



# **ORIENTATION AUCKLAND 2021**

**Welcome!**

**Nau mai, haere mai!**

# KNOWING THE ROPES



WEEK 2021  
AUCKLAND





# PROCESS

 Enquire

 Apply

 Accepted

 Course selections

 StudyLink/Fees Free/Other

 Enrolment Contract and Invoice

 Public Trust Form

 Enrolled

# ENROLMENT CONTRACT

## ENROLMENT CONTRACT Laidlaw College Inc.



2600658 NE 2020

Please complete and check the details on this form.  
This form is an acknowledgment that your application has been accepted. Laidlaw College, therefore, offers you a place of study. In the 'Declaration' section below, please sign your acceptance of this offer. Doing so confirms your enrolment and forms a 'study contract' between yourself and Laidlaw College.

Email [admissions@laidlaw.ac.nz](mailto:admissions@laidlaw.ac.nz) if any of the following details change.

### A. Personal Details

|  |                |         |        |
|--|----------------|---------|--------|
| Surname:   | First Name(s): | Title:  | Mrs    |
| Preferred Name:  | Other Name(s): | Gender: | Female |
| Student ID:  | Date of Birth: |         |        |
| Address:<br><small>(While enrolled at Laidlaw)</small> | Post Code:     |         |        |
|  | Phone No:      |         |        |
|  | Mobile No:     |         |        |
|  | Email:         |         |        |

### B. Emergency Contact Details

|                      |                |
|----------------------|----------------|
| Contact name:        | Phone Number:  |
| Relationship to you: | Mobile Number: |

### C. Programme and Course details

|                        |  |
|------------------------|--|
| Programme enrolled on: | New Zealand Diploma in Christian Studies |
| Study contract venue:  | Bishopdale Theological College           |
| Study status:          | Full time                                |

| Course Code       | Course Title                        | Start Date | End Date | EFTS          |
|-------------------|-------------------------------------|------------|----------|---------------|
| 115.515           | Biblical Theology                   | 24/02/20   | 26/06/20 | 0.1250        |
| 201.515           | Introduction to Systematic Theology | 20/07/20   | 20/11/20 | 0.1250        |
| 401.515           | Formation                           | 24/02/20   | 26/06/20 | 0.1250        |
| 474.530           | Leadership Internship I             | 24/02/20   | 26/06/20 | 0.2500        |
| 475.530           | Leadership Internship II            | 20/07/20   | 20/11/20 | 0.2500        |
| 505.515           | Mission, Church and Community       | 24/02/20   | 26/06/20 | 0.1250        |
| <b>Total EFTS</b> |                                     |            |          | <b>1.0000</b> |

#### EFTS (Equivalent Full-Time Student) Summary

A typical full time student will be enrolled in 1.0000 EFTS per year.

| Year          | EFTS Enrolled | EFTS Completed |
|---------------|---------------|----------------|
| 2020          | 1.0000        | 0.0000         |
| <b>TOTAL:</b> | <b>1.0000</b> | <b>0.0000</b>  |

# ENROLMENT CONTRACT

## E. Non-New Zealand Citizens

|          |                      |               |                      |
|----------|----------------------|---------------|----------------------|
| Country: | <input type="text"/> | Passport No.: | <input type="text"/> |
|          |                      | Expiry:       | <input type="text"/> |

## Student Visa Details (if applicable)

|              |                      |              |                      |
|--------------|----------------------|--------------|----------------------|
| Type:        | <input type="text"/> | Expiry date: | <input type="text"/> |
| Visa number: | <input type="text"/> | Checked:     | <input type="text"/> |

## F. Declaration

I confirm that all the information I have provided on this form is true and accurate. I consent to allow Laidlaw to receive, hold and use my personal information in accordance with the Privacy Act 1993. I consent to allow Laidlaw to add my contact details to the alumni data-base to foster Laidlaw community life, which may include marketing and research. I agree to obey the rules of Laidlaw as laid out in the current documentation. I agree to meet the minimum attendance requirement and understand that failure to attend lectures for four full consecutive weeks without notifying Laidlaw may lead to withdrawal of my contract by Laidlaw. I have read, understood and accept the Laidlaw Fees Schedule information, fee payment terms and withdrawal and refund policies and procedures. I agree to meet the financial obligations of this contract. I accept Laidlaw's offer of study and so confirm my enrolment and seal the 'study contract' between myself and Laidlaw. I agree to notify Laidlaw of any change to my contact details.

Signature  
(Electronic is acceptable): .....

Date: .....

