



ALPHACRUCIS COLLEGE
NEW ZEALAND

STUDENT HANDBOOK 2025





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1. Message from the National Director



Welcome, Nau Mai, Haere Mai!

It is my pleasure to warmly welcome you to Alphacrucis College, New Zealand. You will find that as well as providing excellent learning opportunities, we have a warm, caring community in which you will make yourself at home. We hope that you will know our staff well and make some good friendships with other students.

If you are new to tertiary study or returning to study after some time, study can be somewhat daunting. We are always willing to assist. We want to see all our students succeed. Please approach us if you need assistance.

Please use the handbook to familiarise yourself with the College both in its academic pursuits and community life. This will help you to receive the maximum benefits from your time here and to make a great contribution yourself. Please consult a staff member if you are unable to find answers to your questions in this handbook.

Again, let me wish you all the best as you spend this time with us at Alphacrucis.

*Ko Pirongia tooku maunga
Ko Waipa tooku awa
Ko Te Papa-O-Rotu raua Oomaero tooku Paa
Ko Tainui tooku iwi
Ko Ngaati Maahanga Hourua tooku haapu
Ko Te Awaiataia ko raua Kukutai tooku Rangatira
No Kirikiriroa ahau
Ko Leeana Kukutai tooku ingoa
Tēnā koutou, tēnā koutou, tēnā koutou katoa*

*Pirongia is my mountain
Waipa is my river
Te Papa-O-Rotu and Oomaero Paa are my maraes
Tainui is my region
Ngaati Maahanga Hourua is my people
Chief Te Awaiataia and Chief Kukutai are my ancestors
I am from Hamilton
My name is Leeana Kukutai
Greetings to you all*

Ngā manaakitanga,

Leeana Kukutai

Kaiwhakatere O Alphacrucis New Zealand

National Director, Alphacrucis College, New Zealand

2. BACKGROUND INFORMATION

PURPOSE

Alphacrucis College NZ is committed to developing Christian leaders and ministers. Its programmes present knowledge and skills for effective academic and spiritual development. We are training students who will continue to do significant things for Christ across New Zealand and the world.

GOVERNANCE

The ACNZ Council directs the operations of the College. ACNZ Council members are:

- Stephen Fogarty
- David Perry
- Greg Cortese
- Joseph McAuley
- Mike Coe

STAFF & ADMINISTRATION

- National Director - Leeana Kukutai, MEd (Leadership) (Waikato), MA (Applied Indigenous Knowledge) (Te Wānanga o Aotearoa)
- Director of Campuses - Andrew Ayles, MBA
- College Dean - Steve Allen, M.Sc. DipTch. Grad Dip. (Theol)
- Operations Manager - Helen Orekhivska, Bachelor of Retail and Economics
- Academic Administrator - Ruth Martin, BA, Dip Couns
- Academic Administrator - Korean – Soo-Hee Kim
- Head of Christian Studies (Certificates) – Dawn Dalloway, BCMin, Cert in Adult and Tertiary Teaching, PGCert in Ministry Supervision
- Head of Christian Studies (Diplomas & Degree) - Margie Lamborn, BTheol, MMin. Cert in Adult and Tertiary Teaching
- Head of Christian Studies (Korean Degree) – Chanki Shin, BA, MTheol, Ph.D. candidate
- Theology lecturer - Michael Frost, PhD
- Biblical lecturer - Sean Du Toit, PhD
- Student Engagement Officer (International) - Peter Park, B.Min
- Student Engagement Officer (Māori & Pasifika) - Pesi Sikalu, BCMin

ACCREDITATION

Alphacrucis is registered as a Private Training Establishment accredited by the New Zealand Qualifications Authority under the provisions of the Education Act 1989. The college holds a Category 2 status, meaning NZQA is Confident in its Educational Outcomes and Self-assessment capability.

The college is a signatory to The Education (Pastoral Care of Tertiary and International Students) Code of Practice 2021.

PHILOSOPHY

Mission Statement:

Equipping Christian leaders to change the world.

Vision:

To participate in global Christian University, transforming neighbourhoods and nations.

Values:

Christ-centred: We are committed to the Christian faith, to serving one another in humility and engendering compassion for all peoples.

Excellence: We are intentional in selecting foci and initiatives that raise the quality of our course offerings and research and are committed to modelling excellence that inspires emulation.

Integrity: We value transparency in our processes and interactions, accountability that fosters maturity, and reliability that is consistent.

Innovation: We value creative, purpose-driven innovation that provides accessible solutions.

GRADUATE ATTRIBUTES

Every programme and course are designed and presented so that a set of core attributes are developed within students at the College.

It is the goal of the college that graduates from this degree will demonstrate the following attributes:

Attribute 1. Christian Worldview:

Knowledge of the Christian story, derived from the Scriptures and tradition of the church and awareness of the implications of this story for self-identity in the context of local and global communities. This includes a commitment to engage with alternate worldviews and show appreciation of the values and perspectives of others.

Attribute 2. Leadership:

Ability to provide effective Christian leadership to individuals, groups and organisations, demonstrated in the capacity to influence and enable others to accomplish worthwhile objectives which contribute to the human good and the kingdom of God. This includes seeking to emulate the example of Jesus Christ in serving and empowering others.

Attribute 3. Integrity and Justice:

Ability to apply a Christian worldview in the diverse situations and responsibilities of life, and to exercise faith, hope, love and generosity as prevailing attitudes. This includes the active promotion of the gospel, social justice, equality, mutual respect and an ecological ethos.

Attribute 4. Communication:

Ability to communicate effectively to a range of audiences, in appropriate contexts using high levels of verbal, written and technological skills. This includes visual and media literacy, numeracy, rhetoric and persuasion.

Attribute 5. Personal and Social Skills:

Relational skills that incorporate the flexibility for both independent and collaborative situations. This includes personal and group organisational skills, conflict management and resolution, as well as the ability to value and respect the opinions of others.

Attribute 6. Critical and Creative Thinking:

Capacity for critical and reflective thinking that is explored not only individually but within a community context. This includes a capacity to be creative and to research, analyse and resolve problems in innovative and prophetic ways.

Attribute 7. Professional Knowledge:

Use and maintain knowledge about a discipline or field, in terms of theoretical, conceptual and methodological elements, striving continually and independently to secure further knowledge and where appropriate, defined professional skills.

3. GENERAL INFORMATION

ENROLMENT

The Process

Decide on what course to enrol in:
Course information is on the website:
www.acnz.ac.nz
If you need assistance email the college
admissions@acnz.ac.nz
or phone: +6495801500



Download an application form from the
website: www.acnz.ac.nz or enrol
directly online.
Complete the form and forward to:
admissions@acnz.ac.nz
We will follow you up and get you
started!

COURSES

Certificate in Christian Ministry (Level 4, 120 credits) – This programme combines biblical knowledge with the opportunity to develop your ministry and leadership skills in practical ways.

Diploma in Theological Studies (Level 5, 120 Credits) – This programme combines theological and biblical knowledge with an exploration of how this impacts everyday life, ministry, and Christian mission in the world.

Diploma in Christian Leadership (Level 5, 120 credits) – This programme will develop leadership within the context of theological and biblical knowledge, with practical application and experience in the real world of ministry.

Diploma in Chaplaincy (Level 5, 120 credits) – This programme equips and empowers you with practical skills and theological training to support people who are facing a wide variety of life issues.

Bachelor of Ministry (Level 7, 360 credits) – This programme has a compulsory major in Christian studies aimed at developing in students a solid understanding of the Christian faith (biblically, historically and theologically) with well-formed ethical principles and founded on the disciplines of Christian spirituality.

SEMESTER DATES 2025

	All Christian Studies Programmes			ILN-ESOL		
Semester			Weeks			Weeks
One	Term One	3 March - 17 April	7	Term One	3 Feb - 11 April	10
	Term Break:	21 - 25 April	1	Term Break:	45 - 25 April	2
	Term Two	28 April - 27 June	9	Term Two	28 April - 27 June	9
	Total S1:		16	Total S1:		19
	Semester Break:	30 June - 11 July	2	Semester Break:	8 - 19 July	2
Two	Term Three	14 July - 19 Sep	10	Term Three	14 July - 19 Sep	10
	Term Break:	22 - 26 Sept	1	Term Break:	22 Sept - 3 Oct	2
	Term Four	29 Sept - 21 Nov	8	Term Four	6 Oct - 5 Dec	9
	Total S2:		18	Total S2:		19
	Total Gross Weeks:		38			44

ACADEMIC DATES 2025

The academic dates for each semester will be outlined for each course and will be available on Moodle.

ORIENTATION

All Students

This happens on the first Monday of each semester via Teams and will cover the following:

- Student Handbook – All students will receive this on enrolment
- Attendance regulations (for campus classes)
- NZIS Student visas and permits (if applicable)
- Health and Safety guidelines
- Academic regulations
- Library – accessing the library
- Navigating the Learning Management System (Moodle)
- Photocopying, internet
- Counselling / support services
- Student rules & standards of conduct
- Making a claim about behaviour or an offence between students
- Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
- An introduction to the College Faculty and Staff

Alphacrucis College upholds a commitment to the inclusion of Māori tikanga and to the respect of Māori as Treaty partners. This being the case, orientation will include a session on Māori tikanga, and a discussion on the importance of tikanga and the Treaty to New Zealand identity, our educational ethos, and our programmes.

STUDENT SERVICES

Cafeteria

A fully equipped student cafeteria at our Penrose campus is available for student use each day between Tuesday and Thursday from 8.30am to 4pm. Tea and coffee is provided free of charge. Students are expected to keep the area clean and tidy.

