each year of this degree is 40 weeks in length including holiday breaks. Students who commence study at the start of Semester 2 will have 16 teaching weeks plus 2 weeks holiday before the Christmas break and resume study at the start of Semester 1.

The programme may be undertaken on a full-time or part-time basis. Completion of the programme is required within 5 years of the date of first enrolment.

The Bachelor of Computer Graphic Design (Honours) Level 8 is a 1 year programme consisting of 120 credits, of which a minimum are 120 credits at level 8.

Delivery of the programme is divided into 2 semesters; one is 17 teaching weeks and the other is 16 teaching weeks. Students commence the programme at the beginning a semester. For students commencing study at the start of Semester 1 each year of this degree is 40 weeks in length including holiday breaks. Students who commence study at the start of Semester 2 will have 16 teaching weeks plus 2 weeks' holiday before the Christmas break and resume study at the start of Semester 1.

The programme may be undertaken on a full-time or part-time basis. Completion of the programme is required within 3 years of the date of first enrolment.

The Postgraduate Diploma of Computer Graphic Design Level 8 is a one year programme consisting of 120 credits at level 7 and above, of which a minimum of 75 credits must be at level 8.

Delivery of the programme is divided into 2 semesters; one is 17 teaching weeks and the other is 16 teaching weeks. Students commence the programme at the beginning a semester. For students commencing study at the start of Semester 1 each year of this degree is 40 weeks in length including holiday breaks. Students who commence study at the start of Semester 2 will have 16 teaching weeks plus 2 weeks holiday before the Christmas break and resume study at the start of Semester 1.

The programme may be undertaken on a full-time or part-time basis. Completion of the programme is required within 3 years of the date of first enrolment.

The Graduate Diploma in Animation Level 7 programme is 32 weeks in length and is divided into two semesters of 16 weeks each. Students commence the programme at the beginning of semester one.

The programme may be undertaken on a full-time or part-time basis, and completion of the programme is required within 5 years of the date of first enrolment.

### The Master of Computer Graphic Design

A student must accumulate a minimum of 30 credits at master's level (refer to Table 1.14). This programme consists of a minimum of one year of study.



## Start/Finish Dates

### Semester One

17 February to 20 June 2014

### Semester two

14 July to 14 November 2014

## Holidays

Term Break One	Monday 14 April to Friday 25 April 2014 (2 weeks)
Semester Break	23 June to 11 July 2013 2014 (3 weeks)
Term Break Three	Monday 8 September to Friday 19 September 2014 (2 weeks)

Good Friday	Friday 18 April
Easter Monday	Monday 21 April
Day after Easter Monday	Tuesday 22 April
Anzac Day	Friday 25 April
Queen's Birthday	Monday 2 June
Labour Day	Monday 27 October

## Timetable

Your timetables can be found online on the UCOL intranet. Go to [www.ucol.ac.nz](http://www.ucol.ac.nz) to view your specific timetable. They are also available from your administrator Petrina Clark.

## Programme Structure Outline – Bachelor of Computer Graphic Design

Code	Title	Assessment Methodology	Entry Information (pre/co-requisites)	Level	Semester	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
<b>Year 1 (All of the following 8 papers are COMPULSORY)</b>								
82.516	Academic Skills	Achievement	Not Applicable	5	1	15	64	86
86.510	Design Fundamentals	Achievement	Not Applicable	5	1	15	96	54
86.512	Art and Design History	Achievement	Not Applicable	5	full year	15	64	86
86.514	Design Practical	Achievement	Not Applicable	5	1	15	64	86
82.517	Colour Theory and Methods	Achievement	Not Applicable	5	2	15	80	70
86.513	Drawing	Achievement	Not Applicable	5	full year	15	96	54
82.519	Typography 1	Achievement	Not Applicable	5	2	15	96	54
82.520	Design Practical 2	Achievement	86.514 (pre-requisite)	5	2	15	64	86
<b>TOTAL</b>						<b>120</b>	<b>624</b>	<b>576</b>

Code	Title	Assessment Methodology	Entry Information (pre/co-requisites)	Level	Semester	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
<b>Year 2 (All of the following 6 papers are COMPULSORY)</b>								
82.610	Graphic Design 1	Achievement	86.510 (pre-requisite)	6	1	15	96	54
82.611	Graphic Design 2	Achievement	82.610 (pre-requisite)	6	2	15	96	54
82.612	Typography 2	Achievement	82.519 (pre-requisite)	6	1	15	96	54
82.614	Graphic Design History	Achievement	Not Applicable	6	1	15	64	86
82.617	Publication Design	Achievement	Not Applicable	6	2	15	48	102
86.613	Business and Marketing	Achievement	Not Applicable	6	2	15	64	86

Note: In Year 2, students are required to take either 1 Print-based or 1 Time-based Elective and 1 Liberal Arts Elective. They may choose which Level 6 paper they wish to take in which semester (refer to Year 2 Elective Papers' List below).

The availability of a particular elective is subject to an appropriate number of students enrolling in that elective.

Code	Title	Assessment Methodology	Entry Information (pre/co-requisites)	Level	Semester	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
<b>Year 2 – Elective Papers</b>								
<b>Students choose 1 elective from either of the following Print-based or Time-based Papers and 1 elective from the Liberal Arts papers.</b>								
<b><i>EITHER 1 Print-based Elective</i></b>								
82.615	Photography	Achievement	Not Applicable	6	1 and/or 2	15	48	102
82.616	Illustration	Achievement	Not Applicable	6	1 and/or 2	15	48	102
<b><i>OR 1 Time-based Elective</i></b>								
82.662	Animation	Achievement	Not Applicable	6	1 and/or 2	15	48	102
82.667	Video and Sound Design	Achievement	Not Applicable	6	1 and/or 2	15	48	102
<b><i>AND 1 Liberal Arts Elective</i></b>								
82.682	Theories and Criticism of New Media	Achievement	82.516 (pre-requisite)	6	1 and/or 2	15	48	102
82.686	Creative Writing	Achievement	82.516 (pre-requisite)	6	1 and/or 2	15	48	102
<b>TOTAL</b>						<b>120</b>	<b>560</b>	<b>640</b>

Code	Title	Assessment Methodology	Entry Information (pre/co-requisites)	Level	Semester	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
<b>Year 3 (All of the following 5 papers are COMPULSORY)</b>								
82.710	Graphic Design 3	Achievement	82.611 (pre-requisite)	7	1	15	96	54
82.712	Internship	Achievement	Not Applicable	7	1	15	96	54
82.714	Research Methods for Design	Achievement	82.516 82.517 (pre-requisites)	7	1	15	48	102
82.711	Graphic Design 4	Achievement	82.710 (pre-requisite)	7	2	15	96	54
82.713	Degree Project	Achievement	240 credits completed at Levels 5 & 6 (pre-requisite)	7	2	30	96	204

Code	Title	Assessment Methodology	Entry Information (pre/co-requisites)	Level	Semester	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
<b>Year 3 – Elective Papers</b>								
<b>Students choose 2 elective papers from the following list (1 in Semester 1 and 1 in Semester 2)</b>								
82.715	Photography	Achievement	Not Applicable	7	1 and/or 2	15	48	102
82.716	Illustration	Achievement	Not Applicable	7	1 and/or 2	15	48	102
82.750	Typography in Motion	Achievement	Not Applicable	7	1 and/or 2	15	48	102
82.754	Image, Printmaking and Bookarts	Achievement	Not Applicable	7	1 and/or 2	15	48	102
82.761	3D Modelling	Achievement	Not Applicable	7	1 and/or 2	15	48	102
82.762	Animation	Achievement	Not Applicable	7	1 and/or 2	15	48	102
82.765	Interactive Media	Achievement	Not Applicable	7	1 and/or 2	15	48	102
82.767	Video and Sound Design	Achievement	Not Applicable	7	1 and/or 2	15	48	102
82.768	Web Design/Action Script	Achievement	82.520 (pre-requisite)	7	1 and/or 2	15	48	102
82.770	Design Intensive	Achievement	Not Applicable	7	1 and/or 2	15	96	54
<b>TOTAL</b>						<b>120</b>	<b>528</b>	<b>672</b>
<b>PROGRAMME TOTALS</b>						<b>360</b>	<b>1712</b>	<b>1888</b>

Note: The availability of a particular elective is subject to an appropriate number of students enrolling in that elective.