# INVOICE



80 Central Park Drive, Henderson, Private Bag 93104, Henderson, Auckland 0650  
Phone +64 9 836 7800 Fax +64 9 836 7801 Email [financeoffice@laidlaw.ac.nz](mailto:financeoffice@laidlaw.ac.nz)

## TAX INVOICE

G.S.T Reg No. 10-478-642

| Customer ID | Invoice Date | Due Date    | Number | Location           |
|-------------|--------------|-------------|--------|--------------------|
|             | 24 Feb 2020  | 24 Feb 2020 |        | School of Theology |

| Invoice Item  | Total Amount |
|---|--------------|
| Student Service Fee - FT (YR)   | \$480.00     |
| Tuition Fee, 115.515 TDC Biblical Theology DL/btc S1 2020                   | \$775.50     |
| Tuition Fee, 201.515 TDC Introduction to Systematic Theology DL/btc S2 2020 | \$775.50     |
| Tuition Fee, 401.515 TDC Formation DL/btc S1 2020                           | \$775.50     |
| Tuition Fee, 474.530 TDC Leadership Internship I DL/btc S1 2020             | \$1551.00    |
| Tuition Fee, 475.530 TDC Leadership Internship II DL/btc S2 2020            | \$1551.00    |
| Tuition Fee, 505.515 TDC Mission, Church and Community DL/btc S1 2020       | \$775.50     |

**Total to Pay: \$6684.00**

This amount includes GST of: \$871.81

**If you have any questions about this invoice, please contact us on the numbers shown above.**

Payment can be made by Direct Credit, Cheque, Cash, EFTPOS or Credit Card.  
Direct Credit payment may be made to the Public Trust Laidlaw College account 02-0536-0305865-01. Please use your Student ID and Name as the payment reference.

# FEES

- StudyLink
  - Student Loan (and Allowances)
- Fees Free
- Other
  - personal/another organisation/church/scholarship.





# FEE PROTECT STUDENT ACKNOWLEDGMENT FORM

Please read this form carefully. It explains how your student fees will be protected, how your education provider will be paid and how refunds will be handled.

By signing this form I, \_\_\_\_\_ confirm I understand that:

1. My education provider has appointed Public Trust as trustee and my fees will be held by Public Trust in a trust account to comply with the requirements of the Education Act 1989 (Act). The rules for this trust account are set out in a Trust Deed a between my education provider and Public Trust;
2. My fees totalling \$6,684.00 will be paid from the trust account to my education provider in instalments over the 39 week duration of my course in accordance with the attached payment schedule. I have signed the bottom of the payment schedule page(s) to confirm that I understand these payments;
3. Where I have paid my fees direct to my education provider, my education provider is required to transfer those fees to Public Trust and Public Trust has no responsibility for those fees until they are received into the trust account. My education provider is not an agent for Public Trust;
4. I can pay my full student fee directly to the following Public Trust bank account.

|                      |  |
|----------------------|--|
| Account Name:        | Public Trust   |
| Bank and Branch:     | Bank of New Zealand, North End Branch, Wellington, New Zealand |
| Bank Account Number: | 02 0536 0305 865 01  |
| Analysis Code:       | 8493620  |

5. I agree that if my course is cancelled or my education provider closes:
  - (a) Public Trust will ensure that any refund due to me will be made in accordance with the Act and the current Qualifications Authority student fee protection rules;
  - (b) If I transfer to an alternative provider, (with the approval of the Qualifications Authority), Public Trust will pay the agreed amount from the trust to that alternative provider;
  - (c) If I decide not to transfer, or there is an amount remaining in the trust account after payment to the alternative provider, Public Trust will repay the amount held in trust for me to StudyLink, or directly to me, or to someone on my behalf as agreed by me;
6. If I withdraw from my course that any refund due to me will be made in accordance with the Act and my education provider's own refund policy;
7. Once the payments shown in the attached payment schedule or referred to in sections 5 and 6 above, have been paid the trust account will be closed and Public Trust's trustee duties will have been fulfilled;
8. Public Trust will collect and hold personal information about me for the purpose of managing my student fee trust account. I authorise Public Trust and my education provider to disclose the information I have provided to third parties to enable Public Trust to administer and manage the trust account and assist in their compliance with the law

**Signed by student and (if student under 18 years) parent or guardian**

|  |                |
|--|----------------|
| Signature:                                     | Date:          |
| Contact Telephone Number:                      |                |
| Passport Number (international students only): | Date of Birth: |
| Parent/Guardian signature (for under 18's):    |                |

**Confirmed by a duly authorised representative of the education provider**

|            |       |
|------------|-------|
| Signature: | Date: |
| Name:      |       |
| Title:     |       |



# FEE PROTECT STUDENT ACKNOWLEDGMENT FORM

## Fee Protect Student Acknowledgement Form

with you for  
GENERATIONS  
TO COME



### Payment Schedule

From the Fee Protect student trust account to the education provider

|                                |                        |             |  |
|--------------------------------|------------------------|-------------|--|
| Full name of student           |                        |             |  |
| Education Provider             |                        |             |  |
| Course Name                    |                        |             |  |
| PTE identification reference   | Course start           | 24 Feb 2020 |  |
| Public Trust student reference | Course duration(weeks) | 39          |  |
| Total student fee              | SNZ 6,684.00           |             |  |

Are you an international student? Yes  No

Do you have/are you applying for a student loan? Yes  No

### Tuition fees

Tuition fees are paid to your education provider in arrears over the duration of the course. The first payment of 20% (to a maximum of \$3,000) will be paid at the end of the Refund Period and the remainder will be paid in instalments.

| Amount     | To be paid:   |
|------------|---|
| \$1,336.80 | 03 Mar 2020   |
| \$5,347.20 | to be divided into fortnightly payments from 13 Mar 2020 to 04 Dec 2020 |
| \$6,684.00 |   |