College Chapel Service

As part of college life, students are expected to participate in the regular chapel service. This is streamed via Teams for distance students.

Mana Sessions

Alphacrucis is committed to promoting cultural well-being – whare tapa wha. Mana sessions are held in an on-line format each semester and students are encouraged to attend.

Student Support

Māori and Pasifika students are encouraged to connect with the College's Student Engagement Officers for Māori and Pasifika throughout their time of study with Alphacrucis.

The role of the Engagement Officer includes:

- responding to any concern or area of need raised by any Māori or Pasifika students
- conveying any areas of concern to the National Director and assisting in working towards the resolution of any such issues
- being available to any Māori or Pasifika students for informal discussions at least two times per Semester

The contact details for the relevant Engagement Officer will be made available to students during Orientation (or online induction for distance students).

International students also have access to a dedicated Engagement Offer.

Photocopying

Photocopying / printing facilities are available in the library.

Social functions

Students are encouraged to participate in combined social functions organised by the College. Students will be advised of such events.

Student Forums

Online seminars are held each semester to assist students to maintain their physical and mental health. Guest speakers are invited to lead these sessions.

College Hours

- During semester, College facilities are open Tuesday to Thursday between 8.30am and 4.30pm, and on designated evenings and other times as required.
- During study and holiday weeks, the College is open Tuesday to Thursday between 8.30am and 4.30pm.
- The College is closed during weekends and public holidays.
- Class times are indicated on published timetables.
- Changes in class times will be advised to students in advance; please keep regular contact with the College.

COMMUNICATION

Communication between Students and Staff

Issue	First point of contact
Enrolment, Fees, Transcripts, Graduation	Registrar: admissions@acnz.ac.nz
Paper related queries/issues	Course lecturer or tutor (use Moodle link)
Programme or course planning	Head of Christian Studies (Certificates): Dawn Dalloway dawn.dalloway@acnz.ac.nz Head of Christian Studies (Diplomas & English Degree): Margie Lamborn margie.lamborn@acnz.ac.nz Head of Christian Students (Korean Degree): Chanki Shin chanki.shin@acnz.ac.nz
Change of address, email, contact details	Helen Orekhivska - reception@acnz.ac.nz
Library	Stephen Allen - librarian@acnz.ac.nz Soo-Hee Kim - soohee.kim@acnz.ac.nz
Not sure who to talk to?	Helen Orekhivska - reception@acnz.ac.nz

FEES & COURSE RELATED COSTS

Fees are payable at least one semester in advance and each semester's fees must be paid within seven days of the commencement of each semester. A Direct Debit facility can be arranged for regular monthly payments, where appropriate. If this is an option for you, please see the Registrar or Operations Manager.

For overseas students, the full programme fees or fees for the first year must be paid prior to obtaining a visa.

For international students, the fees payable are those quoted on an "Offer of Place".

Course fees cover all tuition costs. Course fees do not include textbooks or workbooks, unless specified. Course fees do not cover transport, accommodation, or food.

Where students participate in group fieldwork, costs of transportation will be shared by all the members of the group.

All fees are held by the College Public Trust Account. They are drawn down monthly by the College.

International students must purchase medical insurance for the duration of their stay in New Zealand. This can be arranged by the student or by the College on behalf of the student. The cost will be additional to course fees.

Fees free study: If you haven't engaged in any tertiary studies before, then you may be eligible for fees free study. For more information, please click on the weblink here: <https://www.feesfree.govt.nz/>.

FEES PROTECTION

The New Zealand Government requires all Private Training Establishments registered with the New Zealand Qualifications Authority (NZQA) to protect all student fees paid to them. We have appointed the Public Trust to manage this obligation, and use their Fee Protect service. Public Trust is a government owned Trustee Company that has been in existence for over 135 years and all fees are held in Public Trust's Common Fund. Capital and interest in the Common Fund is guaranteed by the New Zealand Government. Accordingly, student fees are deposited into a trust account at Public Trust and paid to Alphacrucis College over the duration of their study in accordance with an agreed payments schedule. This ensures you receive a refund of the fees (or portion of fees) in the unlikely event that Alphacrucis College is unable to complete the course, for example due to closure, insolvency or loss of NZQA accreditation. For more information visit Public Trust's website (<http://www.publictrust.co.nz/fee-protect/information-for-students.html>) or contact Public Trust on 0800 494 733.

STUDENT LOAN & ALLOWANCES

To qualify for a student loan, a student must be enrolled in a NZQA recognised programme and be a NZ Citizen or a Permanent Resident or refugee in NZ. Please see Reception for details.

To qualify for a student allowance, a student must be:

- a full-time student on an NZQA recognised programme,
- and be a NZ Citizen or a Permanent Resident or refugee who has lived in NZ for more than 24 months.

Student allowances are only granted to students who maintain their attendance in the course nominated. Non-attendance may result in the allowance being cancelled. Failure to pass the course may result in cancellation of the student's entitlement to further allowance for a period of 5 years.

NZ IMMIGRATION STUDENT VISA & PERMITS

Student permits are only valid for study at the institution named on the visa/permit. Students may not study at other institutions concurrently.

Students should ensure their visas are always current.

Extensions to Student Permits/Variations to Student Permits

This is the student's personal responsibility.

New Zealand Immigration Services regulations determine that:

- Students should lodge student permit applications 6 weeks prior to the expiry date of the current permit.
- If students apply in good time while still holding a valid permit and the application is straightforward, their application may benefit from streamlined processing and faster approval.
- If students lodge applications at the last minute and do not provide all required documentation, applications will be returned and the student risks becoming unlawful.
- If students are unlawful when lodging an application, the New Zealand Immigration Service is not obliged to consider granting a further permit and the student may have to leave New Zealand.

A Student Permit may allow international students to be employed for up to 20 hours per week or as stipulated in the student's permit.

Full details of visa and permit requirements, advice on rights to employment in NZ while studying, and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at www.immigration.govt.nz.

WITHDRAWAL & REFUND

Alphacrucis has a refund policy (QMS Policy 1.10) that meets the requirements of the New Zealand Qualifications Authority and Section 357 of the Education and Training Act 2020.

- A student may withdraw from a course of study at any time by advising the Registrar in writing on a Withdrawal Form of their intention to do so.
- A refund of tuition fees will be granted to any domestic student withdrawing from a course of study within the first 8 days from the commencement date. The refund will comprise all monies paid, less \$500.00 or 10% of the total amount paid, whichever is the lesser.
- In the case of withdrawal or termination after the 8th day of a course of study for domestic students, no refund of tuition fees will be granted except in the case of serious illness; an official medical certificate must be provided.
- A refund of tuition fees will be granted to any international student withdrawing from a course of study within the first 10 days from the commencement date. The refund will comprise all monies paid, less 25% of the total amount paid (based on actual costs incurred).
- In the case of withdrawal or termination after the 10th day of a course of study for international students, no refund of tuition fees will be granted except in the case of serious illness; an official medical certificate must be provided.
- For withdrawals from short courses up to and including 4 weeks and 6 days:
 - Withdrawals within the first 2 days of the course, the College is entitled to retain 50% of full payments made.
 - If two days constitutes the full amount of tuition paid, there will be no refund to the student.
- For courses 5 weeks or more, but less than 3 months:
 - Withdrawals within the first 5 days of the course, the College is entitled to retain up to 25% of the full payments made.
- A student may alter their course of study, provided that the change of course is approved by the relevant Head of Study. A fee is chargeable for such changes.
- Fees are not transferable to other colleges or students.
- Where a New Zealand citizen or Permanent Resident receiving student allowance withdraws from a course of study, the College is required to notify Study-Link.
- Where an international student withdraws from their course of study, the College is required to notify the NZ Immigration Service. Note: In such instances the NZ Immigration Service usually cancels the student visa.
- An international student will be required to withdraw from the College if they do not maintain a current student visa and insurance. No refund will be made in this instance.

STUDENT INTERVIEWS

Students can meet with their tutors or the Head of Study at least every semester on a formal basis if they wish to discuss progress within the programme and other issues.

STUDENT IDENTIFICATION

- Upon completion of enrolment, full-time students will be issued with an identity card. The card is valid for the duration of the enrolment period.

- The cost of issuing a student identity card is included in full-time course fees. There is a small cost for part-time students (please refer to the fee schedule for details).
- Please report missing student identity cards to the College immediately. Replacement cards are chargeable at \$10 each.
- The student identity card provides access to the library for purposes of borrowing and returning books.
- The student identity card provides access to discounted students services including book purchases, movies, public transportation, etc.

STUDENT WELFARE

Pastoral Care

If you would like to discuss issues in your life other than directly related to your study, we have a number of Pastors and Chaplains on our staff who will be pleased to talk with you. If your issues need further professional assistance, we can help direct you to an appropriate support person or professional service. Please ask for help. We are here to help you succeed.

Contact reception (reception@acnz.ac.nz or Phone 09 580 1500) to be directed to an appropriate person.

First Aid

A first aid kit is kept at Reception. Please ask the Receptionist, a tutor, or office personnel for assistance. All requests for first aid will be recorded in our first aid register.

Contagious Diseases

Any person with a known contagious disease must notify Reception immediately in order that appropriate action be taken to ensure the health and safety of other students.

Covid Protection Framework Guidance

We want your study with us to be enjoyable and within a safe environment. As this may change from time to time, please refer to the www.covid19.tertiaryandtertiary@education.govt.nz website for the latest information. The college will also update students via Moodle and email.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in NZ. If you receive medical treatment during your visit, you may be liable for the full cost of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at www.moh.govt.nz.

Medical Centres

Medical centres for use by the public are strategically located in and around Auckland. These centres have qualified medical staff in attendance. This is a chargeable service (often between \$50 and \$70). See also helplines.