## Bachelor of Computer Graphic Design, Level 7: transition elective papers for 2010 and 2011 only

Code	Title	Assessment Methodology	Entry Information (pre/co-requisites)	Level	Semester	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
<b>Transition Elective – Year 1</b>								
The purpose of this paper is to provide a transition pathway from the current programme structure to the proposed structure. With the approval of the Head of Creative Programmes, on the advice of the Programme Leader, a student may be enrolled in the following Level 5 transition paper as an alternative to a prescribed paper in Year 1. Note: this applies to student enrolments in 2010 only.								
82.518	Graphic Design Theory and Practice 1	Achievement	Not Applicable	5	1 and/or 2	15	96	54
<b>Transition Elective – Year 2</b>								
The purpose of this paper is to provide a transition pathway from the current programme structure to the proposed structure. With the approval of the Head of Creative Programmes, on the advice of the Programme Leader, a student may be enrolled in the following Level 6 transition paper as an alternative to an elective paper in Year 2. Note: this applies to student enrolments in 2010 and 2011 only.								
82.618	Graphic Design Theory and Practice 2	Achievement	Not Applicable	6	1 and/or 2	15	96	54
<b>Transition Elective – Year 3</b>								
The purpose of this paper is to provide a transition pathway from the current programme structure to the proposed structure. With the approval of the Head of Creative Programmes, on the advice of the Programme Leader, a student may be enrolled in the following Level 7 transition paper as an alternative to an elective paper in Year 3. Note: this applies to student enrolments in 2010 and 2011 only.								
82.718	Digital Typography	Achievement	Not Applicable	7	1 and/or 2	15	48	102

Please note: Tutor supported learning hours (or tuition hours) in the table above are not fixed, and may change as class progress or learning opportunities present themselves.

## Outline

Code	Title	Assessment Methodology	Entry Information (pre/co-requisites)	Level	Semester	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
<b>All of the following 3 papers are COMPULSORY</b>								
82.800	Advanced Research Methods for Design	Achievement	Not applicable	8	1	15	48	102
82.803	Concept Development Studio	Achievement	Not applicable	8	1	15	48	102
82.823	Portfolio	Achievement	82.800 82.803 (pre-requisites)	8	2	30	96	204
<b>Students choose three (3) Elective papers at either Level 7 or Level 8 – refer to individual paper descriptors</b>								
	Elective	Achievement	As applicable	7 or 8	1	15	48	102
	Elective	Achievement	As applicable	7 or 8	1	15	48	102
	Elective	Achievement	As applicable	7 or 8	2	15	48	102
<b>Students choose one (1) Elective paper at Level 8 – refer to individual paper descriptors</b>								
	Elective	Achievement	As applicable	8	2	15	48 or 96	102 or 54
<b>TOTAL</b>						<b>120</b>	<b>384 or 432</b>	<b>816 or 768</b>

The availability of a particular elective is subject to an appropriate number of students enrolling in that elective.



### Bachelor of Computer Graphic Design (Honours) Level 8

Code	Title	Assessment Methodology	Entry Information (pre/co-requisites)	Level	Semester	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
All of the following 5 papers are COMPULSORY								
82.800	Advanced Research Methods for Design	Achievement	Not applicable	8	1	15	48	102
82.803	Concept Development Studio	Achievement	Not applicable	8	1	15	48	102
82.855	New Media Design 1	Achievement	Not applicable	8	1	15	48	102
82.801	Honours Project	Achievement	82.800 82.803 (pre-requisites)	8	2	30	96	204
82.802	Exhibition Design	Achievement	Not applicable	8	2	15	48	102
AND two (2) of the following papers:								
	2 Elective Papers (see selection below)	Achievement	As applicable	8	2	15	Refer to individual paper descriptors	
<b>TOTAL (with Honours, Level 8)</b>						<b>120</b>	<b>352</b>	<b>848</b>

### Bachelor of Computer Graphic Design (Honours) Level 8: Elective Papers

Code	Title	Assessment Methodology	Entry Information (pre/co-requisites)	Level	Semester	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
Elective Papers (Honours)								
82.815	Advanced Photography	Achievement	Nil	8	1 and/or 2	15	48	102
82.816	Advanced Illustration	Achievement	Nil	8	1 and/or 2	15	48	102
82.850	Advanced Typography in Motion	Achievement	Nil	8	1 and/or 2	15	48	102
82.854	Advanced Image, Printmaking and Bookarts	Achievement	Nil	8	1 and/or 2	15	48	102
82.863	3D Modelling	Achievement	Nil	8	1 and/or 2	15	96	54
82.864	Advanced 3D Modelling	Achievement	82.863 (pre-requisite)	8	1 and/or 2	15	96	54
82.865	Advanced Interactive Media	Achievement	Nil	8	1 and/or 2	15	48	102
82.868	Advanced Web Design/Action Script	Achievement	Nil	8	1 and/or 2	15	48	102
82.856	New Media Design 2	Achievement	82.855 (pre-requisite)	8	2	15	48	102

Note: The availability of a particular elective is subject to an appropriate number of students enrolling in that elective.

## Postgraduate Diploma of Computer Graphic Design, Level 8: Elective Papers

Code	Title	Assessment Methodology	Entry Information (pre/co-requisites)	Level	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
<b>Electives – Level 7</b>							
82.715	Photography	Achievement	Not applicable	7	15	48	102
82.716	Illustration	Achievement	Not applicable	7	15	48	102
82.750	Typography in Motion	Achievement	Not applicable	7	15	48	102
82.754	Image, Printmaking and Bookarts	Achievement	Not applicable	7	15	48	102
82.761	3D Modelling	Achievement	Not applicable	7	15	48	102
82.762	Animation	Achievement	Not applicable	7	15	48	102
82.765	Interactive Media	Achievement	Not applicable	7	15	48	102
82.767	Video and Sound Design	Achievement	Not applicable	7	15	48	102
82.768	Web Design/Action Script	Achievement	Not applicable	7	15	48	102
82.770	Design Intensive	Achievement	Not applicable	7	15	96	54
<b>Electives – Level 8</b>							
82.815	Advanced Photography	Achievement	Not applicable	8	15	48	102
82.816	Advanced Illustration	Achievement	Not applicable	8	15	48	102
82.850	Advanced Typography in Motion	Achievement	Not applicable	8	15	48	102
82.854	Advanced Image, Printmaking and Bookarts	Achievement	Not applicable	8	15	48	102
82.863	3D Modelling	Achievement	Not applicable	8	15	96	54
82.864	Advanced 3D Modelling	Achievement	82.863 (pre-requisite)	8	15	96	54
82.865	Advanced Interactive Media	Achievement	Not applicable	8	15	48	102
82.868	Advanced Web Design/Action script	Achievement	Not applicable	8	15	48	102

Note: The availability of a particular elective is subject to an appropriate number of students enrolling in that elective.

## Graduate Diploma in Animation Level 7

Paper Code	Title	Assessment Methodology Achievement Competency Other	Semester	Entry Information (pre/co-requisites)	Level	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
86.514	Design Practical	A	1	Not applicable	5	15	64	86
82.761	3D Modelling	A	1	Not applicable	7	15	48	102
82.712	Internship	A	1	Not applicable	7	15	96	54
86.513	Drawing	A	2	Not Applicable	5	15	96	54
82.520	Design Practical 2	A	2	86.514 (pre-requisite)	5	15	64	86
82.762	Animation	A	2	82.761 (pre-requisite)	7	15	48	102
82.713	Degree Project	A	2	Not Applicable	7	30	96	204
<b>Totals for Programme</b>						<b>120</b>	<b>464</b>	<b>736</b>

Please note: Tutor supported learning hours (or tuition hours) in the table above are not fixed, and may change as class progress or learning opportunities present themselves.