.....Student's (or Parent's/Guardian's) initials

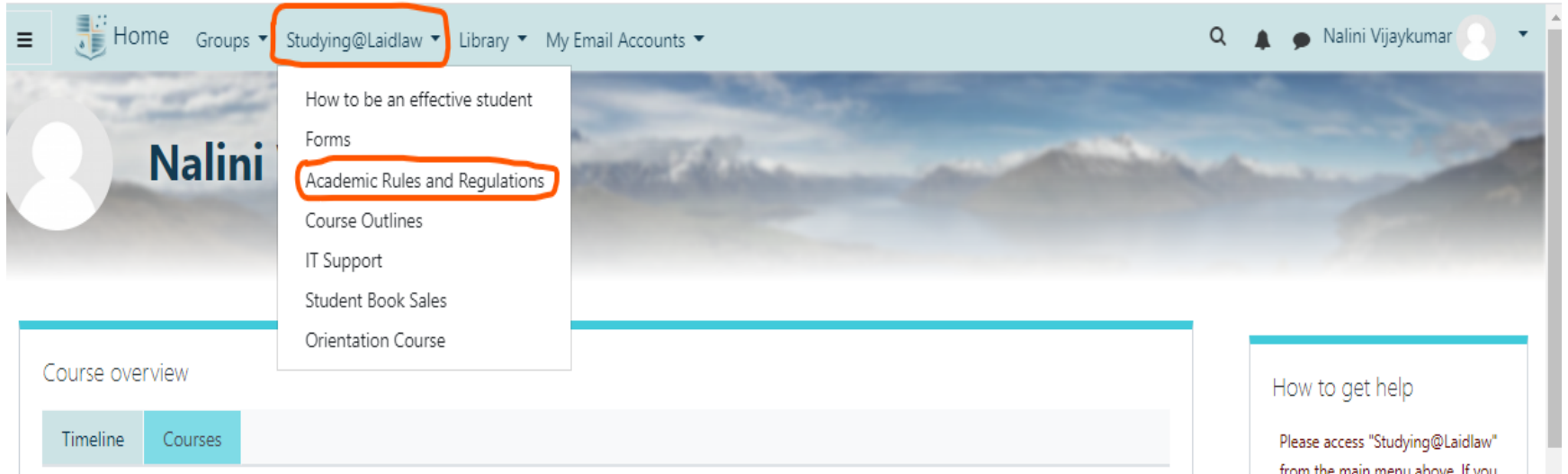
ENROLLED 😊



WEEK 2021  
AUCKLAND



# SIGN INTO MOODLE



The screenshot shows a Moodle user interface. At the top, a navigation bar contains a hamburger menu icon, a home icon, and the text "Home", "Groups", "Studying@Laidlaw", "Library", and "My Email Accounts". On the right side of the navigation bar are search, notification, and chat icons, followed by the user's name "Nalini Vijaykumar" and a profile icon. Below the navigation bar, the user's profile is displayed with a circular placeholder for a profile picture and the name "Nalini". A dropdown menu is open from the "Studying@Laidlaw" link, listing several options: "How to be an effective student", "Forms", "Academic Rules and Regulations", "Course Outlines", "IT Support", "Student Book Sales", and "Orientation Course". The "Academic Rules and Regulations" option is highlighted with a red circle. Below the profile, there is a "Course overview" section with tabs for "Timeline" and "Courses". On the right side, there is a "How to get help" section with the text: "Please access 'Studying@Laidlaw' from the main menu above. If you".

Home Groups Studying@Laidlaw Library My Email Accounts

Nalini Vijaykumar

Nalini

- How to be an effective student
- Forms
- Academic Rules and Regulations
- Course Outlines
- IT Support
- Student Book Sales
- Orientation Course

Course overview

Timeline Courses

How to get help


Please access "Studying@Laidlaw" from the main menu above. If you


# ACADEMIC REGULATIONS AND POLICIES

## Guidelines for Written Assignments


Please access chapter 5 of the "General Information and Regulations" given below.


The General Information and Regulations also contain the rules for referencing resources in your assignments. However you may alternatively access the quick guides below.