Accident Insurance

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz.

HELPLINES

The College maintains a comprehensive information service on issues such as pastoral care, clinical counselling, health promotion, personal health service, mental health services, drug education and counselling, problem gambling, sexuality education, sexual and reproductive health services. Please contact Reception or the Student Engagement Team in confidence for support or guidance to a suitable agency.

Listed are helplines to assist you in finding support:

Helplines:

Lifeline – 0800 543 354 (0800 LIFELINE) or free text 4357 (HELP) Need to talk? Free call or text **1737** any time for support from a trained counsellor

Suicide Crisis Helpline – 0508 828 865 (0508 TAUTOKO)

Healthline – 0800 611 116

Samaritans – 0800 726 666

Depression-specific Helplines:

Depression and Anxiety Helpline – 0800 111 757 or free text 4202 (to talk to a trained counsellor about how you are feeling or to ask any questions) www.depression.org.nz includes The Journal online support tool

SPARX.org.nz – online e-therapy tool provided by the University of Auckland that helps young people learn skills to deal with feeling down, depressed or stressed.

Helplines for Young people:

Youthline – Free call 0800 376 633, free text 234, email talk@youthline.co.nz or Web chat from 7pm–10pm

thelowdown.co.nz – or email team@thelowdown.co.nz or free text 5626

What's Up – 0800 942 8787 (for 5–18-year-olds). Phone counselling is available Monday to Friday, 12noon–11pm and weekends, 3pm–11pm. Online chat is available Monday to Friday from 1pm–10pm and Saturday and Sunday from 3pm–10pm.

Kidsline – 0800 54 37 54 (0800 kidsline) for young people up to 18 years of age. Open 24/7.

Help for Adults and Families:

EDANZ – improving outcomes for people with eating disorders and their families. Freephone 0800 2 EDANZ or 0800 233 269, or in Auckland 09 522 2679. Or email info@ed.org.nz.

Parent Help – 0800 568 856 for parents/whānau seeking support, advice and practical strategies on all parenting concerns. Anonymous, non-judgemental and confidential.

Family Services 211 Helpline – 0800 211 211 for help finding (and direct transfer to) community-based health and social support services in your area.

Skylight – SkyLight's specialised services support children, young people, and their whānau, to navigate through times of trauma, loss and grief. We aim to provide the right help, at the right time, in the right way.

Supporting Families In Mental Illness – For families and whānau supporting a loved one who has a mental illness. Auckland 0800 732 825. Find other regions' contact details

Alcohol and Drug Helpline – 0800 787 797 or online chat

Are You OK – 0800 456 450 family violence helpline

Anxiety phone line – 0800 269 4389 (0800 ANXIETY)

Gambling Helpline – 0800 654 655

Moneytalks – 0800 345 123. A free and confidential helpline for people experiencing financial hardship. Moneytalks can provide advice on budgeting, bills, debt, loss of income etc. to individuals, family and whānau.

Visit www.moneytalks.co.nz, email help@moneytalks.co.nz or txt 4029.

Quit Line – 0800 778 778 smoking cessation help

Rape Crisis – 0800 883 300 (for support after rape or sexual assault)

Seniorline – 0800 725 463 A free information service for older people

Shine – 0508 744 633 confidential domestic abuse helpline

Women's Refuge Crisis line – 0800 733 843 (0800 REFUGE) (for women living with violence, or in fear, in their relationship or family)

Food Banks:

<https://www.foodbank.co.nz/>

We provide a comprehensive directory of foodbanks that you can contact for a food parcel. If you are in need of food assistance, please visit our **Directory** to contact your local foodbank directly for help.

Shelters:

Lifewise: <https://www.lifewise.org.nz/services/community-services/family-services/youth-housing/>

Other useful contacts include Auckland Council, Salvation Army

Accommodation:

<https://www.student.com/nz/auckland>

<https://www.internationalhomestay.co.nz/>

Auckland is a very popular destination for students, workers and families and accommodation can be expensive! The average weekly rent in Auckland Central is \$557.50 for an apartment, \$407.50 for a flat, \$541.67 for a house, and \$240 for a room. Unfortunately, Alphacrucis is not in the position to assist students to find accommodation in Auckland and International students must make their own arrangements to find accommodation.

On the ACNZ notice board there are occasionally notices advertising houses to rent, or flatmates wanted. Please note that this accommodation will NOT be assessed by Alphacrucis, and it is your responsibility to ensure the suitability of the accommodation.

These websites are a useful source to find accommodation in Auckland:

www.canz.co.nz – Christian flats/houses to rent and flatmates accommodation.

www.trademe.co.nz

The New Zealand Government Department of Building and Housing website has useful information on residential tenancies. See www.dbh.govt.nz/tenants-index.

Health Services:

The Health Point website is a good start to find health services in your area

<https://www.healthpoint.co.nz/community-health-services/>

Transport:

Our Penrose campus is about 10 minutes' walk from train station and there are nearby bus services. For more information checkout <https://at.govt.nz/>

HARASSMENT, BULLYING, & UNLAWFUL DISCRIMINATION

The College aims to:

- provide a work and study environment that is safe and pleasant for staff and students which is free from harassment, bullying and unlawful discrimination
- provide a work and study environment where staff and students are treated with dignity, courtesy and respect
- provide an effective procedure for complaints
- treat all complaints in a sensitive, fair, timely and confidential manner
- guarantee protection from any victimisation or reprisals
- encourage the reporting of behaviour which breaches this policy
- promote appropriate standards of conduct at all times.

ACNZ recognises that harassment (including sexual harassment), bullying, unlawful discrimination and sexual misconduct may involve comments and behaviours that offend some people and not others. AC accepts that individuals may react differently to comments and behaviour. That is why a standard of behaviour is required of students, staff, and volunteers.

Engaging in harassment, bullying, unlawful discrimination or sexual misconduct in the workplace constitutes a breach of this policy and may result in disciplinary action up to and including exclusion from the student's course of study or dismissal. In some instances, this may also amount to a criminal offence or a breach of relevant legislation.

A detailed description of this policy and the associated procedures is available on the website. www.acnz.ac.nz.

A complaint form is available at the back of the handbook, website or from reception. (The complaint form at the back can also be used for harassment, bullying or unlawful discrimination).

Anti-bullying

Resources online including Netsafe and YouthLaw, as well as a number of free phone support numbers you can call for more information and help if needed.

- What's Up – free phone 0800 942 8787 counselling support for kids and teenagers.
- Youthline – free phone 0800 37 66 33 support helpline, or free text 234 or email: talk@youthline.co.nz.
- To contact the Human Rights Commission, call the free info line number on 0800 496 877 or email: infoline@hrc.co.nz.

STANDARDS OF CONDUCT (CODE OF CONDUCT)

ACNZ Code of Conduct

Staff & Students

- be informed of and comply with all relevant policies and procedures;
- not engage in any behaviour that contravenes New Zealand law, including sexual assault or sexual harassment;
- treat others in the ACNZ community with integrity, professionalism, responsiveness, fairness, respect and courtesy;
- be respectful of differences and remain non-discriminatory on the basis of gender, race, sexuality, disability, cultural background, marital status, age, political conviction or family responsibilities;
- avoid behaviour that may be reasonably perceived as harassing, intimidating, bullying or physically or emotionally threatening;
- avoid behaviour that would endanger the health or safety of another person;
- avoid behaviour that would unfairly harm the reputation and career prospects of other members of the AC community;
- avoid behaviour that is detrimental to the operation of ACNZ or causes damage to ACNZ property;
- communicate in a respectful manner regarding other personal beliefs in the ACNZ community;
- avoid all forms of academic misconduct;
- respect the privacy and confidentiality of others;
- not engage in any behaviour that would be considered unlawfully discriminating, including sexual discrimination or sexual harassment;
- not engage in any behaviour that would impair the freedom of others to pursue their studies, research and/ or involvement at AC;
- report genuinely suspected or known fraud or corrupt conduct to appropriate staff/authority through the appropriate procedures;
- ensure that any College property, or official information is not used, without authorisation, in order to gain a financial or other benefit for themselves or any other person or group;
- ensure that resources are used in a manner which minimises harm the environment.

Students

- take responsibility for own learning and participate in the learning and research processes;
- treat other members of the ACNZ community with respect and courtesy in all interactions including online communications;
- attend classes and/or scheduled activities on time, unless there is an exceptional circumstance which prevents attendance;
- submit assessment tasks on time, unless there is an exceptional circumstance which prevents submission (in which case an application for extension should be submitted in accordance with Assessment Extension Policy and Procedures);
- know the requirements of own course and progression rules;
- observe key dates and deadlines relevant to own enrolment and course;

- comply with the conventions of academic scholarship including, but not limited to, the correct use of copyright material, the correct acknowledgement of others' work and ideas, the use of gender inclusive language, and the avoidance of slang or colloquial language in assessments;
- be familiar with the resources available to assist in studies and research;
- ensure that own contact details held by AC are up to date;
- present identification when required.
- respect and recognize the place of the Treaty of Waitangi, and the importance of Māori tikanga in College life.
- Students shall not knowingly falsify any information provided to NZ Immigration Services or the Ministry of Education or on College Application or Enrolment forms.
- Students shall not attend class while under the influence of drugs or alcohol.
- Students shall not physically or verbally abuse staff or other students or act in a threatening manner towards staff or other students.
- Students shall not steal property from the College, staff or other students.
- Students shall not smoke or chew gum in the College building. (ACNZ campus is Smoke-Free and Vape-Free).
- Students shall attend to good hygiene and appropriate standard of dress when attending the College.
- Students shall advise the College if they are absent.
- Students should turn mobile phones off or switch to silent or meeting modes during class.
- Students shall not install unauthorised software on College computers and shall not make unauthorised modifications to computer settings.