## Master of Computer Graphic Design Level 9

Code	Title	Assessment Methodology Achievement	Entry Information	Level	Semester	Credits	Lecturer Supported Learning Hours	Independent Learning Hours
82.511	Thesis Dissertation and Implementation	ACH		9	1 & 2	12.0 – 30.0	384 - 960	192 – 480
	B or C Electives	ACH		7, 8 & 9	1 & 2	0 – 6.0	0 - 192	0 – 96
82.515	Thesis Writing and Methods	ACH		9	1 & 2	0 – 6.0	0 - 96	0 – 48
82.513	Masters Seminar	ACH		9	2	1.5	48	24
82.525	Masters Exhibition	ACH		9	2	1.5	48	24

A student must successfully achieve an approved programme of study of 30 credits from the above selection in order to qualify for the award of Master of Computer Graphic Design, Level 9.

Students are strongly advised to take the following:

- Masters Seminar – 1.5 credits
- Masters Exhibition – 1.5 credits
- Thesis Dissertation and Implementation – 21 credits
- Thesis Writing and Methods – 3 credits
- B or C Elective – 3 credits

Note: The availability of a particular elective is subject to an appropriate number of students enrolling in that elective. Please refer to the Programme Leader for a copy of the Masters B and C Elective Paper Descriptor.

## Section C – Programme Information / Regulations

### Bachelor of Computer Graphic Design

#### Aims

The programme is offered within the Whanganui School of Design, an environment in which students are encouraged to achieve excellence within their discipline areas and ultimately make a personal contribution to the cultural and economic life of New Zealand.

To achieve this, staff are committed to helping students:

- Realise personal potential
- Achieve a professional standard of work
- Be aware of industry standards
- Gain the technical skills necessary for their creative expression
- Develop their individual aesthetic and technical skills
- Develop effective research and analytical skills

#### Qualifications / Graduation Requirements (National & UCOL)

To be awarded the Bachelor of Computer Graphic Design students must gain 360 credits with a minimum of 120 credits at level 7. Refer to Table 1.11 for full details and credit requirements to successfully achieve this qualification.

#### Outcome Statement

Graduates will have developed a level of ability in computer graphic design research, independent learning, analytical rigour and the ability to understand new knowledge and ideas that will give them skills for employment in the graphic design industry. They will also be well prepared for study at a higher level.

Plus, students will be able to:

- Engage in independent learning and advanced study
- Demonstrate intellectual independence, analytical rigour, and the ability to understand and evaluate new knowledge and ideas
- Demonstrate the ability to identify topics for original research, plan and conduct research, analyse results, and communicate the findings to the satisfaction of subject experts.

### Postgraduate Diploma of Computer Graphic Design

#### Aims

The programme is offered within the Whanganui School of Design, an environment in which students are encouraged to achieve excellence within their discipline areas and ultimately make a personal contribution to the cultural and economic life of New Zealand.

To achieve this, staff are committed to helping students:

- Realise personal potential
- Achieve a professional standard of work
- Be aware of industry standards
- Gain the technical skills necessary for their creative expression

- Develop their individual aesthetic and technical skills
- Develop effective research and analytical skills

#### Qualifications / Graduation Requirements (National & UCOL)

Students are required to gain 120 credits, from the programme Postgraduate Diploma of Computer Graphic Design y, at level 7 or above. seventy five of these credits must be at level 8.

Refer to Table 1.11 for full details and credit requirements to successfully achieve the Postgraduate Diploma of Computer Graphic Design qualification.

### **Graduate Diploma in Animation**

#### Aims

The Graduate Diploma in Animation is designed to address both the theory and practice of animation whilst emphasising and providing students with the opportunity to engage in creative exploration through learning. Programme content draws on best practice in time-based media as it pertains to the standards of the animation industry.

An integrated interdisciplinary approach reflects the synergy between graphic design, fine arts and technology which is a foundation of the School of Design. The programme structure is based on papers in the School's Bachelor of Computer Graphic Design programme, and it has been designed in consultation with both internal and external stakeholders, including those in the animation industry.

An important aspect of the Graduate Diploma programme is its vocational focus. The aim of the programme is to equip graduates with the skills and knowledge that will allow them to take up the opportunities that are widely available within the animation design industry, both in New Zealand and internationally. In addition to providing students with an advanced level of skills and knowledge in animation, and its associated time-based discipline, the programme also aims to enable students to continue their own learning and development and to prepare them for post-graduate study.

#### Qualifications / Graduation Requirements (National & UCOL)

The Graduate Diploma in Animation, Level 7, will be awarded on the successful completion of the required 120 credits as specified in Table 1.11.

A graduate of the UCOL Whanganui School of Design Bachelor of Computer Graphic Design is not eligible to receive the award.

The qualification must be completed within 5 years from the date of enrolment. In extraordinary circumstances, the UCOL Whanganui Faculty Board of Studies may grant an extension to this time period.

### **Master of Computer Graphic Design**

#### Aims

The aim of the Masters of Computer Graphic Design programme is to develop students' creative and technical skills in the field of computer graphic design so that they are able to realise their personal potential as designers, and achieve outcomes that not only meet but also exceed the standards of the visual communication industry.

The programme also aims to provide students with opportunities to grow and develop their aesthetic and cultural sensitivities in tandem with technical skills and knowledge.

This combination of personal and technical development is expected to equip students with the skills and understandings that will allow them to produce highly effective communications and information in a variety of visual media.

Students are provided with a range of opportunities to apply their skills and technical expertise in a way that will prepare them for work in the design industry. In addition to being work-ready, students will also be equipped to progress to further learning opportunities including those at postgraduate level.

The programme is offered within the Wanganui School of Design, an environment in which students are encouraged to achieve excellence within their discipline areas and ultimately make a personal contribution to the cultural and economic life of New Zealand.

To achieve this, staff are committed to helping students:

- Realise personal potential
- Achieve a professional standard of work
- Be aware of industry standards
- Gain the technical skills necessary for their creative expression
- Develop their individual aesthetic and technical skills
- Develop effective research and analytical skills

#### Qualifications / Graduation Requirements (National & UCOL)

On completion of the credits shown in Table 1.14 a student will be awarded the Master of Computer Graphic Design, Level 9.

#### **Compulsory Academic Requirements**

This is not applicable for these programmes.

#### **Outstanding Fees**

All fees are due to be paid in full by the first day teaching starts. Section 6.5.2 of the [Academic Statute](#) states that programme materials and other items will be not available to students owing any fees to UCOL. Students who have not paid all of their fees will not be eligible to receive credits or awards (i.e. not be eligible to graduate). In other words, if you have outstanding library fines, or other debts with UCOL, you place your ability to graduate at risk.

#### [Academic Statute](#)

#### **Off-Campus Learning**

At times your lecturer may wish to take the class to an exhibition or workshop that will be beneficial to your learning and creative development.

UCOL has systems in place to ensure your safety and welfare.

Any documentation related to the safety of the off-campus activity will be forwarded to you prior to the event.

#### [Student Learning Off-Campus Policy](#) [Student Learning Off-Campus Procedure](#)



## [Off-Site Practical Work-Based or Clinical Components Procedure](#)

### **Course Materials**

Pencils and pens  
Felt pens (black - broad, medium and fine)  
500mm steel ruler  
Scissors and eraser  
X-Acto knife with #11 blades  
Uhu glue stick & 3m spray adhesive  
A3 paper sketch blocks  
A3 folios with plastic pockets, filemaster art folios or A3 manilla envelopes x3  
(for submitting assignments)  
Pen drive or external hard drive (Macintosh compatible)

### **Textbooks**

Required for Design History I & II (Semester 1 and 2):  
*Meggs' History of Graphic Design*, Meggs and Purvis, Fourth Edition, Wiley & Sons

### **Computer Suites**

The computer facilities provided by UCOL are available to every enrolled student. Students who enrol in programmes that require the use of computers are provided with a computer account at the time of enrolment and they will receive an account notification containing their log-on name, password and email address at the beginning of the course.

Students on programmes for which use of a computer is not a requirement can also obtain an account by applying in person to the Student Resource Centre. Generally the application will take a day to process. When it is processed you will receive a letter containing your user name and password and your internal and external e-mail address.