 Turabian Guide with quick links



 Referencing Quick Guide SoT - small number of pages for printout

**Hidden from students**

 APA Formatting instructions for written assignments, Counselling

 APA Guide with quick links

## General Information and Regulations

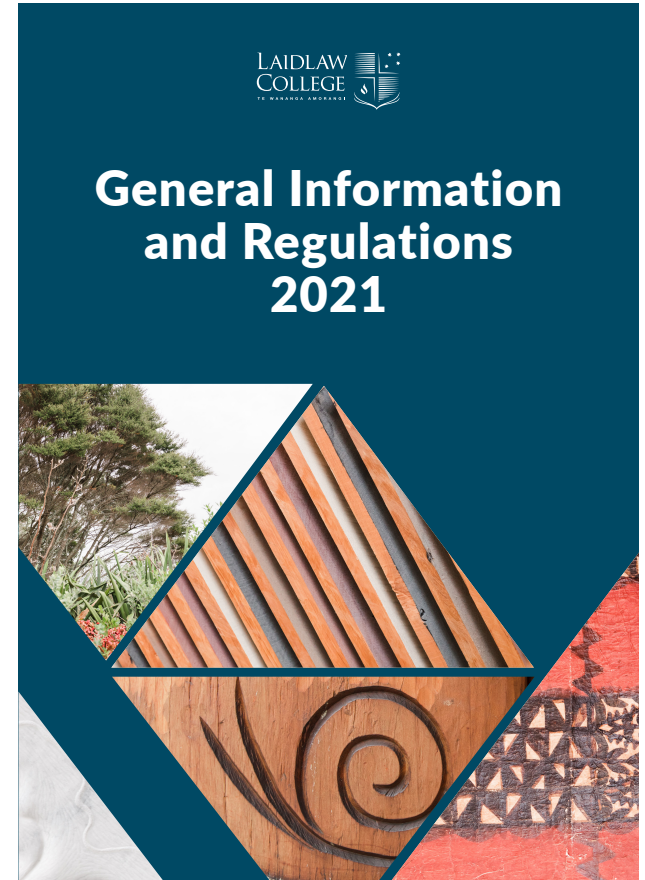
 General Information and Regulations 

Uploaded 11/10/19, 11:53

 All Prospectuses, Handbooks & Regulations

*This link connects to the relevant page on the Laidlaw website.*

# ACADEMIC REGULATIONS AND POLICIES



# DO YOU WANT TO CHANGE YOUR ENROLMENT?



Then please fill out the following form: [Change of Enrolment Form](#)

# COMPLETE A CHANGE OF ENROLMENT FORM

The screenshot shows a university student services interface. At the top, there is a navigation bar with a hamburger menu, a 'Home' button, a settings gear, and a document icon. To the right of these are dropdown menus for 'Groups', 'Studying@Laidlaw', 'Library', and 'My Email Accounts'. Further right are search, notification, and chat icons, followed by the user's name 'Nalini Vijaykumar' and a profile icon. Below the navigation bar is a banner with the text 'Student Services' and a 'Course Blocks' button. A dropdown menu is open over the 'Student Services' text, listing several options: 'How to be an effective student', 'Forms' (highlighted with an orange circle), 'Academic Rules and Regulations', 'Course Outlines', 'IT Support', 'Student Book Sales', and 'Orientation Course'. Below the banner is a 'News forum' section with a 'Hidden from students' button. On the right side of the page, there is a vertical scrollbar with numerical markers at 14, 15, and 16.

Home [Settings] [Document] Groups Studying@Laidlaw Library My Email Accounts Search Notification Chat Nalini Vijaykumar [Profile]

Student Services [Course Blocks]

- How to be an effective student
- Forms**
- Academic Rules and Regulations
- Course Outlines
- IT Support
- Student Book Sales
- Orientation Course

News forum [Hidden from students]

14  
15  
16



# COMPLETE A CHANGE OF ENROLMENT FORM

## Change of Enrolment Form

Your Name\*

First Name

Last Name

Your Student ID\*

Campus\*

- Arise Church
- Bishopdale College
- Booth College of Mission
- Christchurch campus, Laidlaw
- Distance Learning
- Equippers College
- Henderson campus, Laidlaw undergraduate programmes (Levels 5 - 7)
- Henderson campus, Laidlaw postgraduate programmes (Levels 8 - 9)
- Manukau campus, Laidlaw

Are you currently receiving or have you applied for a Student Loan or Allowance?\*

- Yes  No

Have you or are you changing your contact details?\*

- Yes  No

Are you changing your qualification?\*

- Yes  No

Are you changing your courses?\*

- Yes  No

Are you withdrawing from your qualification, or deferring your studies?\*

- Yes  No

*Choose at least one of the options above to progress.*

# COMPLETE A CHANGE OF ENROLMENT FORM

## Change of Course(s)

A student may, on application, change their course(s). Please discuss any change of course with the Head of School or Dean.

Course changes may incur academic and financial penalties. Please see the General Information and Regulations section of the relevant school's Academic Handbook and Fees Schedule for details.

Public Trust requires us to submit your signature with this change of course information. As you submit this form, you will receive an email to confirm your changes. **Please print the email, sign your name next to the declaration, and return the scanned copy to [studentservices@laidlaw.ac.nz](mailto:studentservices@laidlaw.ac.nz).** We will **not action the change of course without your signature.**

First Course Code and Name

E.g. 401.515 Formation

Semester of first course

- Distance Learning
- Repeat
- Non-formal

- Add
- Delete

Second Course Code and Name

E.g. 401.515 Formation

Semester of second course

- Distance Learning
- Repeat
- Non-formal

- Add
- Delete

Third Course Code and Name

E.g. 401.515 Formation

Semester of third course

- Distance Learning
- Repeat
- Non-formal


Previous

Next

# COMPLETE A CHANGE OF ENROLMENT FORM

## Declaration

Declaration - I declare that the information provided by me on this form is true and correct. I understand that changes to my qualification or courses may result in academic and/or financial penalties.



Public Trust requires us to submit your signature with this information. Please sign in the space above. [clear]

If you are unable to do this, then please print the confirmation email you receive on submission of this form, sign and return the scanned copy to [studentservices@laidlaw.ac.nz](mailto:studentservices@laidlaw.ac.nz). We will not action the change of enrolment without your signature.

