

STUDENT HANDBOOK



WHITECLIFFE
COLLEGE OF ARTS & DESIGN

12 WILSON TERRACE, WILSON ROAD

Disclaimer

Information contained in this publication is correct at the time of publication but may be subject to change. While all reasonable efforts will be made to ensure listed courses are offered and regulations are up to date, Whitecliffe reserves the right to change the content or method of presentation, or to withdraw any courses of study or impose limitations on enrolment should circumstance require this.

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Student Responsibility

Students are required to follow the Whitecliffe Regulations, available online at www.whitecliffe.ac.nz. Whitecliffe Regulations apply to every aspect of academic activity at Whitecliffe. Students must familiarise themselves with these regulations as they may affect their courses of study. A summary of these regulations is printed in this handbook.

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Updated Annually



OUR MISSION

To provide life-transforming educational experiences in arts and design through teaching and research, educating students to shape culture through the practice and critical study of the arts.

Building on foundations of excellence, innovation and a commitment to diversity, Whitecliffe prepares its students for lifelong creative work and engagement with their communities. Whitecliffe seeks to instill aesthetic judgment, professional knowledge, collaborative skills and technical expertise in all graduates.

OUR CAMPUS

BALFOUR ROAD

The main building located at 24 Balfour Road, Parnell, is the site of Reception, Admissions Office, Parkyn Library, Lecture Hall, the Photography Department, Graphic Design Department, Fashion Design Department, and studios for undergraduate and postgraduate courses.

ACCESS

Balfour Road main entrance (level 4) is open between 8 a.m. and 10:30 p.m. Monday to Friday. For after hours access an access card is required. An access card is required at all times to use the elevators, enter and exit stairwells and the entrance and student common room on level 3 Balfour Road.

ST GEORGES BAY ROAD STUDIOS AND PEARCE GALLERY

The Fine Arts Department, including studios is located at 130 St Georges Bay Rd, Parnell approximately three minutes walk from the main building.

The Pearce Gallery shows student and faculty work and is open to the public for special exhibitions. See Exhibitions under the Whitecliffe tab on the Whitecliffe website (www.whitecliffe.ac.nz) for opening times and current exhibition listings.

ACCESS

St Georges Bay Rd Studios are open between 7a.m. and 10:30 p.m. Monday to Friday. For after hours access an access card is required.

BUSINESS HOURS

Whitecliffe is open to all registered students Monday to Friday from 8.30a.m. to 5.00p.m. with the exception of Public Holidays and during the Christmas/New Year holiday period. Reception closes at 4.30pm.

AFTER HOURS ACCESS

After hours access is a privilege not a right. It is granted at the discretion of Whitecliffe. Students must never give a lock code or an access card to anyone, including other students of Whitecliffe. The administration office issues access cards and codes. Permission must be obtained from Reception for all after-hours visitors (including models and others involved with classes). Students must carry their Whitecliffe ID card at all times. Security guards check the premises regularly each night. Anyone without a current ID card will be escorted from the premises.

STUDIOS

Studios, facilities and personal places of work, research or occupation are required to be orderly, clean and respectfully maintained by users at the time of and immediately following use. Students are responsible for the general condition of studio spaces allocated to them during the course of their studies. There is no requirement for personal places of work (studios or offices) to be provided for individual students; such provision, when offered, is a privilege, not a right.

The teaching and shared studios are communal working areas. Be considerate at all times of others using the facilities. Students are expected to keep the studios clean and tidy. Cleanliness and respect for equipment and facilities will assist service of the studios. Should students require special assistance regarding access to rooms they should contact the Admissions Office. The playing of music in studios must at no time hinder any student's ability to concentrate on their work and requires the lecturer's permission during scheduled classes. If approved, the use of personal music systems with headphones is recommended.

Do not leave work in the teaching studios. Work left unclaimed and unidentified will be disposed of during routine cleaning. If students have left work in a studio they must make sure it is clearly identified and securely pinned or stored where it will not interfere with activities by other groups using the same space. Students who are allocated a space are to consider this a privilege, not a right. Abuse of the space or lack of use will result in access to the space being withdrawn.



The Parkyn Library, named after George Parkyn, a mentor to the late Greg Whitecliffe, provides a welcoming student-centred environment. The Library has a range of services and resources to help students with their learning and research needs.

LIBRARY STAFF

Erich Ranfft, Library Manager & Research Co-ordinator

erichr@whitecliffe.ac.nz

Justine Giles, Senior Library Research Assistant justineg@whitecliffe.ac.nz

Beth Goodwin, Assistant Librarian - Digital

Phone: 302-7374 (DDI) or 309-5970 ext 8736 (library front desk)

All email correspondence must be made using your Whitecliffe email address.

LIBRARY HOURS

8:00a.m. to 4:30p.m. Monday to Friday during Undergraduate teaching weeks, unless otherwise indicated; and as scheduled during term breaks and postgraduate seminars.