THE EDUCATION (PASTORAL CARE OF TERTIARY AND INTERNATIONAL LEARNERS) CODE OF PRACTICE 2021 (THE CODE)

Alphacrucis has agreed to observe and be bound by The Code published by the Minister of Education. Copies of the Code are available on request from the College or from the Ministry of Education's website: www.minedu.govt.nz/goto/international.

The Code provides procedures for students to follow should they have any concerns about their treatment by the College.

International students: If your concerns are not resolved by the internal grievance procedures, you may contact the independent body established to deal with claims from international students at www.studycomplaints.org.nz

All international students receive a summarised copy of the Code upon enrolment or on arrival at the College. For a personal copy, please see the reception, or multi-lingual versions can be viewed online at www.minedu.govt.nz.

ATTENDANCE POLICIES

Attendance

- Students enrolled in Campus classes are required to attend at least 80% of class
- Rolls will be kept for every class
- Level 5 and 6 campus students are required to attend weekly tutorials
- Students will be required to notify the College of absences
- The College will attempt to contact un-notified absent students
- For International students, action will be taken to meet New Zealand Immigration Service requirements
- For Distance students, attendance will be based on Moodle records showing that lectures and relevant notes have been accessed. Distance students are required to 'attend' at least 80% of lectures in this way.

Notification of Absence

Campus students intending to be absent must inform college reception before their intended absence.

Unexpected absence must be reported as soon as possible. Absences will be monitored, and lecturers informed.

Un-notified Absence

- Class lecturers/tutors will take a roll.
- The Student Engagement Officers will track student attendance.
- Un-notified absences of more than 2 consecutive scheduled days of classes must be reported to the Registrar.
- The Admissions Team will act to try and contact the student. Unresolved absences will be reported to the relevant Head of Study.
- Un-notified absences of more than three consecutive scheduled days of classes will be treated as cessation of attendance.
- Cessation of attendance will be reported to NZ Immigration Services in the case of international students.
- For domestic students, unexplained absences may result in the cancellation of student loans and allowances.
- If overall course attendance falls below 80% (calculated monthly), students will be interviewed and may be removed from the course roll or terminated from the programme.

STUDENT PROGRESS

Students are expected to make satisfactory course progress. Students failing to progress in their course will be required to meet with the Head of Studies.

A student at risk of failing to make satisfactory course progress is:

- One who fails 50% of attempted papers in a semester.
- One who has failed a paper on the first (and second) attempt.
- One who does not fulfil the course sequence as stipulated by course requirements or negotiated with Director of Faculty and Programs.
- One who does not maintain 80% attendance (campus students) or adequate engagement on Moodle.

Student Academic Progress is monitored and reported by the relevant Head of Study. Students who are not making satisfactory progress will be contacted by Academic staff.

The student is to be notified in writing that they are being placed on an Academic Progress Intervention Strategy. This is an 'early warning notice' that contains:

- a warning that the student's academic progress is not satisfactory,
- the reason why their academic progress is not satisfactory,
- a request for students to seek the appropriate academic, course and/or pastoral advice, and provide links to the online/personnel support systems (e.g. study skills website, Head of Study).

At this point the student may be specifically advised to:

- meet with the relevant Head of Study and/or Campus Dean to discuss their progress
- reduce their study load,
- take a leave of absence,
- get academic study skills and/or English language assistance (if required),
- improve attendance,
- be placed in a suitable alternative paper or course of study,
- be referred to counselling/pastoral sessions to receive assistance with personal issues that are influencing their progress,
- and/or a combination of the above.

The student may be offered a support plan or Individual Education Plan (IEP).

The student will also be warned that they will need to improve their course progression to a satisfactory level to maintain their candidature. Unsatisfactory course progress in a semester may lead to the student being excluded from the course. International Students will be reported to Immigration, depending on the outcome of any appeals process.

Students who are on Academic Progress Intervention Strategy will have their academic progress reviewed at the subsequent semester Moderation Meeting. At this meeting, students are to be identified as:

- Successful Implementation: Student has made satisfactory course progress

- Student informed of their removal from the Student Intervention
- Student allowed to enrol as per normal
- If student is an International Student: Resultant changes in course completion times to be noted in their file.
- Unsuccessful Implementation: Student deemed to be not maintaining satisfactory progress:
 - At paper level: Student has failed paper twice
 - At course level: Student has failed 50% or more of their papers in a semester
 - Has not met other requirements of Academic Progress Student Intervention
 - Student may be excluded from award and not allowed to re-enrol.

Lateness

- Students are expected to be punctual for all classes. Admission to a class may be refused by the tutor due to unauthorised lateness. This applies to face-to-face and online classes.
- Students who arrive 15 minutes after the start of a face-to-face class without prior approval will be marked as absent.

Application for Extended Leave from Studies

- Students who want to be away from the College during semester time for extended periods (over 1 week) must apply for special leave.
- Special leave must be sought at least two weeks in advance by completing the Student Leave Application form, obtained from the College Reception.
- All special leave must be approved by the Director of Campuses.
- In general, students who have been granted leave will not be entitled to extra class time to make up what they have missed from class. It is the students' responsibility to catch up to the rest of the class themselves.

MEDICAL & WELLBEING

International students must have appropriate and current medical and travel insurance while studying in New Zealand. The purchase of approved insurance is compulsory and a condition of enrolment. Please refer to Reception for information about Medical & Travel insurance.

ACCOMMODATION POLICIES

Hostels and Furnished Self-catering Apartments

The College may recommend hostel accommodation and fully furnished apartment accommodation which is reasonably priced and convenient for transportation to the College.

Flatting

Flats, apartments and houses may be available for rental in the vicinity of the College. Students may be able to find accommodation as a flat mate and join others in an established flatting situation.

The College may advise students on such accommodation, but responsibility for finding such accommodation rests with the individual student.

International Students under 18 Years

All international students under 18 years of age are required to live in accommodation approved by the College. This is a requirement of the Education (Pastoral Care of Tertiary and International Students) Code of Practice 2021. Please see the Registrar or Student Dean for more information.

LIBRARY SERVICES & POLICIES

Library hours are 8.30am to 4.30pm, Tuesday to Thursday during semester and from 9am to 4pm during breaks (closed on weekends and public holidays). Please email your questions and requests to the Librarian: librarian@acnz.ac.nz.

Library Regulations

The normal borrowing period for book items is 21 days. This may be extended by arrangement.

- Borrowers must not allow other people to use their library card/borrower number.
- Students will be invoiced for the cost of lost books plus a surcharge of 10%. If a book is damaged students will be charged for the repair.
- Distance students may borrow from the library. Books will be posted or couriered, but students are responsible for return postage.
- Borrowers must not under-line, write in, or highlight library books.
- Non-payment of library fines/repairs/lost books will prevent graduation or incur debt collection.
- Reference books, journals and thesis are not to leave the library under any circumstances.
- Any books borrowed and not returned, or lost, or damaged by the student will be charged to the student's account. Failure to return library books may result in academic transcripts being withheld.
- Students will not be permitted to graduate until given clearance from the ACNZ library.
- Online Journal Database is available via the Library Catalogue. Enrolled students will be invited via email to set up a username and password.

Visitors are not permitted to use the library without prior consent from the College.

Community Public Libraries.

Many public libraries stock books that may be useful resources for your studies. Check the online catalogue at your local library for more information.

DRIVING & PARKING

Parking

Parking is provided by the College at the College's premises. Please do not park in spaces allocated for visitors (directly in front of the building)

Vehicles parked in unauthorised spaces (those belonging to other companies operating in the same premises) will be towed away. Any cost of retrieving towed vehicles will be at the student's expense.

Parking at the College's premises is at students' own risk. The College will not be liable for any damage or theft as a result of using the car park.

If on-site parking is unavailable, students may park on Rockfield Road.

Driving in NZ

NZ has certain road rules that are different from other countries. All students who wish to drive should familiarize themselves with the Road Rules book. A copy may be available in the library or purchased from bookstores or NZ Post shops.

Drivers' licences

It is unlawful to drive a motor vehicle without a valid licence. Penalties include a fine or police conviction.

International drivers' licences are not automatically accepted in New Zealand. Please refer to Land Transport Safety Authority for details: www.ltsa.govt.nz.

STUDENT EVALUATIONS

Periodically students will be invited to give their opinion and/or suggestions about the College, programmes and tutors. Aspects such as teaching styles, formats, course content and the effectiveness of tutors may be included. This exercise

is carried out to enable the College to improve the quality of education offered to students. We strongly encourage you to complete the evaluations that are available at the end of each semester for each of the subjects.

Students may also be contacted after they finish their studies to complete an exit interview or survey in relation to their particular programme of study and their achievement of the relevant Graduate Profile Outcomes. The College may also contact employers, as valued stakeholders, to find out if the training students have received meets their needs.

STUDENT REPRESENTATION

The College encourages a student representative body to provide students with an opportunity to influence and maintain standards which the College has set for itself and its student community. Student representatives may follow up general student queries with the Director of Campuses or National Director. These matters may be of a general or personal nature. Student representatives may also become members of the Student Representative Council which meets with College staff to discuss feedback from students.

GRADUATION POLICY

In order to graduate, all students shall meet the following requirements:

- Achieve the number of credits for their course within any minimum or maximum completion times (see relevant Course Handbook)
- For full-time campus courses, students must meet at least 80% attendance rate or have valid reasons for absence
- Paid all fees
- Returned all library items and paid any overdue fines
- Certificates and Transcripts will only be issued when the above requirements are met.
- Replacement of Transcript may be issued at the cost of \$50.