Your email for confirmation of submission\*

# FINAL DATES FOR CHANGES

| Final Change Dates   | Adding a course        |      | Deleting a course |        |      |   |
|--|------------------------|------|-------------------|--------|------|---|
|  | Allowed                | Fee* | Allowed           | Refund | Fee* | Academic penalty  |
| <b>14 calendar days from start of semester (7 Mar)</b>                                       | Yes                    | No   | Yes               | Yes    | No   | No – course is removed from academic record                       |
| <b>21 calendar days from start of semester (14 Mar)</b>                                      | Only with HoS approval | Yes  | Yes               | Yes    | Yes  | No – course is removed from academic record                       |
| <b>After 21 calendar days but before 49 calendar days of the semester (15 Mar to 11 Apr)</b> | No                     | N/A  | Yes               | No     | No   | Course is shown as Withdrawn (WDN) on academic record             |
| <b>After 49 calendar days of the semester (after 12 Apr)</b>                                 | No                     | N/A  | No                | No     | No   | Course will be shown as Did Not Complete (DNC) on academic record |

# WITHDRAWAL FROM COURSE/PROGRAMME

- Discuss concerns with Programme advisor (Student Support)
- Do it at the earliest possible date
- If withdrawing due to illness – provide a medical certificate
- If withdrawing due to extenuating circumstances – discuss with Student Support



# PROGRAMME WITHDRAWALS

## **Domestic student:**

withdraws within 21 calendar days of official start of semester (22 Feb) i.e. by 14 March – fees will be refunded less 10% of tuition fees or \$500 (whichever is less)

## **International Student:**

withdraws within 10 calendar days of official start of semester (22 Feb) i.e. by 3 Mar – fees will be refunded less 25% of tuition fees (based on actual costs incurred)



# BLOCK COURSES

- Start date for Block Courses is the start of semester 22 Feb.
- A student may withdraw from a programme of study after 21 days of start of semester but before any block or intensive teaching – apply to the Academic Registrar – may be entitled to 50% of the tuition fees.
- Any withdrawals after start of Block Course will not receive any refund of fees



# ATTENDANCE

- Full attendance required
- Less than 80% - grounds for failure
- Pattern of late arrival – absent
- Absent for reasons of ill-health – inform lecturer – explained absence
- Absent for reasons of ill-health for more than 3 days – doctor’s certificate
- Students on Student Visa – 100% attendance required





# ASSESSMENTS

- Most course work is submitted through the Learning Management System Moodle.
- Moodle account and login details sent.
- Contact Aidan at Student Services on Tuesdays and Fridays
- or email [ithelpdesk@laidlaw.ac.nz](mailto:ithelpdesk@laidlaw.ac.nz) .
- Moodle records time and date assignments are received.
- Late assignments will have penalties.
- You can apply for extensions.



# FINAL GRADES

- A final grade will be awarded for each student formerly enrolled in a course.
- Final grades will be calculated from assignment and examination grades, with each assessment grade contributing to the final grade using the weighting assigned in the Course Assessment and Delivery Outline. On this basis, a final grade will be awarded in accordance with the table in the next slide



# FINAL GRADES

| Percentage | Letter Grade |
|------------|--------------|
| 90-100     | A+           |
| 85-89.99   | A            |
| 80-84.99   | A-           |
| 75-79.99   | B+           |
| 70-74.99   | B            |
| 65-69.99   | B-           |
| 60-64.99   | C+           |
| 55-59.99   | C            |
| 50-54.99   | C-           |
| 40-49.99   | D            |
| Below 40   | F            |



# EXTENSIONS

- Extensions are granted by the Academic Registrar.
- Apply before the due date – **not after.**
- Before applying for the extension talk to a Student Support person.
- Granted only for reasons of ill health or bereavement.
- Pressure of work is not a reason for granting extensions.
- If sick for more than three days – **a medical certificate is required.**
- Extensions are granted for not more than two weeks.
- Extensions are not granted beyond the end of semester.



# EXTENSIONS

## 900 Foundations of Relational Practice A (HNS MNK) S1 2021

[Dashboard](#) / [Courses](#) / [2021 Courses](#) / [Counselling 2021](#) / [Couns S1 2021](#) / [900 Foundations of Relational Practice A \(HNS MNK\) S1 2021](#)

Welcome

### 900.515 Foundations of Relational Practice A

The conviction that people are best understood as "persons-in-relationship" has implications for the therapeutic approach adopted by the counsellor. This course is the first of six that form a core counselling practice development stream through the Bachelor of Counselling. The course combines theological and theoretical reflection with skill development and group-process workshops. It begins to develop a set of core person-centred practices aimed at I-Thou engagement that emphasise the restoration of self-awareness and the enriching of dialogical relationships.