Your password is the key to your account. Anyone who knows your password can log on and use your e-mail, access your work or surf the net at your expense. You will also be held responsible for any activities that take place under this account name. Always log off before you leave a PC.

Internet access is available to all students. A basic allowance of 2GB per month is provided as part of your fees. You are expected to use it for course related purposes. If the data allowance is exceeded you can purchase more from Hub Central and the Student Resource Centre. Inappropriate use of the internet is strictly forbidden and can result in disciplinary action being taken.

Further information about computer use at UCOL can be found on the student intranet [Information Technology](#) page.

[Computer Use Policy](#)

### **Building Access**

Building hours are 24 hours per day, seven days a week, which is at the discretion of Wanganui School of Design Board of Studies. Access will be restricted over holidays.

You must be able to produce your ID card at all times, be considerate of others and abide by the rules for student studio use – including keeping noise to a minimum

If you require permission for guests to come into Whanganui School of Design, you must seek written permission from Programme Leader.

### **Print credits**

Students will be issued with \$15 worth of print credits per year of enrolment for all printing and copying needs. Any credits left at the end of each semester will be carried forward to the next semester until the student is no longer enrolled. You can top up your print credit at the Information Centre.

### **Student Studios**

There are designated study and work areas set aside for students, and many of these have computers and printers. When using these spaces you must be able to produce your ID card at all times, be considerate of others and abide by the rules for student studio use – including keeping noise to a minimum.

All users of UCOL computing and network facilities are expected to act responsibly and to respect the rights of others. If you are found using the computers or internet for illegal purposes, accessing or forwarding offensive material or emails, submitting another person's work as your own, or involving yourself in any other unacceptable use, you may have your log-on removed or be subject to other disciplinary actions.

### **Student Check Out of Equipment**

Jack Mitchell - Anyon is our Check Out Guy! He does a great job in helping you. To help support your learning, we have available video cameras, digital cameras and tripods etc. Once in your possession you are responsible for any loss or damages that may have occurred whilst in your care.

Check out times: 12.00noon-1.00pm everyday.

No Student ID card, no equipment!

### **Staff Studios**

Tutor availability will be communicated to within each paper's course outline booklet. Your tutors are contactable via phone or email. There is a phone list available in the corridor outside the lifts on the second floor with staff contact details

### **Printing and Photocopying**

Printers are usually located in the computer labs and/or student studios. When you log onto a computer you will automatically be connected to the nearest printer.

There is a charge for all printing and photocopying. When you print your job is sent to a printer account program which checks that your account is in credit. You can delete your print jobs from the queue before they print without charge. Once the job has left the print queue it will be charged – turning off the printer will not stop this and there is no mechanism for a refund.

	<b>Black and white</b>	<b>Colour</b>
<b>A4</b>	6 cents per side	15 cents per side
<b>A3</b>	8 cents per side	20 cents per side

If your account is \$0.00 or shows a negative balance the system stops you from printing and sends you a message saying why. You can also check your balance on the intranet. To put your account into credit you can make payments at either Hub Central or the Student Resource Centre. You should also report any problems through them.

Some papers include an initial credit as part of your fees. If you are unsure of this, ask your lecturer.

Photocopier/printers are operated from your student ID card. The cost of the copiers is deducted from your printer account. Again, you will only be able to copy whilst your account is in credit.

### **UCOL Wireless Network**

UCOL provides a wireless network (WiFi) for use by the public, students and staff on campus.

Public access is limited to our public web sites.

Students and staff have two types of access:

- Access to only UCOL web sites, including password protected ones, such as Webmail, the Intranet etc. No extra software is required for this, just connect to the WiFi network called 'Connect to UCOL' and open your web browser.
- Internet access. Instructions are available at <http://connect.ucol.ac.nz>.

When using the UCOL WiFi network, the same conditions of use and restrictions apply as when using a UCOL computer and the UCOL network.

### [Computer Use Policy](#)

### **Recognition of Prior Learning**

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 where it can be satisfactorily demonstrated that your prior learning reaches the required standard. It is important to apply for RPL if you think that you have already learned the material to be covered in the programme. The advantages are:

- If you can get credit for parts of the programme, you will not have to take them. This will give you more time to concentrate on other parts of the programme or to take other papers.
- You only have to take units that are new and challenging, rather than going over old ground.
- It recognises that you already have skills and knowledge when you start out on the programme.

### Types of RPL:

- Credit transfer: where you have successfully completed unit standards/papers at a New Zealand accredited education provider with identical programme content and learning outcomes. These unit standards/papers could be from secondary school, university, college, UCOL or other polytechnics.
- Cross credit: where you can produce evidence of having been awarded credit for what may be regarded as equivalent papers toward another qualification from another New Zealand accredited education provider. For example, you may have completed the first year of a degree at another provider and wish to have this transferred to a UCOL degree. Cross credit is not normally applicable to unit standards.
- Assessment of prior learning: where you believe you can meet the learning outcomes of a unit standard/paper but have no formal academic record or transcript to support the award of credit. In this case you will be required to present evidence that you can meet the learning outcomes.

There are different ways to prove your prior learning, including:

- Endorsed academic transcript or NZQA Record of Learning
- Portfolio
- Challenge assessment (examination, practical, verbal or written)
- Attestation (assembly of information and evidence)
- Interview

### How to apply:

- You should apply within two weeks of starting the unit standard/paper. Late applications will not necessarily be considered.
- Then, get a detailed description of the unit standards/papers you want RPL for from your lecturer or RPL Coordinator. You will have to produce evidence of how you have already met the requirements for those learning outcomes. Decide which combination of methods you will use to provide evidence of your prior learning.
- Complete the RPL Application Form and formally submit your evidence to the lecturer or RPL Coordinator.
- Evaluation of the application will usually be completed within two weeks. The lecturer or RPL Coordinator will then make a formal recommendation to the Faculty Board of Studies, which renders the final decision. You might receive full credit, partial credit, partial credit with a requirement of further information/assessment, or no credit.
- You will be formally notified in writing of the outcome. Once the process has been completed, you will be invoiced for an administration fee of \$45, in addition to \$50 per hour of assessment.
- If you think you might be eligible or are interested in applying for RPL, you should talk to your lecturer or RPL Coordinator.

[Recognition of Prior Learning Policy](#)  
[Recognition of Prior Learning Procedure](#)  
[Academic Statute](#)

## **Financial Support**

You should note that student loans and allowances from StudyLink are affected if you are not studying full-time, and continued support may be dependent on successful completion of papers. Talk to StudyLink if you have any questions.

<http://www.studylink.govt.nz/>

## Section D – Assessment

### **Bachelor of Computer Graphic Design Bachelor of Computer Graphic Design (Honours) Postgraduate Diploma of Computer Graphic Design**

Assessment in this programme is achievement based.

Achievement based assessment provides a system to measure student performance against specific knowledge, behaviour and skills-based criteria considered essential for computer graphic design without limiting the range of work produced.

Assessment may be used for both formative and summative purposes. Students are introduced to the assessment methodology during the programme orientation. The Student Handbook for the programme contains detailed information regarding assessment requirements.

Underpinning assessment practices in this programme is the core belief that assessment should not only assess the level of achievement but should also provide ongoing feedback that informs practice and improves performance. Both formative and summative assessment may be used during each paper.

### **Graduate Diploma in Animation**

Assessment in the Graduate Diploma in Animation is intended to be an integral part of the students' learning experience which adheres to accepted best practice in assessing adult learners.

All assessment in the programme is standards based, criterion-referenced and achievement is described by grades.

### **Master of Computer Graphic Design**

The assessment systems implemented will have considerable effect on teaching and learning both directly through content and indirectly through the process.

Assessment procedures utilised will facilitate the learning process and enhance the relationship between teacher and student.

The assessment processes utilised in each paper descriptor will be congruent with the aims, the learning outcomes and the most effective teaching strategies.

The assessment process will provide a means of motivation for both lecturer and learner and provide much of the catalyst for high levels of achievement.