DISCIPLINARY PROCEDURES

Very Serious Infringements: *these infringements will result in an immediate expulsion.*

- Possession of a dangerous weapon.
- Physical intimidation of any other person.
- Physical assault of a staff member or student.
- Intentionally damaging College or student property.
- Theft.
- Knowingly falsifying any information provided for Ministry of Education, Immigration Service or in the Application Form for enrolment at Alphacrucis.

Serious Infringements: *these will result in one verbal and written warning. If the behaviour continues expulsion may result.*

- Smoking inside College building.
- Possessing alcoholic beverages and/or appearing drunk on the premises.
- Inappropriate behaviour with sexual connotations, including sexual harassment.
- Use of inappropriate language such as words commonly understood as swearing or blasphemy.
- Irresponsible actions endangering the safety of other students.
- Academic infringement such as plagiarism, collusion and cheating.

Disciplinary Procedures: Warnings

- A member of the Management Team (MT) will be notified, and the situation discussed with the MT to ensure that the right action has been taken.
- The person concerned will be given a written statement detailing the concerns of the MT, the action required to rectify the situation, and the action that will result if the situation happens again.
- Alphacrucis will not make the matter public to other students unless their health and welfare is at risk.

- Alphacrucis is committed to finding a positive solution and the National Director will advise and facilitate appropriate counselling for the person or any other student involved.

Disciplinary Procedures: Expulsions

- Where the Director of Campuses deems it necessary to expel a person, the staff and the Council will be notified immediately. The Director of Campuses has the power to put the student on suspension for up to 5 days until the Council confirms the decision.
- Where expulsion is caused by a situation where the law of the country is also broken the Director of Campuses will notify the appropriate authorities.

TERMINATION POLICY

The College may terminate a student's enrolment under the following circumstances:

- The student fails to maintain a current visa and/or insurance to stay in NZ
- The student is found guilty of a crime which carries a prison sentence
- The student assaults another student or staff member causing harm
- The student refuses to comply with the expected standards of behaviour after a verbal warning and a written warning
- A full-time student is absent from classes for two continuous weeks without explanation

Termination Procedure

- The College will advise the student in writing of termination of enrolment
- The student may appeal the College's decision to terminate the enrolment within 7 days
- The appeal shall be in writing and be delivered to the Academic Director
- If the student appeals, the College and the student shall endeavour to discuss the situation within 7 days of the appeal
- The College shall advise the student in writing of its final decision within 14 days of the appeal
- If the College decides to terminate the enrolment, the student may appeal to Study Complaints <https://www.studycomplaints.org.nz/>
- Following termination of the student's enrolment, the student shall be treated as if they withdrew from their course of study and there will be no fee refund.

COMPLAINTS

Making a Complaint

Any concerns or issues are to be directed to the tutor/Head of Study or Student Engagement Officer.

Serious complaints should be put in writing using the Incident Form.

Complaints will be handled by the following (in this order):

- Registrar
- Student Dean
- National Director

Complaint Handling

- All serious complaints will be reported to the Management Team (MT).
- The MT will decide whether the complaint needs to be dealt with officially. The decision will be recorded.
- The MT will decide what action to take. The decision will be recorded.
- If the matter remains unresolved it will be forwarded to the Council for a final decision.
- In all other matters the MT will take whatever action is appropriate to deal with the matter within the bounds of fairness and privacy.
- If the complaints are not resolved to student satisfaction, they will be given assistance in taking the matter to independent authorities:

Disputes Resolution Service:

www.tedr.org.nz

OTHER

Privacy Issues

You have the right to access personal information that the College holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or enquire about the handling of your personal information, please contact Reception.

Local Laws

Students must adhere to all local laws. Please check with Reception if you are unsure about any matters relating to this.

Emergency Contact Details

All students must advise the College of their next of kin or of any change in their contact details.

4. ACADEMIC REGULATIONS

TRANSFER, CROSS CREDIT AND RECOGNITION OF PRIOR LEARNING (QMS Policy 1.4)

The general policies for cross credits, credit transfers and Recognition of Prior Learning (RPL) for Alphacrucis College are outlined below. Please be aware that particular programmes may have additional criteria that must be met in order for credits to be awarded via these mechanisms. Please see the relevant Course Handbook for more information.

CROSS CREDIT POLICY

Cross-crediting may be available for a student who has completed a qualification at Alphacrucis, or a student who did not complete, or was not a candidate for an award but who successfully completed one or more papers from a Schedule of Papers of Study at Alphacrucis. Cross credit may be given for a specified paper or papers where previous study is regarded as having satisfied both the outcomes and the assessment requirements of the Paper.

If the applicant is eligible for credit for previous studies, they should request advice from the Head of Christian Studies about credit when accepting the offer of admission. The Head of Christian Studies is responsible for overseeing the cross- credit application and will report to the Academic Committee all cross-credits awarded once per Semester.

The application process for Cross-Credits includes the following:

- Student to complete application form
- An application form is available from the Registrar's office or can be downloaded from the College website (acnz.ac.nz), or from Moodle. Students are to complete the application form and lodge it with the Registrar.
- Approval by relevant Head of Study.

If cross-credits are approved for a particular paper, the Registrar will record 'Cross-credited' on the Record of Learning for the relevant student.

CREDIT TRANSFER POLICY

Credit transfer refers to credit that is awarded on the basis of prior formal learning or study at another tertiary institution. Credit transfer may be given for a specified paper or papers where previous study is regarded as having satisfied both the outcomes and the assessment requirements of the Paper.

If the applicant is eligible for credit for previous studies, they should request advice from the relevant Head of Study about credit when accepting the offer of admission. The Director of Faculty and Programs and the relevant Head of Study are responsible for overseeing the credit transfer applications and will report to the Academic Committee all credit transfers awarded once per Semester.

The application process for credit transfer includes the following:

Assessment of Cross Credit Application

The Registrar's Office will receive applications for cross-credits and rank them with regard to the standards set by the relevant Course Handbook and forward to the relevant Head of Study for approval or otherwise. A student refused credit may appeal through the normal mechanisms provided for in the Student Handbook.

- Student to complete application form
- An application form is available from the Registrar's office or can be downloaded from the College website (acnz.ac.nz). Students are to complete the application form and lodge it with the Registrar. Fees for credit transfer from another institution will be outlined in the fee schedule

Assessment of Credit Transfer Application

The Registrar's Office will receive applications for credit transfer and rank them with regard to the standards set by the relevant Course Handbook and forward to the relevant Head of Study for approval or otherwise. A student refused credit may appeal through the normal mechanisms provided for in the Student Handbook.

Approval

If credit transfer is approved, the Registrar will record 'credit transfer' on the Record of Learning for the relevant student.

Recognition of Prior Learning (RPL) Policy

Recognition of prior learning (RPL) refers to learning that has taken place outside of formal education and training, including knowledge, skills, competencies, and attributes which may have been learnt during work experience, through involvement with community organisations or activities or sporting groups and activities, or through general life experience.

RPL can be used in two ways: first, to gain access to a course or qualification or for credit in a particular qualification. RPL is different to credit transfer because the student is *being assessed* to determine if they have met the learning outcomes in a particular paper outside of formal education. In determining the applicability of RPL, the Academic Committee may require assessment including (but not necessarily limited to) methods such as:

- preparation of a portfolio with examples of previous work;
- letters from employers or community leaders explaining applicant experience, responsibilities, skills and capacities;
- a direct assessment of applicant skills by requiring the applicant to perform the skill;
- a 'challenge' test, which requires the applicant to undergo assessment to see if the applicant has met the required standards;
- a reflective essay combined with other evidence, where the applicant explains what you have learnt, how they learnt it, and how it relates to their current course or qualification; or
- a combination of all these methods.

The application process for RPL includes the following:

- Student to complete application form

- An application form is available from the Registrar's office or can be downloaded from the College website (acnz.ac.nz). Students are to complete the application form and lodge it with the Registrar. Fees for RPL will be outlined in the fee schedule
- Assessment of RPL Application
- The Registrar's Office will receive applications for RPL, and forward to the Head of Study for approval or otherwise. The student may be asked to provide one or more of the elements mentioned above. A student refused RPL may appeal through the normal mechanisms provided for in the Student Handbook.

Approval

If RPL is approved for a particular paper, the Registrar will record 'RPL' on the Record of Learning for the relevant student.

AEGRROTAT CONSIDERATIONS

A student prevented from completing any major item or items of work for assessment in a course, or who considers that his or her performance in completing any major item or items of work for assessment in a course has been impaired by illness or injury or bereavement or any other critical circumstance, may apply for aegrotat consideration for the course.

Aegrotat considerations are not available where results have been affected by impairment to a student's ability to learn the material for the course(s) concerned.

Policy

To be considered for aegrotat, the student:

- Must have attended at least 75% of the classes in which attendance is recorded.
- May only apply for aegrotat consideration on ONE piece of assessed work (worth no more than 50% of the course).
- Must have achieved a 60% average on the other piece(s) of assessed work.

Terms of Application

The application for aegrotat should be made in writing:

- to the Head of Study
- on or within 7 days after the due date for submission of the work concerned, or on or within 7 days after the date of a test or examination
- be supported by satisfactory evidence

Note: In special circumstances, the Academic Committee may approve a late application, and in the case of a student making multiple applications for the same examination or test period, the Committee may approve a consolidated application which should normally be submitted within 7 days after the last test or examination concerned

The applicant will be informed in writing by the Head of Study within 14 days if the grounds for the application are accepted or not.

If the application is accepted:

The Head of Study may, in the case of assessed work other than tests or examinations, offer a specific extension of time without penalty to complete the work.