[Course information](#)


[Assignments overview](#)

[Forums overview](#)


# EXTENSIONS


## Course information


 Announcements

 Introductions (ACK)

**Restricted** Not available unless: You belong to a group in **ACK**

 Student questions and issues

 Online form to request extension, resubmission, reschedule or supplementary (course specific)

 Attendance

Course outlines and other course resources

# EXTENSIONS

Dashboard / Courses / 2021 Courses / Counselling 2021 / Couns S1 2021 / 900 Foundations of Relational Practice A (HNS MNK) S1 2021 / Course information  
/ Online form to request extension, resubmission, reschedule or supplementary (course specific)

## Online form to request extension, resubmission, reschedule or supplementary (course specific)

This form is specific to *this* course.

**Click on "answer the questions" below to fill out the form.** Once the form has been *submitted*, it will be automatically emailed to the registrar. You may begin another form by clicking the link again. If you wish to submit a form for another course, then please select the link in *that* course.

You may *save* your progress on the form without submitting it, in which case when you *resume* the questionnaire you will be returned to the saved version. Once you have completed a form submission, you may view it. Note that it is most helpful to choose to view each individual response rather than the summary, so choose the second tab.

This online questionnaire is for the following:

- Extension to due date for an assessment
- Resubmission of failed a assignment
- Reschedule an exam date and time
- Supplementary exam
- Extension of time to complete practicum hours

[Answer the questions...](#)

# EXTENSIONS

You have answered all the questions in this questionnaire!

<< Previous Page

~~Save~~

Submit questionnaire



# LATE SUBMISSION OF ASSIGNMENTS

- Assessments are due on any day at **11:55pm**
- Work submitted after the due date and time, including after an extension due date and time, is considered late
- An assessment is considered late immediately after the due date and time has passed;



# LATE SUBMISSION OF ASSIGNMENTS GRADES

- An assessment submitted 0-7 days late will incur a penalty of 10% off the grade received.
- The numeric grade assigned by the lecturer will be multiplied by 0.9 to determine the final grade for the assessment;
  - An assessment that initially receives a pass grade will be given a grade of no less than 50% after the late penalty has been applied;
  - If an assessment receives a fail grade, and it has been seriously attempted, the student will be permitted to apply to resubmit the assessment;



# LATE SUBMISSION OF ASSIGNMENTS GRADES

- An assessment submitted 8-14 days late will be graded as either a pass (a grade of 50%) or a fail (a grade of 0%);
  - If an assessment receives a fail grade, and it has been seriously attempted, the student will be permitted to apply to resubmit the assessment;
- An assessment submitted later than 14 days after the due date or 14 days after a previously granted extension date will not be graded;
- Assessments cannot be submitted after the last day of the semester



## LATE SUBMISSION OF ASSIGNMENTS – GRADE EXAMPLES

| Assignment               | Initial grade |                         | Adjusted Grade   | Final Grade                   |
|--------------------------|---------------|-------------------------|--|-------------------------------|
| Submitted on time        | 70/100        | Graded normally         | No adjustment  | 70/100                        |
| Submitted on time        | 45/100        | Serious attempt made    | Student offered resubmission to be graded as pass/fail | 50/100 (Pass)<br>0/100 (Fail) |
|                          |               |                         |  |                               |
| Submitted 0-7 days late  | 70/100        |                         | 10% penalty  | 63/100                        |
| Submitted 0-7 days late  | 52/100        |                         | 10% penalty  | 50/100 (Pass)                 |
| Submitted 8-15 days late | 70/100        |                         | Graded as pass/fail                                    | 50/100 (Pass)<br>0/100 (Fail) |
|                          |               |                         |  |                               |
| Submitted                | 0/100         | No serious attempt made |  | 0/100 (Fail)                  |

# PLAGIARISM

*Plagiarism is copying or using work  
WITHOUT acknowledging the source*



# WHAT HAPPENS WHEN PLAGIARISM IS FOUND

1. On the first occasion, issue a verbal warning and require the student to resubmit the assessment.

*The Academic Registrar will be notified and will note the offence on the student's file and the plagiarism register.*

2. If there is a subsequent occasion, student will be required to resubmit the assessment to be graded on a pass/fail basis (maximum grade of 50%).

*The Academic Registrar will issue a warning letter to the student, as well as note the offence on the student's file and the plagiarism register.*

3. Further instances of plagiarism will result in an immediate course fail, be regarded as serious misconduct, and may result in further disciplinary action.

\* There are also regulations for plagiarism with regard to online examinations.

# SATISFACTORY ACADEMIC PROGRESS

- Students must complete 75% of the courses they enrol in each semester or will be counselled to **Good Academic Standing**.
- If the required standing is not achieved during the following semester the student is placed on **Academic Probation**. Limit courses
- If low course completion continues for a further semester, the student will be placed on **Academic Suspension** for one or more years
- Students can appeal these decisions.