The purpose of assessment can be identified as:

- Indication of levels of student performance
- Diagnosis of student strengths and weaknesses and indicators for intervention
- Evaluation of teaching process
- Assurance of maintenance of national and international standards
- Assistance in making informed curricula and vocational choices

The assessment process will:

- Be appropriate to students of all races and cultures and will not discriminate on grounds of race, culture, gender or disability
- Support professional interaction between lecturer and student and professional relationships between students
- Be criterion referenced
- Involve students in the critical appraisal of their own learning
- Be both formative as well as summative and ongoing
- Achievement will be recorded and reported at regular intervals

## **Assessment Methodology**

### Formative Assessment

Process evaluation takes place throughout the programme: the primary purposes are to monitor feedback, to act as motivators and provide learning tools, to provide support for the criteria described in the paper descriptor. Problem solving assignments also provide critique opportunities for individuals and groups. Critiques from peers and lecturers encourage the students to become self-aware.

Formative methods include informal assessment, pre-tests and diagnostic tests.

### Summative Assessment

Summative methods including mastery tests, grading tests, assessment by assignment, and practical assessment refer to the formal evaluation of learning outcomes.

Master tests are a form of assessment based on objective testing of specific, routine, technical procedures required to operate equipment, hardware or software, to meet specific criteria and standards as outlined by a brief.

Grading tests include mid and end of semester examinations including written examinations involving essay questions, objective matching, true/false questions, and short answers. Or examinations may be taken home in the form of written essays, or project-based assignments that will be submitted for a mid or end of semester grade.

Assessment by assignment refers to the process of assessing the standard the learner achieves, assignment by assignment. These assignment grades are weighted equally throughout a paper.

Outcome Evaluation is assessed at the end of a project according to the descriptors for groups A B and C. Group (A) Core Subject and group (B) Major Subject are assessed on their performance in relation to specific criteria and competencies. Group (C) Liberal Arts papers are assessed by an examination, research, essay papers, assignments, journal, notebook, sketchbook, oral or visual presentations.

Students will be assessed for each project or assignment in Group (A) Core Subject and (B) Major Subject areas using achievement based assessment. This assesses student performance in relation to specific criteria and competencies.

To identify the learning needs of the students and to allow progress toward the achievement of learning outcomes, both formative and summative assessment will be utilised.

<b>Formative Assessment</b>	Refers to activities that a student engages in during a paper which are aimed primarily at providing feedback that can be used to gauge progress toward the achievement of learning outcomes so far, or what might be done to improve the learning process. Formative assessments are not used for grading students; they provide valuable feedback that is useful to both learners and teachers.
<b>Summative Assessment</b>	Can be administered utilising a variety of assessment tools and techniques and is used to formally assess the student's achievement of the learning outcomes described in the paper. The information that summative assessments provide is the basis for the reported grade/result. Summative assessment also presents further opportunities to provide feedback for learners and teachers.

## Grading

Assessment in the Bachelor of Computer Graphic Design, Postgraduate Diploma of Computer Graphic Design, Bachelor of Computer Graphic Design (Honours) and the Graduate Diploma in Animation is achievement based.

All summative assessment schedules and details will be provided to students within 14 days of programme commencement.

Formative assessment is used throughout the programme to monitor students' progress and as a basis for feedback to students on their progress.

The grading scale used in this degree is:

A (+/-)	Pass with distinction
B (+/-)	Pass with merit
C (+)	Pass
D	Fail
E	Fail
F	Ungraded Fail
DNC	Did not complete both all compulsory assessments for a paper 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+	85 – 100
A	80 – 84
A-	75 – 79
B+	70 – 74
B	65 – 69
B-	60 – 64
C+	55 – 59
C	50 – 54
D	40 – 49
E	0 – 39
F	Ungraded Fail



[Academic Statute](#)  
[Assessment and Moderation Policy](#)  
[Assessment Procedure](#)

## **Te Reo Māori**

UCOL acknowledges the principles of the Treaty of Waitangi and endorses the right of its students 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.

[Assessment in Te Reo Māori Procedure](#)

## **Schedule of Assessment**

A schedule of assessments will be provided to you in your first class or is available from your tutor in the form of a course outline

## **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 inappropriate communicating 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 and whose author has not been acknowledged
- 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 determine whether you have committed academic dishonesty.

Part VIII of the [Academic Statute](#) outlines the disciplinary proceedings that apply should you breach these rules.

[Academic Statute](#)  
[Conduct of Examinations and Assessments Policy](#)  
[Conduct of Examinations and Assessments Procedure](#)

## **Assistance During Assessments**

If you believe you may qualify for special assistance or extra time for an assessment or examination you should contact an Academic Counsellor.

[Special Assistance for Examinations/Tests Policy](#)  
[Special Assistance for Examinations/Tests Procedure](#)

## 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 to your lecturer in writing using the [Appendix 2 – Request for Extension](#) 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 will receive notification of the outcome once your lecturer has reached a decision. Extensions will be for seven (7) days only unless stated otherwise.

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

### [Appendix 2 – Request for Extension](#)

## 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 students, unless it can be determined that there will be no advantage to the student submitting the late assessment or disadvantage to students who have submitted the work on time.

## 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](#).

### [Appendix 3 – Request for Reconsideration of Result](#)

## [Academic Statute](#)

### **Resubmits/Resits**

An application for a resubmit/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.

### [Appendix 4 – Request for Resubmit/Resit](#) [Academic Statute](#)

### **Special Passes**

If through illness, accident, bereavement or other exceptional circumstances beyond your control, you are unable to complete an assessment or programme, you can apply for a special pass.

The four types of special passes are:

- **Restricted Pass:** awarded when you have marginally failed to meet the required academic standard for the course and, if awarded, does not qualify you to enrol in a subsequent course/programme for which a pass in the original course is a pre-requisite
- **Conceded Pass:** awarded when you have otherwise reached an acceptable standard in the programme but have narrowly failed one course, thus affecting your ability to complete the qualification
- **Conditional Pass:** awarded when you have marginally failed to meet the required academic standard but in all other aspects have demonstrated an ability to meet it
- **Aegrotat Pass:** awarded when you are unable to present work for assessment at the time it is due, you are unable to attend a test or examination, or your performance is seriously impaired in a test or examination

If you are interested in requesting a special pass, contact your lecturer. Programme curriculum regulations and other conditions may apply. To make a request, use the forms on the student intranet under [Policies & Procedures](#).

### [Restricted Pass Request Form](#) [Conceded Pass Request Form](#) [Conditional Pass Request Form](#) [Aegrotat Pass Request Form](#) [Academic Statute](#)

### **Academic Appeals**

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

### [Academic Statute](#)

### **Inability to Meet Programme Requirements**

You will receive notification if you fail to hand in assessments, pass assessments or attend classes.

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 Associate Dean or Head of School.

## Section E – Withdrawal

### Process

Before you decide to withdraw from your programme you should discuss this with the Associate Dean, Head of School, Associate Head of School or a lecturer of your choice. Remember, if you are having difficulties with your programme there are ways UCOL can help you.

If you decide to withdraw, you must complete a Change of Circumstances Form. This can be obtained from the Information Centre on your campus, Student Registry Services in Palmerston North or Reception in Wairarapa.

### Fees Refunds

The rules for fees refunds if you withdraw are outlined in the [Enrolment Guide](#). Do not delay – it is your responsibility to complete the form.

If you complete and return the form within two weeks from the start date of your programme, then your enrolment will be cancelled and your fees will be refunded.

After this period your enrolment status is withdrawn and no refund is available.

[Academic Statute](#)

## Section F – Student Support and Library

Student support and Library staff are here to help you succeed in your chosen programme. The team offers a variety of services as described below. Please do not hesitate to be in touch if you require our assistance. We look forward to meeting you.

If you are having problems with your programme then you could talk to your lecturer first or you can go directly to the appropriate service. Check out [Learning & Study](#) on the student intranet. Ask your student representative or other support person to go with you if you like, having informed him or her of what you want to say. (See below for possible sources of support.)

### Student Health

Some of the services which may be available to you are:

- Health assessments
- First aid
- Sexual health checks (STIs)
- Cervical screening
- Vaccinations
- Contraception
- General health advice/information
- GP referrals

These are free to enrolled students.