Where an offer of extension is not appropriate or accepted, and in the case of tests and examinations, the aegrotat for the course will be considered at the completion of the course and after the final item of assessment has been marked. After consultation with the examiners, the Head of Study will determine whether an aegrotat pass or grade shall be conceded.

Conditions of Application

In the case of illness or injury to the student, a report from a registered medical practitioner or a student counsellor approved by the Academic Committee must be submitted.

The report must state the nature of the illness or injury and an opinion about its effect on the student's ability to complete the required work or to sit the test or examination.

In the case of bereavement, a death notice from a newspaper or a letter from a medical practitioner, Minister of Religion, Kaumatua or the Police must be submitted. Applicant must provide evidence of relationship to the deceased.

Additional Notes

The Head of Study should inform students of any items of assessment in a course that are not appropriate for aegrotat.

Students may request information from the Head of Christian Studies in relation to what constitutes a substantial part of a course and a substantial part of the assessment and as to what is considered to be a satisfactory level.

Where a student has missed a final examination, or has a substantially impaired performance, in circumstances that justify an aegrotat application but where the tutor is unable to make an aegrotat assessment, the College may choose not to grant the application and will advise the student.

TEACHING METHODS & STRATEGIES

Course Resources

The College uses an online platform, Moodle, for resourcing courses. The site address to access these materials is <http://nz.moodle.ac.edu.au/moodle/>.

Lectures

Lectures primarily concentrate on principles and topics of special complexity. They put parts of a subject into context and are used to revise and summarise. Students are expected to read ahead in preparation for lecture topics.

Tutorials / Workshops

Tutorials will be conducted in groups to facilitate participation in discussion and debate. All Level 5 and 6 campus students are required to attend weekly tutorials. They will be used to clarify and develop topics, to provide a means of integrating interpersonal skills, and to provide feedback. Performance will be monitored on an ongoing basis.

Fieldwork

Fieldwork provides opportunities to apply theory and to develop practical skills. Performance will be monitored on an ongoing basis.

Independent Learning

Strong emphasis is placed on individual learning. To achieve the required level of competence students are expected to develop sound independent learning practices. Independent learning includes homework.

Collegial / Group Learning

You will be encouraged to work in groups in order to develop good team skills.

Distance Learning

Distance learning options are offered where students engage in self-study, either individually or as part of a group. Assessments for the courses undertaken must be submitted to the college via Moodle for marking.

Internships

Internship options are offered for some programmes where part of the credits required is gained through part-time paid or voluntary work at a local church or Christian organisation. The remaining credits are gained through completing assessment via self-study or part-time classes.

Academic Integrity

The College values academic integrity, therefore all students should understand clearly the meaning and consequences of cheating, plagiarism, and other academic offences.

Academic integrity means undertaking academic activity in a responsible way to ensure the moral and ethical maintenance of academic standards; honesty and rigour in research and scholarship; and avoidance of plagiarism, cheating or collusion.

Generative Artificial Intelligence (GAI)

ACNZ recognises that generative artificial intelligence presents significant opportunities to enhance learning, teaching, scholarship, and research. However, this technology also contains inherent risks to academic and research integrity which must be mitigated through policy and processes. Therefore, ACNZ's position is that the benefits of artificial intelligence be capitalised on predominantly through a formative approach. ACNZ will strive to educate students and faculty about the responsible and ethical use of artificial intelligence tools to improve academic outcomes within a culture of academic and research integrity.

See **Appendix 2** for guidelines on the use of GAI by students.

Assessment Irregularities

Plagiarism and collusion are methods of cheating:

Plagiarism is the presentation of work which has been copied in whole or in part from another person's work, or from any other source such as the internet, published books or periodicals, without due acknowledgement given in the text. There are two categories:

1. Where material should have been in quotation marks or material is paraphrased without acknowledgement:

Offence	Plagiarism or Collusion
Definition	Direct plagiarism is the word-for-word transcription of a section of someone else's work, without attribution and without quotation marks. The deliberate plagiarism of someone else's work is unethical, academically dishonest, and grounds for disciplinary actions, including expulsion. Collusion is the unauthorized collaboration with another person or persons.
First offence	The student's tutor will explain / discuss the offence, and marks may be deducted or a rewrite or resubmit requested. Student reported to Head of Studies.
Second offence	Student reported to Head of Studies and warning letter given. Rewrite or resubmit requested. If the re-submitted assessment is deemed satisfactory, it will be marked but will only be 75% of the mark given by the marker (e.g. If the marker gives a resubmitted assignment a grade of 80% the actual mark received will be 60%). This penalty will be incurred down to a minimum of 50%.
Third offence	Student reported to Head of Studies and given 0% for that item of coursework. Student may face exclusion from the college

2. Irregularities in the Case of Formal Examinations:

Offences:	These include any dishonest or improper practice in connection with examinations, tests, or other work, including the bringing into an examination or test of any unauthorised material.
First offence:	Paper coordinators may use professional judgement or require the student to re-sit a different examination or award a lower mark.
Second offence:	Student receives 0% in the examination
Third offence:	Student fails the paper and is expelled from the College.

Where penalties are applied, including when a lecturer suspects that the work submitted is not the student's own work or is AI generated work, the Head of Study or Director of Campuses shall give the student an opportunity to make representations.

If circumstances warrant, the matter may be referred to the Academic Committee for investigation. The Academic Committee has the authority to exclude a student from the College.

TYPES OF ASSESSMENTS

All assessments for your course can be found on Moodle: <http://nz.moodle.ac.edu.au/moodle/>

Tests are sets of questions to be answered within a given amount of time. Students will receive the tests with a mark and comments.

Assignments

are generally completed outside of the classroom, usually at the students' own pace.

Oral Presentations

This is work presented orally before an assessor and usually to a class. The assessor will mark the presentation against pre-set criteria and give performance feedback to the student. Often peer comment will be invited. Where possible these are videoed so that students can observe themselves.

Tutor Observation

This is where a skill or attitudinal competency is being assessed. This may be done by an assessor observing the student engaged in a task.

Peer Evaluation

This is where students make evaluations of each other. This is always carried out sensitively and with students' consent. It can be a valuable way of gaining insight from others that is difficult to measure for oneself.

Examinations

These are question sets to be completed in a formal setting.

ASSIGNMENTS, EXAMINATIONS & PROJECTS

All assessments are obligatory and necessary to gain credits. Work must be completed in accordance with the terms prescribed in this Handbook, the respective Course Prescription, and other College publications.

The College requires all assignments to be typed and encourages computer literacy. It is recommended that students save all their assignments on an external hard drive or USB in case of computer breakdown or theft. A limited number of computers are available in the College and internet access is available to access Moodle and online resources.

In the unlikely event students:

- are unable to attend an assessment appointment or submit work by the due date,
- produce work below the required achievement standard,
- miss assessment dates,
- submit work late,

Procedures and practices governing these situations are available in Moodle and this Handbook.

Full-time students are expected to spend between 15 and 20 hours per week reading and completing written assignments in addition to lectures.

Practical work set (e.g. class presentations, etc.) is often an integral component of the programme. Full participation is required to gain credits.

SUBMISSIONS, GRADING & ASSESSMENT

The determination whether a candidate has completed satisfactorily a paper is made by the Academic Committee on the recommendation of the Director of Faculty and Programs or Head of Study in which the paper is offered.

In order to complete a paper satisfactorily and to gain the number of credit points specified for that paper a candidate shall:

- attend classes as required by the Attendance Policy (where applicable)
- complete required assessments as outlined in the Paper Outline
- reach a satisfactory level of achievement in assessments as outlined in the Paper Outline.

Where a candidate is prevented by unavoidable disruption from satisfying the requirements, where this relates to a supplementary examination for the paper the candidate shall report the circumstances in writing (supported by a medical certificate or other proper evidence) by no later than 7 days after the examination to the Head of Study in which the paper is provided. They may take into account such disruption when assessing the candidate's performance.

Unavoidable disruption to studies is defined as resulting from an event or set of circumstances which:

- could not have reasonably been anticipated, avoided or guarded against by the student and
- was beyond the student's control and
- caused substantial disruption to the student's capacity for effective study and/or the completion of required work and
- interfered with the otherwise satisfactory fulfilment of paper or course requirements.

Students must satisfy the requirements of all the Learning Outcomes in order to pass the paper overall.

Late assignments will attract a penalty of 3% per day up to a maximum of 21%. No essay will be accepted more than one calendar week after the due date.

All assignments must be typed. Hand-written assignments will be returned to the student and will incur the 3%/day penalty until submitted in an acceptable format.

Grade information:

Grade	Percentage Range
A+	90-100%
A	85-89%
A-	80-84%
B+	75-79%
B	70-74%
B-	65-69%
C+	60-64%
C	55-59%
C-	50-54%
D	40-49%
E	below 40%
DNC	Did Not Complete

Extensions

Students may apply for an extension within a study period in which they are enrolled.

In recognition that most of our students are adults with numerous responsibilities, a one-week extension can be requested on the basis of busyness with work, church, family and study. Further extensions will only be granted on the following grounds:

- Medical illness (certified by Doctor's Certificate);
- Extreme Hardship;
- Compassionate Grounds.

A "Request for Extension of Assignment Deadline" form must be completed before the assignment is due, or up to 24 hours after the due date in unforeseen situations and submitted via the link found on Moodle to the Head of Study. Requests for extensions should not be made to individual lecturers but through the appropriate process.

In extreme cases, students who are unable to complete the assessment for a paper due to extenuating circumstances can apply for an aegrotat pass (see section on Aegrotat passes outlined above).

Resubmissions

Resubmissions are only allowed at Levels 4 & 5, or with special permission of the appropriate Head of Study.