# DISCIPLINARY PROCEDURES

- In signing the enrolment contract , you undertake to comply with the rules and policies of Laidlaw.
- Disciplinary action may be taken for
  - **Academic misconduct:** e.g. plagiarism, failing to abide by library rules, taking unauthorised materials into examinations etc.  
*Monitored by Academic Registrar*
  - **Misconduct:** Failure to maintain standards of integrity or conduct that is a threat to safety and well being of others.  
*Monitored by Student Dean*
  - **Serious misconduct:** e.g. harassment, abusive behaviour, assault, theft, fraud, willful disobedience, willful misconduct.  
*Monitored by Student Dean*



# GRIEVANCE PROCEDURES

- Laidlaw is committed to providing an environment that is safe and free from harassment
- Structures are therefore provided within Laidlaw to address complaints



# STUDENT COMPLAINTS (ACADEMIC) – IN SUMMARY

1. Student raise their concern in person with the lecturer/tutor;
  - They can consult Student Support about how to do this;
  - They can bring someone to support them when raising the concern.
  - *(The academic staff member should record after the meeting the date, time and location of the meeting, who was present, the details of the concern, and any resolution).*
2. If the student thinks the concern wasn't addressed to their satisfaction, they can raise it with the Academic Head of the programme;
  - They can consult Student Support about how to do this;
  - They can bring someone to support them when raising the concern, including the Student National Academic Committee Representative.

## STUDENT COMPLAINTS (ACADEMIC) (CONT.)

3. If the student thinks the concern wasn't addressed to their satisfaction, they should consult with the Student National Academic Committee Representative and raise the matter in writing with the Academic Dean (as Chair of NAC);
  - If the Dean fails to resolve the concern it will be referred to NAC (or the appropriate NAC subcommittee);
4. If the Academic Dean/NAC fail to resolve the matter, then the student can refer the matter to the National Principal;
5. If the National Principal fails to resolve the matter then the student may appeal to the New Zealand Qualifications Authority

# STUDENT COMPLAINTS (GENERAL) – IN SUMMARY

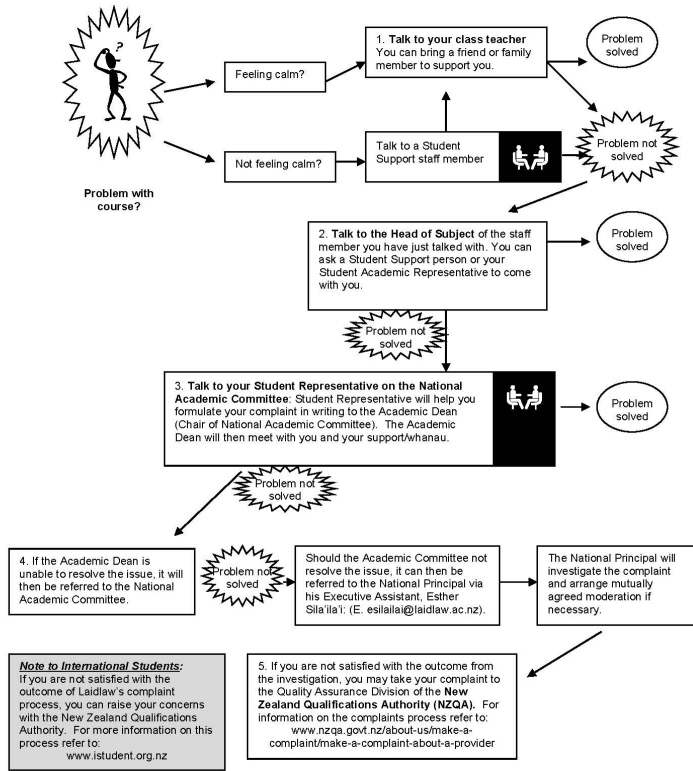
1. Student raise their concern regarding pastoral, personal or community matters;
  - They can do so with the Student Dean;
  - They can bring someone to support them when raising the concern.
  - *(The Student Dean should record the meeting date, time and location of the meeting, who was present, the details of the concern, and any resolution).*
2. If the problem is not resolved talk to your Head of School

## STUDENT COMPLAINTS (GENERAL) – IN SUMMARY

3. If the Head of School fails to resolve the matter, then the student can refer the matter to the National Principal through the Principal's Executive Assistant;
4. If the National Principal fails to resolve the matter then the matter may be referred to the National Governing Council.
5. If all these processes do not result in a satisfactory resolution, the matter may be referred to the New Zealand Qualifications Authority.

# COMPLAINTS PROCEDURE - ACADEMIC

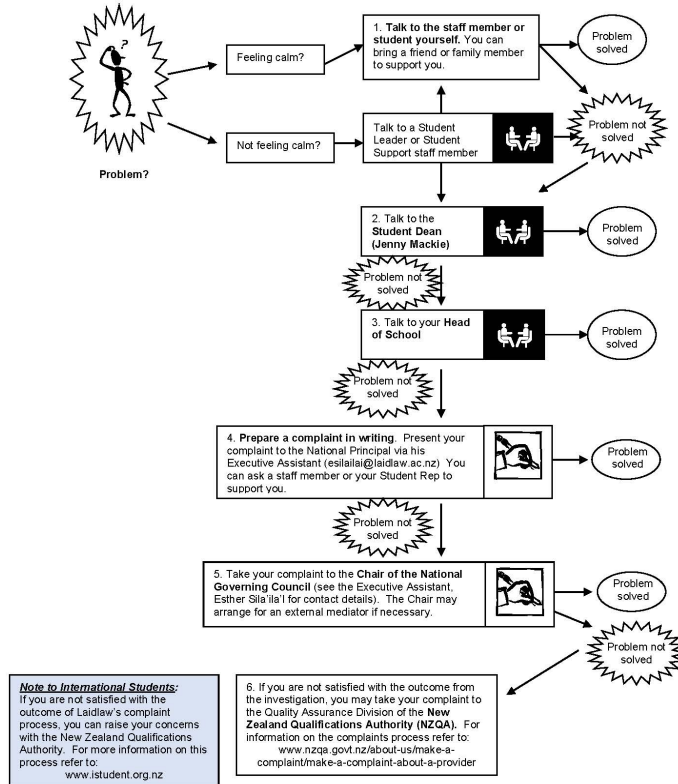
## DO YOU HAVE A PROBLEM WITH YOUR COURSE?