	Palmerston North	Whanganui	Wairarapa
<b>Email</b>	s.lochore@ucol.ac.nz k.meha@ucol.ac.nz d.leach@ucol.ac.nz	j.a.casey@ucol.ac.nz l.morrell@ucol.ac.nz	Walk in service A Block reception or The Hub
<b>Phone</b>	06 952 7001 extn 70010	06 965 3801 extn 60851	06 946 2301 extn 72070
<b>Work hours</b>	Mon-Fri 8.30am-4.50pm	Mon 8am-4pm Tues-Thurs 8.30am-3.30pm	Mon & Wed 12pm-4pm

Doctor's appointments are available at the health centres in Palmerston North on Monday and in Whanganui on Friday. Please call reception to make an appointment. They are free with a community services card, \$15.00 without a card and \$25.00 for international students.

### Counselling

Counsellors can assist with any difficulties or concerns. These issues may be about family, relationships, you or your study.

Groups are run throughout the year. The purpose varies according to the focus; some are for skills training and others are for support, education or therapy. Groups are open to all students and are free of charge.

	<b>Palmerston North</b>	<b>Whanganui</b>	<b>Wairarapa</b>
<b>Email</b>	g.stacey@ucol.ac.nz d.ramsay@ucol.ac.nz	s.crawford@ucol.ac.nz	j.jolly@ucol.ac.nz
<b>Phone</b>	06 952 7001 extn 70010	06 965 3801 extn 60851	06 946 2301 extn 72068
<b>Work hours</b>	Mon-Fri 8.30am-4.30pm	Tues & Thurs 9.30am-3.30pm	Mon-Wed 8.30am-5pm

### Student Resource Centre

Provides the following services:

- UCOL student ID cards
- Computer network logons
- Programme workbooks and CDs
- Assignments received and distributed (on current ID card sighted)
- Purchase printing credit add to student account
- Purchase additional internet quota
- Vehicle registration forms (sticker provided for UCOL car parking)
- Purchase CDs (storage of information)
- Palmerston North bus timetable (free use with UCOL ID card)
- Application for Community Services Card

	<b>Palmerston North</b>	<b>Whanganui</b>	<b>Wairarapa</b>
<b>Email</b>	studentresources@ucol.ac.nz	Info Centre	k.johnston@ucol.ac.nz v.dotrice@ucol.ac.nz
<b>Phone</b>	06 952 7001 extn 70437	06 965 3800	06 946 2301 extn 72044
<b>Work hours</b>	Mon-Fri 8.30am-5pm	Mon-Fri 9am-4pm	Mon-Fri 9am-4.30pm

### Learning Services

This free student support is available for all UCOL students to help you be as successful in your study as you can be. At the Learning Centres, staff will support you to manage your own study, improve your skills and become independent learners. They provide a friendly environment where you can relax and get on with your learning.

	<b>Palmerston North</b>	<b>Whanganui</b>	<b>Wairarapa</b>
<b>Email</b>	hubcentral@ucol.ac.nz	librarywg@ucol.ac.nz	v.dotrice@ucol.ac.nz
<b>Phone</b>	06 952 7036	06 965 3801 extn 60877	06 946 2301 extn 72076
<b>Work hours</b>	Mon-Fri 9am-5pm	Mon, Tues & Thurs 9am-5pm Wed & Fri 9am-2pm	Mon-Fri 10am-4.30pm

### Student Experience Coach

The Student Experience Coach is available to students and staff to assist your success by supporting with any personal, social, or practical issue that may be hindering attendance or activities within UCOL. Appointments can be made at HUB Central in Palmerston North.

	<b>Palmerston North</b> <b>Susanne Croft – room 6.0.19</b>
<b>Email</b>	s.croft@ucol.ac.nz
<b>Phone</b>	06 952 7001 extn 70634
<b>Work hours</b>	Mon-Fri 9am-5pm

### Student Relations Coordinator

If you are concerned about any aspect of your studies at UCOL and would like some advice on what to do and who you can talk to you can contact the Student Relations Coordinator.

	<b>Palmerston North &amp; Whanganui</b> <b>Adele Wilson</b>
<b>Email</b>	a.wilson@ucol.ac.nz
<b>Phone</b>	06 952 7001 extn 70619
<b>Work hours</b>	Mon-Fri 8.30am-5pm

### Support for Students with Disabilities

If you have a disability you may contact a support person for advice and support options can be discussed.

	<b>Palmerston North &amp; Whanganui</b>	<b>Wairarapa</b>
<b>Email</b>	j.nelson@ucol.ac.nz	v.mcleod@ucol.ac.nz
<b>Phone</b>	06 952 7001 extn 70010	06 946 2301 extn 72076
<b>Work hours</b>	Mon-Fri 8.30am-4.50pm	Mon-Wed 9.30am-1.30pm

### Māori Education Support

Providing academic, cultural and social support from a kaupapa Māori base and in support of Māori cultural identity, to improve academic success.

All three campuses have a whanau room or marae facility. The whanau room is a space provided especially for Maori and Pasifika where principles of whanaungatanga, Whakaruruhau, Oranga, Akonga, Matauranga and Hapainga I te reo maori me ona tikanga are fostered and nurtured.

	<b>Palmerston North</b>	<b>Whanganui</b>	<b>Wairarapa</b>
<b>Email</b>	a.tamanui-nunn@ucol.ac.nz	m.robb@ucol.ac.nz m.tepatu@ucol.ac.nz	s.baker@ucol.ac.nz
<b>Phone</b>	06 952 7001 extn 70322	06 965 3801 extn 60831/60762	06 946 2301 extn 72010
<b>Work hours</b>	Mon-Fri 9am-5pm	Mon-Fri 8.30am-4.30pm	Mon-Wed 8am-4.30pm

### Scholarships and Financial Advisory Service

Should you require any information with regard to budgeting advice or scholarships, contact:



	Palmerston North	Whanganui	Wairarapa
<b>Email</b>	t.kendrick@ucol.ac.nz	j.casey@ucol.ac.nz	v.mcleod@ucol.ac.nz
<b>Phone</b>	06 952 7001 extn 70147	06 965 3801 extn 60851	06 946 2301 extn 72076
<b>Work hours</b>	Mon-Fri 9am-5pm	Mon-Fri 8am-4pm	Mon-Wed 9.30am-1.30pm

### Student Web Services Website

This web site located at <https://sws.ucol.ac.nz> is a secure web site permitting current and past students to view and edit their student information including personal details, enrolments, academic results and financial statements. Check your Programme Confirmation Letter for login details. To view Academic results once logged in, click on Academic Details >> Assessment Details >> Paper description.

### UCOL Library

<http://student.ucol.ac.nz/library/Pages/default.aspx>

UCOL Library gives you access to the resources you need to become a successful student.

Enrolled students, part time and full time, have access to all library services and resources at any of our UCOL campuses.

Library and Hub Central staff are here to assist you to develop the information, research and study skills you need.

A wide range of resources and services are available:

- Books
- Information skills training
- eBooks
- Research assistance
- Serials/journals
- Computer access
- Electronic journals
- Photocopiers/printers
- Video/DVDs
- Study areas
- Intercampus loans
- Interlibrary loans

	Palmerston North	Whanganui	Wairarapa
<b>Email</b>	library@ucol.ac.nz	librarywg@ucol.ac.nz	librarywai@ucol.ac.nz
<b>Phone</b>	06 952 7001 extn 70601	06 965 3801 extn 60877	06 946 2301 extn 72044
<b>Work hours</b>	Mon-Thurs 8am-8pm Fri 8am-5pm Sat-Sun 10am-4pm	Mon-Fri 8am-5pm	Mon-Fri 9am-4.30pm

## Section G – Student Responsibilities

All students at UCOL (whether on UCOL premises or at a UCOL activity off campus) are expected and required to behave at all time 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 staff and students, 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 UCOL's directions
- 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 staff and students at UCOL

[Student Discipline Statute](#)

[Student Health and Emergency Procedure](#)

## Section H – Concerns and Complaints

You can't study properly if you're unhappy. If you have a concern, complaint or problem relating to your study it's best if you do something about it as soon as possible. UCOL has policies and procedures to help address any issue as quickly as possible and a Student Relations Coordinator to help you in the process.