Hours will be posted on the Library door and sent to your Whitecliffe email address.

FINDING INFORMATION

LIBRARY CATALOGUE

The catalogue is your guide to finding the books, videos, DVDs, dissertations, etc. in the Library. It is available at any computer in the library. Please ask for assistance if required. It is also available on the Web off campus at www.whitecliffe.ac.nz - go to [Student Info](#), then [Library](#), and click on [Click Here](#).

Please refer to the Library section on the website and Orientation and Induction handouts and guides for further information.

JOURNALS

There are many subscriptions to programme related journals; journals may not be borrowed. These are shelved alphabetically in the Journals room. Handouts are available listing the journals kept in the library.

COMPUTER-BASED INFORMATION

Resources are available in the Library or from an off campus site, for example:

findNZarticles: A guide to materials from New Zealand and Pacific newspapers, magazines and reports.

Te Puna: A guide to books, journals and other materials held in libraries throughout New Zealand. Use this for finding materials to interloan (Postgraduate Students only).

Journal databases: Various EBSCOhost and Gale databases are available to you, and particularly noteworthy is the **Art & Architecture Complete** database by EBSCOhost.

For instructions on how to access and use these databases (whether on or off campus), consult the handout provided by Library staff.

Online access to journals: Online (on campus) access to current & back issues is included in several of the Library's subscriptions, such as with *Journal of Visual Culture* (UK), *Art Therapy* (USA), *Body Movement and Dance in Psychotherapy* (UK), and *International Journal of Art Therapy* (UK). See the appropriate handouts for information on how to access the journals online.

RESOURCES AND SERVICES AVAILABLE ANYTIME THE LIBRARY IS OPEN

RESEARCH SERVICES

Ask the Library staff to show you how to search the catalogue for titles or materials on a particular subject, and for help in finding your way around the Library. Help is also available for searching databases for access to journal or newspaper articles. Te Puna, the national bibliographic database, lists the titles of books and journals in your subject area that are held at other libraries. Interloan services are available for postgraduate students only.

COMPUTERS, INTERNET, EMAIL AND WI-FI

The Library has 9 student computers for internet research and wordprocessing use. Other student computers are available on Level 3 in Digital Suite 1 (with iMacs); DS1 is open also before and after the Library's regular 8am – 4.30pm hours.

Printing from the Library computers will incur a fee. Internet and Wi-Fi access is also available, and several of the Library computers are set up for emailing. Students with Wi-Fi enabled laptops or other devices can ask library staff for assistance to connect to Wi-Fi. Use your prepay account to access copying facilities. Please also watch out for emails from the IT department updating information.

USB, CD and DVD drives are available on library computers so you have many options to record, edit and save your work. USB flash memory sticks, CDs and

DVDs are available for purchase from the Receptionist. Cash or EFTPOS.

PHOTOCOPYING

There is a colour photocopier located in the Library.

Overheads / OHPs can be purchased from the Receptionist.

Overheads / OHPs obtained elsewhere must not be used in the Library photocopier

WATCHING VIDEOS AND DVDS

Videotapes and DVDs are available for viewing in the Library. Arrangements should be made in advance. Contact Library staff.

BOOK LOANS

Borrowers are limited to 8 items on loan at any one time. A valid Whitecliffe ID card is required in order to borrow materials. Materials cannot be borrowed if any current loan is overdue, or money is owing to the Library or Whitecliffe, or there is an overdue fine on an interloan.

Loan period:

Undergraduate students: Loans area available for up to four weeks.

Postgraduate students: Loans are available for either up to five weeks.

There are no renewals or extensions on book loans.

Books can be returned to the box in the Library, or after hours to the box outside the Library door.

Recall:

A book can be recalled after 10 days on loan if another student requests it.

- The student who has the book will be notified of a recall request via their Whitecliffe email address, and will then pay the postage cost when returning it if s/he resides out of Auckland.
- For Auckland-based students who have recalled a book, you will be emailed that the book is ready for pick up, and will have 3 days to pick it up, effective the day that the email was sent out.

On the other hand, Whitecliffe will pay the postage to send the book to the new borrower outside of Auckland.

Overdue or lost materials:

Overdue charges are 20 cents per day per item. Overdue Interloans may be higher.

Materials lost by students are billed at replacement cost, plus a \$15 administration fee.

Damage to materials will also be assessed at cost.

Borrowing other materials:

Dissertations, videos, DVDs, journals and other special collections are not available for loan.