*Please note:*  
At all points in this process you are encouraged to bring appropriate support/whanau with you to any meeting. The person you are meeting with may also ask another staff member to be present as an observer.

# COMPLAINTS PROCEDURE - STUDENT LIFE

**DO YOU HAVE A PROBLEM OR COMPLAINT?**  
(Note: See Complaints Procedure – Academic if your complaint is about your course)



# ACADEMIC RECORDS

- All your grades are recorded in our Student Management system.
- At the end of each semester we will email you your academic record.
- At the end of your study you will get an official Academic Transcript signed by the Academic Registrar. That happens when you graduate.



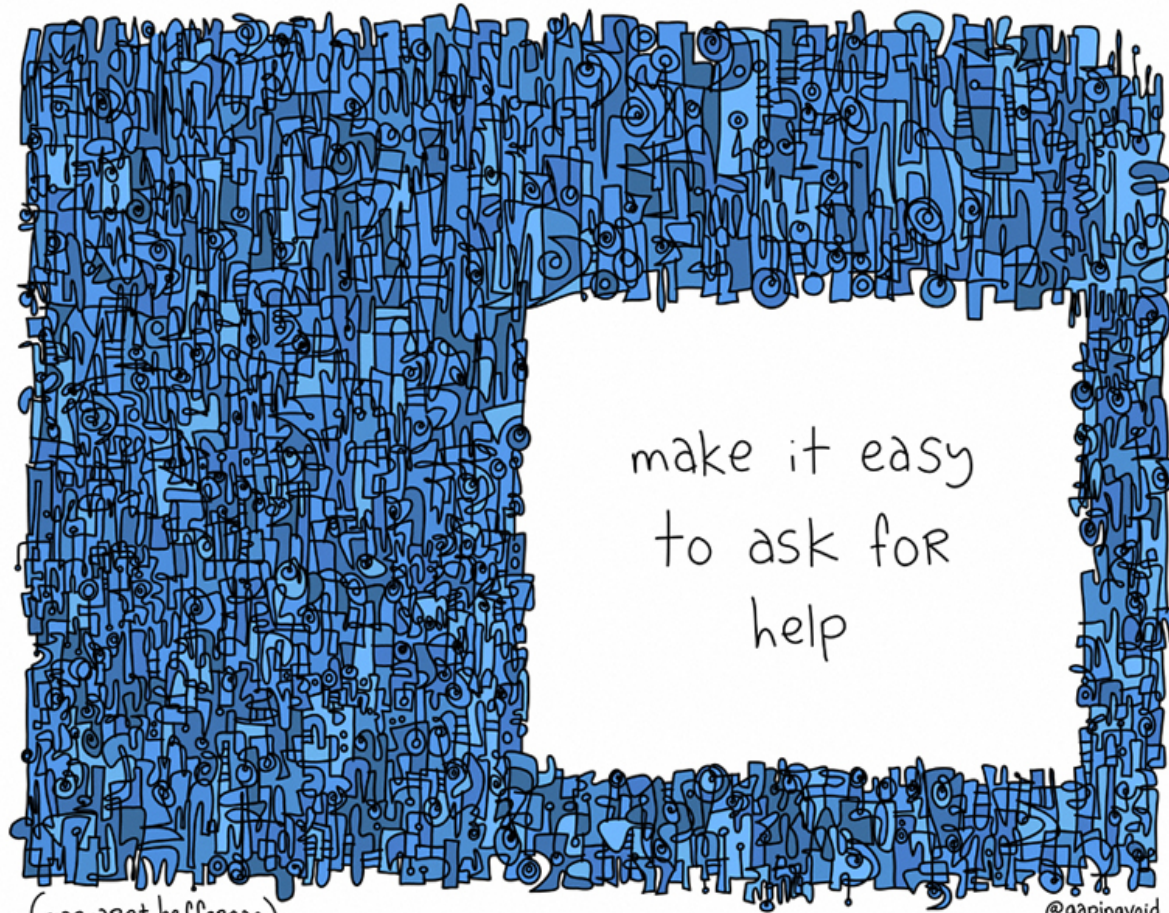


# GRADUATIONS

We have two graduations in a year

- April/May graduation ceremony in Auckland
- December graduation ceremony in Christchurch
  
- If you do not want to attend a ceremony you can apply to graduate In Absentia. We will print the certificate and academic transcript and post it to you. Postage costs apply.





make it easy  
to ask for  
help

(margaret heffernan)

@gapingvoid



**KIA ORA!**