Ideally, first talk directly to the person concerned or your lecturer. To help you focus on the issue, write down your problem. Feel free to take a support person with you. This person can help you stay on track and talk things over with you afterwards.

If you are unable to talk to the person concerned directly you may contact the Student Relations Coordinator for assistance. This assistance may take the form of a mediation session between the student and people involved.

Adele Wilson is UCOL's Student Relations Coordinator and is available to help you resolve issues as quickly and easily as possible. Adele is based in Palmerston North in room 6.0.24 and regularly visits both the Whanganui and Wairarapa campuses. You can reach Adele by phone at 06 952 7001 extn 70619 or by email at [a.wilson@ucol.ac.nz](mailto:a.wilson@ucol.ac.nz).

The Students' Association also provides assistance for concerns and complaints and can assist with guidance and support. You can contact them directly on 06 952 7066.

Susanne Croft is UCOL's Student Experience Coach and is available to support you with any personal, social or practical issues. Susanne is based at the Palmerston North campus in room 6.0.28. You can contact Susanne by phone at 06 952 7001 extn 70634 or 021 889 550. Her email is [s.croft@ucol.ac.nz](mailto:s.croft@ucol.ac.nz).

A quick reference guide of who can help with your concerns and a flowchart illustrating the [Student Concerns and Complaints Procedure](#) are provided on the following pages.

[Student Concerns and Complaints Policy](#)  
[Student Concerns and Complaints Procedure](#)  
[Student Harassment/Bullying Prevention Policy](#)  
[Student Harassment/Bullying Prevention Procedure](#)

### Academic Appeal

If you wish to appeal a grade, you can refer to the Reconsideration of Results section in this handbook (under Section D – Assessment), Part IX of the [Academic Statute](#), or [Academic Appeals, Concerns and Complaints](#) on the student intranet.

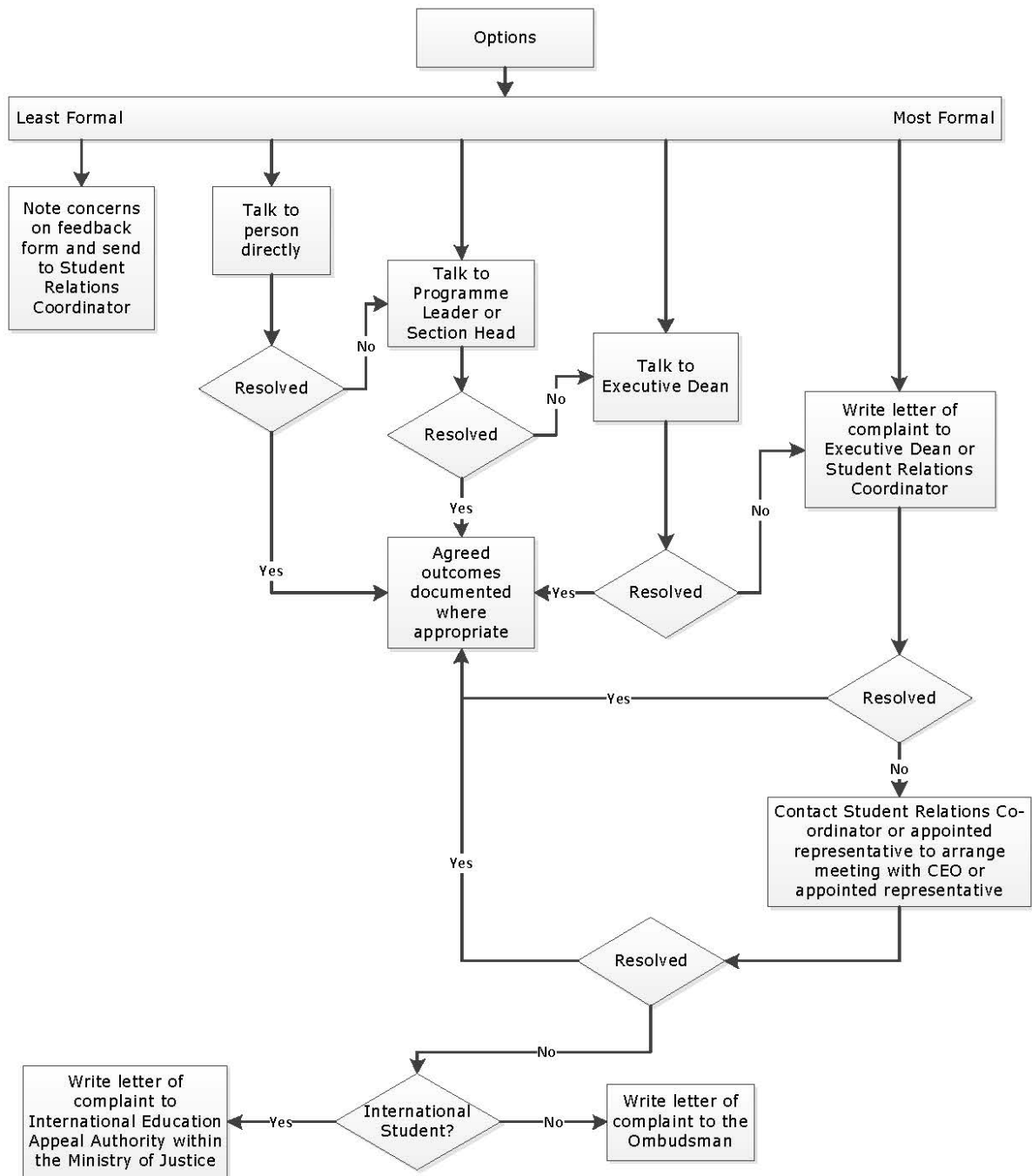
[Academic Statute](#)

## Concerns and Complaints Reference Guide

Issue/concern/ complaint	Relevant policies and procedures	Who can help
<b>Academic/ assessment</b>	<p><a href="#">Programme Handbooks</a> This student intranet page contains a list of all finalised programme handbooks.</p> <p><a href="#">Academic Statute</a> The Academic Statute is required by UCOL Council and ensures academic rigor throughout the Institution.</p>	Student Relations Coordinator; Programme Leader; lecturer
<b>Concern/ complaint</b>	<p><a href="#">Academic Appeals, Concerns and Complaints Student Concerns and Complaints Policy Student Concerns and Complaints Procedure</a> If you have a concern, complaint or problem relating to your study it's best if you do something about it as soon as possible. UCOL has policies and procedures to help address any issue as quickly as possible and a Student Relations Coordinator to help you in the process.</p>	Student Relations Coordinator; Programme Leader; lecturer; counsellor
<b>Discrimination/ harassment</b>	<p><a href="#">Student Harassment/Bullying Prevention Policy</a> The purpose of this policy is to ensure a safe learning environment free from harassment.</p> <p><a href="#">Student Harassment/Bullying Prevention Procedure</a> Any allegations of harassment made by a student will be acknowledged, treated in a confidential manner and will be dealt with under the direction of the student making the complaint.</p>	Student Coach; Student Relations Coordinator; Programme Leader; lecturer; counsellor
<b>Enrolment</b>	<p><a href="#">Academic Statute</a> The Academic Statute is required by UCOL Council and ensures academic rigor throughout the Institution.</p> <p><a href="#">Admission Policy</a> The purpose of this policy is to minimise all barriers to student entry to papers/courses or programmes at UCOL.</p> <p><a href="#">International Students Policy</a> The purpose of this policy is to ensure awareness of the legislative requirements that accompany the enrolment of international students, as well as their adequate care and support during the enrolment period.</p> <p><a href="#">Code of Practice for the Pastoral Care of International Students Enrolment Guide</a> The Enrolment Guide and the Enrolment Form contain important terms and conditions of your contract with UCOL.</p>	Student Relations Coordinator; International Student Support Coordinator; Information Centre