Where a student receives a 'Fail' grade (a grade of D or below) for completed assessment, and the lecturer believes that the student has made a genuine effort to satisfy the assessment requirements, the lecturer may decide to ask the student to re-submit that assessment. If this occurs, the student will be given an 'Incomplete' grade and has three weeks following the notification of the grade to re-submit the assessment. To ensure fairness for all students, if the re-submitted assessment is deemed satisfactory, the re-submitted assessment will be marked but the new recorded grade (that will replace the 'incomplete' grade) will only be 75% of the mark given by the marker for the resubmitted assignment (e.g. If the marker gives a resubmitted assignment a grade of 80% the actual mark received will be 60%). This penalty will be incurred down to a minimum of 50%.

In the event of the assessment not being re-submitted within the stipulated period, the student will receive the original fail grade given by the marker. Students will only be allowed to re-submit one piece of assessment per paper, and further unsatisfactory assessments will result in a 'Fail' grade (unless exceptional circumstances are approved by the Academic Director).

RE-ENROLMENT

If a student fails to achieve 50% overall in a particular paper, they will receive a permanent 'Fail' grade (D or below) on his/her transcript. If the student then still wishes to pass the paper, s/he must re-enrol in the paper. If the student achieved a grade of 30% or greater in the original attempt and satisfied all attendance requirements, the student may re-enrol in the paper when it is next offered, with a 50% discount on the enrolment fees, and resubmit all forms of assessment required by the lecture without being required to attend classes. If this is not completed by the end of the semester immediately following the fail grade, then students wishing to redo the subject will be required to pay full-fees and attend all classes. A student will not be permitted to repeat a paper more than once.

APPEALS PROCEDURE

A student is free to appeal against the grade given in any assignment if they believe that some error in grading has occurred or if there are more general concerns about the grade given. The process of appeals is as follows:

Discuss the Result with the marker

- If a student has reason to believe that an error has been made or an injustice exists after receipt of notification of paper results, the student may discuss such matters with the marker responsible for that aspect of the course.

- The purpose of this initial phase is to clarify the result and to correct incorrect perceptions and misunderstandings.
- This phase may be resolved by the student accepting the result, or the marker determining to re-address the issue (i.e. supplementary, re-marking of paper, etc.).

Lodgement of Appeal

- Should the student not be satisfied with the outcome of such discussions, the student may apply for a review of the matter and/or re-grading of the assessment.
- Applications must be submitted, in writing, to the Academic Committee within fourteen (14) days of the publishing of the grade.
- All applications must be accompanied by supporting information and documentation. The specific grounds on which a request for a review is based must be stated clearly.
- Such reviews could lead to no change or to either a less favourable or more favourable outcome for the student.
- The review shall be completed by the Head of Study and one or two other faculty, apart from the marker.
- After the review has been completed, students should not expect staff members to respond to informal approaches or pressures.
- Notice of the outcome of any review will be communicated in writing to the student requesting the review.

Appeals to NZQA

Should a student believe that the above process has been unjust; the student may lodge a claim with the Disputes Resolution Service: <https://tedr.org.nz/>

INTELLECTUAL PROPERTY

Alphacrucis shall own all course and educational materials and creative and scholarly works which:

- were prepared for a course by faculty;
- were created using intellectual property already owned by Alphacrucis; and
- were created with substantial contribution or use of Alphacrucis' funding, resources, facilities or equipment.

PRESENTATION OF ASSIGNMENTS

Alphacrucis College places emphasis on the submission of written work as part of course requirements for the purpose of student assessment, and as crucial in the formation of certain academic and personal disciplines. These guidelines are for the benefit of students who genuinely care about their studies and want to ensure that their work is of the highest quality.

It is by writing, even more than by speech, that the student masters the material and extends his/her understanding. Writing enables development of ideas systematically. It develops thinking in new areas and enables one to pause and reflect. It can be immensely satisfying, quite apart from providing valuable work by which one's knowledge and understanding of course may be assessed.

This method of evaluating the student's knowledge, understanding and development avoids the stress of the typical examination situation, which depends upon hurried recall and instant expression. Assignments allow for careful thought and planned answers to be committed to paper in an unhurried manner. A much higher quality of work is therefore possible and expected.

Uploaded assignments should use the following format: 'student last name/first name. Paper Code. Assignment Number', e.g. "*Brown, Joe. ILA 301. Assignment 3.*"

Students should use the following title page for written assessments such as essays etc.

Assessment Question

(Name)

(Student Number)

Alphacrucis College

Paper Code, Paper Title, Assessment Type

Date Due:

Handed in:

Word Count:

Declaration of Authorship

I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which to a substantial extent has been accepted for the award of any other degree or diploma of a university or other institution of higher learning, except where due acknowledgment is made in the acknowledgments.

Signed: _____ Date: _____

I have used AI tools in the compilation of this work: (tick one)

Yes

No

REFERENCING

Referencing your work correctly is essential. It is important to reference publications you cite in your assignment. Acknowledging the work of others prevents plagiarising someone else's work and allows the reader to trace your line of research.

The college uses the Turabian system for referencing. References for biblical texts should normally be placed in parentheses in the body of the essay rather than footnotes. There is usually no requirement to put the Bible in the bibliography. Bibliographies should be arranged in alphabetical order.

The Turabian style cites reference material in the footnotes and includes all relevant bibliographic information there. Footnotes provide the immediate details of a source from which the information has been acquired. Secondly, the Turabian style includes all the bibliographic information in a bibliography at the end of the paper. For more information on the Turabian style of referencing please refer to the Turabian Style Manual, or the reference resources provided at the Student Information link in Moodle. (For further information, you can also purchase: Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th Edition. Chicago: University of Chicago Press, 2007.) A sample list of references is provided below. You can find the full list on Moodle, including how to cite content developed or generated by artificial intelligence, such as ChatGPT.

Book with one to three authors:

In the footnotes:

- ¹ Larry R. McQueen, *Joel and the Spirit: The Cry of a Prophetic Hermeneutic* (Sheffield: Sheffield Academic Press, 1995), 44.
- ² Phil Kendall, David Hogg and Phil Lansdown, *Canberra Hill Areas Environmental Analysis* (Canberra: NCDC, 1981), 4.

In the bibliography:

Kendall, Phil., Hogg, David and Lansdown, Phil. *Canberra Hill Areas Environmental Analysis*. Canberra: NCDC, 1981.

McQueen, L. R. *Joel and the Spirit: The Cry of a Prophetic Hermeneutic*. Sheffield: Sheffield Academic Press, 1995.

Chapter within a book:

In the footnotes:

- ¹ M. Brower, 'Experience with self-management and participation in United States industry,' in *Organisational Democracy*. David. G. Garson and Michael P. Smith., (Beverly Hills: Sage Publications, 1976), 73.

In the bibliography:

Brower, M. 'Experience with self-management and participation in United States industry,' in David. G. Garson and Michael P. Smith eds. *Organisational Democracy*. Beverly Hills: Sage Publications, 1976, 73-80.

Journal Article:

In the footnotes:

- ¹ S.A. Ellington, "The Costly Loss of Testimony," *Journal of Pentecostal Theology* 16 (2000): 48.

In the bibliography:

Ellington, S.A. "The Costly Loss of Testimony." *Journal of Pentecostal Theology* 16 (2000): 48-59.

Website Reference:

Last Name [if available], "Page Title," last modified date (if known), accessed date, URL.

LAYOUT

Each major essay should have a title page, and list of full references (titled 'Bibliography' on a separate page) at the end of the essay. The body of the essay should consist of an introduction, conclusion, and logically laid out paragraphs.

Headings and sub-headings can be used as appropriate. The assessment should be written in Arial (or similar) 11pt font, with 1.5 or 2.0 spacing. Use standard Microsoft Word template margins. Gender inclusive language should be used in all assessments.

GUIDELINES FOR WRITING ASSESSMENTS

Contemplate the Question

The first task in writing an essay is to determine the exact nature of the question being asked. This will require you to:

- Read the essay question carefully.
- Underline the key words and check their meaning: It may help to do some basic reading from the class textbook or a biblical or theological dictionary.
- Highlight the action words: e.g. discuss, summarise, compare critique etc.
- Brainstorm: clarify the nature of the question by brainstorming the various topics / questions / ideas that arise in relation to the topic at hand. It may be helpful to use a mind-map for this task.
- Develop a tentative outline: The purpose of an outline or diagram is to provide you with a basic structure to enable you to begin the task of writing your essay. The structure you create here might still change before the essay is complete, so don't agonize over this.

Research the Issues

The quality of an essay will usually be dependent upon the quality of the sources used to inform the argument. When undertaking the task of research, you should:

- Access a variety of resources: Degree students are expected to interact with at least ten sources, including books, biblical and theological dictionaries, commentaries, and journal articles. If possible, it is also important that you read a variety of opinions about a particular topic, thus utilising sources from diverse perspectives.
- Read effectively and make clear notes or take photocopies (never mark library books).
- Record details to include in references.

Plan the Essay

The planning stage of the process involves building on the outline you created when you analysed the question. Here are the key steps:

- Re-read the essay question.
- Brainstorm (mind map) your research.
- Refine your essay outline based on the new ideas resulting from your research. Ensure your outline is arranged logically.
- Re-read the essay question again and ensure your outline directly addresses its requirements.

Write the Essay

Your essay should be based on the plan developed above. An essay will always have three components: an introduction, body, and conclusion.

Introduction

The introduction should be designed to attract the reader's attention and give her an idea of the essay's focus. An Introduction should contain one or more of the following:

- An explanation or summary which shows that you understand the question.
- An explanation of the problem(s) raised by the question.
- An explanation of the direction the essay will take: i.e. how you intend to answer the question.
- A summary or hint, if you are writing an argumentative essay, of the answer.