LIBRARY POLICIES

LIBRARY COMPUTERS

Course work has priority. Game playing is not allowed. No changing of computer settings or downloading programs

GENERAL LIBRARY POLICIES

- Whitecliffe rules regarding conduct apply in the Library.
- It is a place for quiet study.
- Please chat on your mobile phone outside the Library.
- Please consume any food or drink (other than water) outside the Library.
- If you need to do studio work, sketching, cutting and pasting ... please go to the Level 3 studios or common room.
- Students are responsible for fines or costs incurred for late returns or damaged, lost or stolen materials.

ACCESS TO WHITECLIFFE PREMISES

Access to Whitecliffe premises outside of scheduled class times is a privilege that may be granted to selected students on an individual basis by the President or Dean of College. Whitecliffe may withdraw such access at any time for reasons of security, maintenance, safety, special occasions, or other reasons deemed appropriate and fitting by Whitecliffe. Students granted access to Whitecliffe premises outside of normal Whitecliffe hours may not have visitors (including family, friends or models) without the explicit permission of the President or Dean of College.

ATTENDANCE

Attendance to all class meetings and completion of all assignments is mandatory. Attendance is recorded and records are maintained. Failure to attend, for any reason, may result in lowered grades, course failure, or, in extreme cases, Administrative Withdrawal. Attendance may, in addition, affect eligibility for institutional or external financial aid. Excessive absence may result in a recommendation that students withdraw from courses and/or entire programmes of study, deferring their enrolment to a future semester. Students are responsible for obtaining class-notes and/or assignments and for making up any work missed due to lateness or lack of attendance.

Students are responsible for informing Whitecliffe (by calling Reception) if they are unable to attend any classes. If absenteeism due to sickness lasts for three days or more, students must present a Doctor's Certificate. Students having difficulty with attendance due to personal reasons should contact their HOD, Lecturer or the Undergraduate Programme Coordinator or Academic Coordinator. Prolonged and/or regular absences FOR ANY REASON will incur consequences. Students are responsible for their own progress through Whitecliffe and will be held responsible for completing all requirements.

BREACH OF LOCAL BYLAWS OR NATIONAL LAW

Students are required to comply with local and national laws. Whitecliffe may take action, whether the violation occurs on or off campus, when a definite Whitecliffe interest is involved and where the conduct adversely affects Whitecliffe's pursuit of its educational mission or the health or safety of members of the Whitecliffe community.

Any other conduct in which Whitecliffe has a clear interest and which substantially threatens the educational process or other legitimate function of Whitecliffe or the health or safety of any member of Whitecliffe community is prohibited.

CONTROLLED SUBSTANCES

Whitecliffe policy is consistent with the laws, which regulate controlled substances.

Illegal use, possession, or sale of controlled substances is prohibited on campus. Whitecliffe policy is consistent with the law on the sale, possession, and consumption

of alcoholic beverages. Alcoholic beverages are not permitted on campus without proper authorisation. Consumption or possession of alcohol by students on any Whitecliffe owned or controlled property is prohibited except for students who are 18 years old or older at Whitecliffe sponsored events for which authorisation for the consumption of alcohol has been granted by Whitecliffe.

COMPUTER USE

No student is to install any software onto any Whitecliffe computer without the permission of the Whitecliffe IT Co-ordinator. If a student becomes aware that a Whitecliffe computer is infected with a computer virus (i.e. through on-screen warnings etc.) they must contact the IT Co-ordinator immediately before continuing to use the equipment. All students are responsible for all their own files. While Whitecliffe provides students with server space, it is not responsible for the safety of the files stored there. Students must take responsibility for all their files by backing up regularly. Student space on the servers may be cleared of all files at the end of every academic year. Students must comply with the IT Acceptable Use Policies and Digital Suite terms of use.

DISCRIMINATION

An active effort is made to recruit students to represent the cultural diversity of New Zealand. Whitecliffe is committed to the values of non-discrimination. Specifically, Whitecliffe seeks to provide equitable opportunity to all qualified students regardless of their age, gender, ethnicity or socio-economic status. Whitecliffe is committed to equality of educational opportunity. Discrimination on



the basis of ethnicity, cultural heritage, national origin, creed, gender, marital status, age, sexual orientation or disability is prohibited. This policy is interpreted in conformity with current laws on discrimination.

DISRUPTION

Disruption is defined as:

- Disruption of classes, offices, services, meetings, the library, studios or ceremonies;
- Obstruction of free movement of people or vehicles;
- Conduct which threatens harm, incites violence, or endangers the health and safety of any person;
- False alarms or threats of disruption, including bomb threats and false fire alarms;
- Damaging, defacing, or abusing Whitecliffe facilities, equipment, or property;
- Inciting others to engage in prohibited conduct;
- Harassment of any sort; and/or
- Malicious action, which causes harm to any person's physical or mental well being.

Engaging in disruptive behaviour is prohibited.

EQUITY

Whitecliffe is proud of the diversity of its student body. All students and faculty are expected to treat each other in the spirit of equity regardless of ethnicity, cultural heritage, national origin, creed, gender, marital status, age, sexual orientation or disability.