Issue/concern/ complaint	Relevant policies and procedures	Who can help
<b>Fees</b>	<a href="#"><u>Academic Statute</u></a> The Academic Statute is required by UCOL Council and ensures academic rigor throughout the Institution. <a href="#"><u>International Student Fee Refund Policy</u></a>	Credit Controller; Student Relations Coordinator; International Student Support Coordinator
<b>Health and safety/facilities</b>	<a href="#"><u>Student Learning Off-Campus Policy</u></a> <a href="#"><u>Student Learning Off-Campus Procedure</u></a> <a href="#"><u>Off-Site Practical Work-Based or Clinical Components Procedure</u></a> <a href="#"><u>Smokefree Policy</u></a> <a href="#"><u>Student Health and Emergency Procedure</u></a> UCOL seeks to maintain safe campus environments that promote the well-being and health of all employees and students.	Student Relations Coordinator; Health and Safety Advisor; Programme Leader; lecturer
<b>Non-academic discipline</b>	<a href="#"><u>Student Discipline Statute</u></a> The Student Discipline Statute sets out in detail appropriate policies and procedures for dealing with student disciplinary matters.	Student Relations Coordinator; Programme Leader; lecturer

## Concerns and Complaints Procedure Flowchart



## Section I – Health and Safety

It is the intention of the programme staff 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, retraining and education necessary to enable all staff and students to carry out their tasks in a way that minimises the risk of injury or illness to themselves and to others
- Ensure that all premises, means of access, plant, equipment, vehicles and processes are designed, constructed, maintained and used with regard for health and safety

*Katrina Langdon, January 2014*

### Health and Safety Responsibilities

Petrina Clark is responsible for the management of health and safety matters within the programme.

All staff and students 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 students 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.

[Student Health and Emergency Procedure](#)

### Personal Protective Clothing and Safety Equipment

It is in your best interest to adhere to rules of use. Should personal protective clothing or safety equipment be required, we strongly suggest you to utilise them in order to keep you in a safe learning environment.

### Fire and Earthquake Emergencies

In the event of fire:

- Sound the nearest fire alarm
- Evacuate the building **immediately** – do **not** run and do **not** use the elevator/lift
- Assemble at assembly point as advised on the Emergency Evacuation Procedure poster on the wall of each room
- Do not leave the assembly point or re-enter the building until given the all clear by the Chief Fire Warden or Fire Services personnel

In the event of an earthquake:

- Take cover
- Stay clear of windows
- Do not go outdoors
- Evacuate buildings when given the all clear

All evacuation procedures are displayed at main entrances on all floors of all buildings. Please familiarise yourself with these routines.

Your lecturers will explain emergency evacuation procedures during orientation. If in doubt – ask.

### **Evacuation of Mobility Impaired Students**

If you have a disability that makes it difficult for you to exit the building in the event of an emergency, please alert your lecturer. He/she will discuss UCOL's emergency evacuation arrangements for such a situation and plan ahead how best to implement them to suit your situation.

### **Fire Precautions**

Emergency evacuation routes must remain tidy and free from obstacles. You must not place or store equipment so that it blocks exits or evacuation routes or immediate access to fire alarms, fire equipment or electrical switchgear.

### **Fire Prevention**

The value of routine checking that electrical equipment, gas taps etc. are turned off, and that doors to rooms and staircase are closed, cannot be overemphasised. You are reminded that smoking is not permitted on any UCOL campus or UCOL owned or leased facility, which includes:

- All buildings, including balconies
- All outdoor areas on site including UCOL designated car parks
- Vehicles owned, leased or used for work purposes by UCOL
- UCOL childcare centres

This smokefree policy applies 7 days a week, 24 hours a day.

[Smokefree Policy](#)

### **Accidents**

All accidents, fires, 'near misses', and instances of known or suspected occupational ill health must be reported using an [Incident Report Form](#). Your lecturer will help you to access and fill in this form. Reported accidents/incidents will be investigated and any necessary remedial measures, including revised work procedures, training, etc. will be implemented as appropriate.

Accidents/incidents of a serious nature must be immediately reported to a lecturer.

[Incident Report Form](#)

[Incident Reporting Procedure](#)



## First Aid

A first aid box is available in all staff studios. The nearest qualified first aid person is listed in each first aid box.

In the event of any emergency requiring an ambulance, immediately call 111. Remember to state the precise location and nature of the emergency. Then contact your nearest lecturer.

## Student Health Centres

	Palmerston North	Whanganui	Wairarapa
<b>Address</b>	109 King Street (Block 4)	A.2.11	A Block reception or The Hub
<b>Phone</b>	06 952 7001 extn 70010	06 965 3801 extn 60851	06 946 2301 extn 72070
<b>Work hours</b>	Mon-Fri 8.30am-4.50pm	Mon 8am-4pm Tues-Thurs 8.30am-3.30pm	Mon & Wed 12pm-4pm

## Hazards

All students encountering any kind of health and safety hazard in this programme should report these promptly to your lecturer, or in his/her absence, to any UCOL staff member.

The majority of the activities carried out as part of your programme are generally routine, low risk and do not require to be formally risk assessed. However, for any activity involving a significant risk, a written hazard assessment and risk management plan has been developed. It is important that you make yourself familiar with, and comply with, these plans. You can access a copy of these plans from your Associate Dean, Head of School or Associate Head of School.

## Monitoring Health and Safety

A safety audit of the programme will take place every year to monitor the effectiveness of health and safety policies and procedures.

## Students with Disabilities or Health Issues

UCOL is committed to working with students whose condition or health status predisposes them to emergency health events. If you are in this category you are invited to contact a lecturer of your choice to discuss and agree on strategies to manage these events. The information provided by you and any resultant emergency event management plan will be kept confidential and only shared with those involved in its implementation.

## Section J – Smoking, Drugs and Alcohol

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

### Smoking on Campus

Smoking is not permitted on any UCOL campus or UCOL owned or leased facility, which includes:

- All buildings, including balconies
- All outdoor areas on site including UCOL designated car parks
- Vehicles owned, leased or used for work purposes by UCOL
- UCOL childcare centres

This smokefree policy applies 7 days a week, 24 hours a day.

Smokers are offered the opportunity to participate in Quit Smoking programmes – see your health nurse or counsellor for information.

[Smokefree Policy](#)

### Illegal Drugs and Substances

UCOL requires that all students comply with the law as it relates to the use and possession of illegal drugs and the abuse of substances. This does not mean that you cannot use over the counter medicines for minor illnesses, nor does it mean you cannot take medicines prescribed for you by your doctor.

You may be excluded from class or any UCOL activity if a staff 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.

[Drug Free Campus and Substance Abuse Policy](#)

### Alcohol

You may be excluded from class or any UCOL related activity if a staff member believes you are under the influence of alcohol. Any activities on campus where alcohol is served must comply with the [Sale of Liquor Act 1989](#).

[Alcohol Policy](#)

## Section K – International Students

International Student Support Coordinators will help international students with any questions they might have.

The Coordinators provide information about UCOL, living in New Zealand and organise orientation and social events.

If you have any question or problems, please contact them and they will provide you with support and help.

	<b>Palmerston North Adele Wilson</b>	<b>Palmerston North &amp; Whanganui Cameron Lock</b>
<b>Email</b>	a.wilson@ucol.ac.nz	c.lock@ucol.ac.nz
<b>Phone</b>	06 952 7001 extn 70619 021 372 125	06 952 7213 (Palmerston North) 06 952 3811 (Whanganui)
<b>Work hours</b>	Mon-Fri 8.30am-5pm	Mon-Fri 9am-4pm

[International Students Policy](#)

# Appendix 1 – Study Contract

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I hereby acknowledge that I have received, read and understand the contents of my individual programme student 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 Circumstances form and to submit it immediately to Student Registry.

**Signed:** \_\_\_\_\_

I have explained any areas of concern or confusion expressed regarding the rules and conditions stated in the individual programme student handbook. I am assured that the student understands his/her obligations as a student on this programme.

**Lecturer Name:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

## Appendix 2 – Request for Extension

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

**Programme:** \_\_\_\_\_

**Paper:** \_\_\_\_\_

**Test/Assignment:** \_\_\_\_\_

**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

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Programme:** \_\_\_\_\_

**Paper:** \_\_\_\_\_

**Test/Assignment:** \_\_\_\_\_

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

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

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Programme: \_\_\_\_\_

Paper: \_\_\_\_\_

Test/Assignment: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_