The body of the essay

- Answers the question in a way that the reader cannot miss - obviously!
- Contains a clear development of your points or arguments.
- Contains evidence which support your position or explains the development you are describing.
- Will incorporate references to source materials.
- Will include all direct quotations in quotation marks (“.....”).
- Will be your own work – and not copied (or plagiarised) from another source (refer notes on plagiarism in section 6.6).

The conclusion brings closure to the reader, summing up your points or providing a final perspective on your topic. The Conclusion can be any one or more of the following:

- A clear restatement of the answer to the question.
- A summary of the points made in the essay.
- A reiteration of the strongest arguments.
- A solution to the problem(s) raised by the question.
- Some other areas/questions which need to be researched.

It is usually suggested that the students write the introduction and conclusion last.

Editing

The time allocated to this final stage in the process is often the difference between a pass and a distinction, or a pass and a fail. If possible, the editing should occur in the week prior to the due date. Read your paper out loud and:

- Check that all parts of the question have been answered.
- Check that your essay is structured logically. I.e. that it contains a clear introduction, and that the argument develops or builds to an appropriate conclusion.
- Check that each paragraph is linked to the one before.
- Check that the conclusion fulfils the promise you made in the introduction.
- Check grammar and spelling.
- Ensure that you have used the correct font and spacing.
- Ensure references are appropriately formatted, and that your bibliography is properly set out.

Quotations and Plagiarism

It is legitimate to use direct quotations from other authors in an assignment, but care must be taken not to use too many quotations. Sometimes quotations are used to excess because students do not want to take the time to develop arguments in their own words. Direct quotes should only be used:

- When the original words of the author are expressed so concisely that the student could not improve on them. Quotations of this type, when used in moderation, add force to the assignment.
- When the student wants to comment on or criticize the argument of the author, it is usually better for the student to put the argument in his/her own words. Acknowledgement should still be given, however, in the form of references.

Summaries

Summaries of a work must be footnoted. A collection of another author’s paragraph headings are not appropriate for an academic essay.

Direct Quotations

Whenever a direct quotation is made, it should be made word for word with the same punctuation, spelling and capitalisation. If there appears to be a mistake in the original (spelling, etc.) it is acceptable to write [*sic*], which indicates that the apparent error is in the original, rather than in the transcription.

Normally, quotations are identified by “double quotation marks” at the beginning and ending of the quote. For a quotation of four or more lines, indent the entire quotation from the left-hand margin, and type in single line spacing. No quotation marks should be used for indented quotations.

Quotations within Quotations

If a quotation occurs within a short extract being quoted, the usual procedure is to enclose the whole quotation within double quotation marks, and the internal quotation in ‘single quotation marks’. However, this does not apply to the indented, lengthy quotations. Since these “block” quotations do not require opening and closing quotation marks, the internal quotation requires the normal “double quotation marks.”

Ellipsis. To avoid long quotations that are not completely relevant, or to extract critical sections from a longer section, it is possible to omit part of a quotation. The ellipsis is indicated by three full stops with a space before and after. An ellipsis can occur at the beginning, during, or at the end of a quotation. If an ellipsis is used, it is important not to alter the meaning of the original in any way.

Plagiarism

Plagiarism is essentially unacknowledged material, borrowed from another writer but presented as your own. It thus represents an intention to deceive the marker. Because plagiarism attracts severe penalties—in most cases, an automatic ‘fail’—it is important to give due credit to any and all information, material or arguments that you have acquired from other authors, including the use of Generative Artificial Intelligence (GAI).

Abbreviations

As a rule, abbreviations are not permitted in the main text of a written assignment—the most obvious exception in theological essays being scripture abbreviations. The abbreviated form should be used whenever a biblical passage is cited, though whenever discussing a biblical book as such the full name should be used.

In footnote and bibliographical entries, abbreviations are normally preferred to complete words. An abbreviation designating a part of a written work (vol., p., pp., chap., etc.) should never be used unless it is followed or preceded by a number (vol. 2, pt. 1, chap. 10, pp. 9-11, 4 vols., etc.). When used without numbers, these words should be spelled out. Here are some of the most common abbreviations used (the full form is listed in *italics*):

chap./chaps.	<i>chapter/s</i>
ed./eds.	<i>edited by</i>
p./pp.	<i>page/s</i>
trans.	<i>translated by</i>
vol./vols.	<i>volume/s</i>
fig./figs.	<i>figure/s</i>
edn.	<i>edition</i>
e.g.	<i>for example</i>
et al.	<i>and others</i>
i.e.	<i>that is</i>

Word Count

The general rule regarding word count is to allow 10% leeway. If the student is over/under 10% of the word count the student will lose 10% of their grade (and a further 10% for any additional 10% in excess/shortage.). Please note that all quotations DO contribute to the word count, however, your bibliography and footnotes do not contribute. (The scripture quotations of the passage being exegetical essay DO NOT count in your word count.)

5. APPENDICES

Appendix 1: COMPLAINT FORM

GENERAL INFORMATION: COMPLAINT PROCEDURES	
1	<p>Making a complaint</p> <p>It is expected that all complaints will be dealt with in a courteous and respectful manner. Before making a complaint against another student, students are encouraged to try to resolve the matter directly.</p> <p>If the matter cannot be resolved directly, students may complain in the following ways:</p> <p>complete this Complaint Form (available from the Reception) and placed into the Complaints Box at Reception or handed to the National Director</p> <p>make an appointment with the National Director to discuss the issue</p> <p>raise the issue at the end-of-semester student interview</p> <p>c) The process for dealing with the incident form is described in the student handbook</p>
SECTION A: PERSONAL INFORMATION	
2	Name: _____
SECTION B: REPORT OF INCIDENT	
3	<p>Please describe what happened.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
SECTION C: RESPONSE REQUESTED	
4	<p>Explain what action you would like the College to take:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
SECTION D: DECLARATION	
Signature _____ Date ____ / ____ / ____	
SECTION E: OFFICE USE:	
Date received: ____ / ____ / ____ Received by: _____ Staff meeting: _____ Decision communicated to student: _____	

Appendix 2: Generative Artificial Intelligence (AI) Guidelines

The AAIN Generative AI Working Group March 2023 recommended the following guidelines for students:

1. According to advice to students from the Tertiary Education Quality and Standard Agency (TEQSA), 'it's important to understand that, depending on your university or college's policies, using AI as part of your studies may be restricted or banned. Alternatively, there might be subjects or tasks where the use of AI is encouraged or even required' (TEQSA, 2023a).
2. Students need to develop AI literacy skills, in addition to traditional information literacy skills (Bundy, 2004) and generic digital literacy skills. AI literacy skills enable 'individuals to critically evaluate AI technologies; communicate and collaborate effectively with AI; and use AI as a tool online, at home, and in the workplace' (Long & Magerko, 2020:598).
3. Students should use AI models in ethical and responsible ways that are consistent with their institution's learning, assessment and academic integrity policies and procedures, and the terms of use of the AI providers.
4. Ethical use of generative AI includes an obligation to follow institutional guidelines regarding the use of generative AI in any unit or course, and an understanding that it may not be appropriate to use generative AI in all circumstances. Students should follow their institutional guidelines.
5. Students should check any output from generative AI against reliable sources of information and understand that they will be responsible for any errors or omissions in material generated by AI.
6. Students are required to identify AI models, tools and/or prompts that are appropriate for their discipline and acknowledge the use of AI in written assessments following any guidelines provided by their institution. If it is not possible to identify and cite the original sources used in output from AI, this may result in plagiarism and academic misconduct. Students also need to be aware of the possibility of "hallucinated references" or the tendency of generative AI language models to make up references from constituent parts of actual references.
7. Students should acknowledge the use of generative AI language models in assessment tasks, following any guidelines provided by their institution. They should describe the way they have used the tool and integrated the results into their work, as appropriate to the specific guidelines within their discipline, unit or course.
8. The unauthorised use of AI language models or paraphrasing tools may be a form of cheating and may result in academic misconduct. Work submitted (including work generated by AI), and not cited or referenced, must be your own original work.
9. Students need to be aware that using the output from AI models without appropriate acknowledgement may constitute academic misconduct. If unsure, students should confirm assessment requirements with teaching staff or seek advice on how to acknowledge the output from AI from academic support services, such as their library or other academic services.
10. Where appropriate, students should familiarise themselves with any relevant expectations of or constraints on the use of generative AI related to their future professional accreditation and be aware that these may be updated.

AAIN Generative Artificial Intelligence (AI) Guidelines © 2023 by The Australian Academic Integrity Network Generative AI Working Group is licensed under CC BY-NC-SA 4.0.

NZ Working Group members include Victoria University, Auckland University of Technology, University of Otago, University of Canterbury and The University of Auckland.

6. CONTACT INFORMATION

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Auckland 1642
New Zealand

Street Address: 60 Rockfield Rd
Penrose
Auckland 1061

Telephone: +64 9 580 1500

Email: info@acnz.ac.nz

Internet: www.acnz.ac.nz

Support Contacts

- Māori Students: maorisupport@acnz.ac.nz
- Pasifika Students: pacificsupport@acnz.ac.nz,
- General Student Wellbeing: wellbeing@acnz.ac.nz
- Disability Support Officer: dso@acnz.ac.nz
- International Support Officer: iso@acnz.ac.nz

24/7 Emergency Contacts

- Leeana Kukutai: 022 305 1075
- Helen Orekhivska: 021 119 8954
- Peter Park (Korean): 021 048 3125
- Andrew Ayles: 0274 871 470