IMAGES AND MARKETING

On enrolment every student confirms their acceptance of a clause which entitles Whitecliffe to collect images of either the student and/or their work. Whitecliffe will endeavour to obtain students' permission for use of their image or work in promotional activities, publications or public displays, and to give appropriate credit to the student(s).

Whitecliffe may retain work produced during the course of a student's study and temporarily after that student has concluded at Whitecliffe for the purposes of reproduction, promotion, exhibition and to meet the compliance requirements of NZQA and other agencies. Whitecliffe retains the right to archive copies of student artwork and/or written work in perpetuity. Whitecliffe reserves the right to change the use/representation of any Whitecliffe-affiliated images for the purposes of best representing Whitecliffe.

PROPERTY

Whitecliffe produces manuals, course notes, bulletins and various forms of literature (print and digital), video and photographic visual resources. These materials should be respected as the intellectual property of Whitecliffe. As such they have value. In addition, Whitecliffe comprises a physical site, leased premises, furniture, fittings, equipment, resource materials, decorative material, documentary material and consumable resources, which are all part of Whitecliffe property. Such property also has value. Any student who wilfully

damages, destroys, removes or alters any Whitecliffe property including intellectual property without proper authorisation will be subject to discipline.

Unless prior permission has been received, materials and/or equipment (e.g. library books, lights, video cameras, etc.) owned, leased, or on loan to Whitecliffe may only be used outside of Whitecliffe premises under the direct supervision of Whitecliffe faculty or technical staff.

Students are liable for any loss or damage to Whitecliffe materials or equipment for which they are responsible. As Whitecliffe provides no insurance for material or equipment used outside Whitecliffe premises (except when such use is under the direct supervision of

Whitecliffe faculty or technical staff), such unsupervised use of Whitecliffe equipment will subject students to FULL PERSONAL LIABILITY for any loss or damage.

Actual or attempted theft of, or damage to, property, including intellectual property, or services belonging to Whitecliffe, any member of its community, or a visitor to Whitecliffe is prohibited.

SEXUAL AND RACIAL HARASSMENT

This policy explicitly incorporates and prohibits sexual or racial harassment. Sexual and racial harassment is defined as conduct which is sexually or racially motivated and has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment. If a student feels they are a victim of sexual or racial harassment, they should speak to the Undergraduate Coordinator, the Dean, or other senior staff member who will act on the student's behalf in resolving the problem or refer students to the appropriate agencies or authorities.

SOFTWARE AND ELECTRONIC INFORMATION

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in digital environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorised access, and trade secret and copyright violations, may be grounds for sanctions against members of the Whitecliffe community.

STUDENT PROPERTY AND ARTWORK

- Whitecliffe is not responsible for loss or damage of student property, including artwork. Whitecliffe Insurance does not cover the loss or damage to personal property, including artwork. Any student work left



behind at the end of a semester

that is unclaimed after 30 days will be considered abandoned and may be disposed of at the discretion of Whitecliffe.

- Artwork and/or written material produced by students as part of their instruction remain the property of the student unless prior arrangements have been made (e.g. work produced as part of an internship).
- Where artwork and/or written assignments, of a specific nature, are produced collaboratively with Whitecliffe staff or faculty or with substantial input by either staff or faculty or which includes Whitecliffe resources, such work and/or materials remain the property of Whitecliffe unless prior arrangements have been made. It is recognised that many research projects involve artists and/or scholars working as a team. Special arrangements will be made in such cases, which take into account the contributions to ownership rights to the intellectual property of all relevant parties, and

provide for equitable distribution of any benefits that may arise from commercialism of such intellectual property.

- If a student fails to meet or is in arrears on financial obligations to Whitecliffe, any written work or artwork, including folios, sketchbooks, and developmental work as well as finished pieces, may be held by Whitecliffe until such time as the obligation is fulfilled.

STUDENT PROTOCOLS FOR LIFE MODELS

Appropriate student behaviour and conduct as outlined in the relevant rules and regulations remain the standard at all times. In addition students are reminded that:

- They need to arrive well in advance of the class (at least 10 minutes to ensure that the necessary preparations are completed before the teaching starts).
- The studio door will be secured at the start of the class and no late admittance will be allowed.
- Latecomers will be admitted at the lecturer's discretion during a break in the pose.
- A responsible and professional relationship to the model, the lecturer and fellow students is expected at all times.
- A professional distance must be maintained between the model and any student at all times.
- All communication with the model should be via the lecturer taking the class or under his or her direction.
- The use of fixatives inside the studio is prohibited.
- No digital image recording devices including cameras or cell phones are to be used in the class.

VISITORS

Visitors, including parents, prospective students, friends, and visitors from industry are

required to check in and sign the Visitors Register at Whitecliffe Reception as an OSH requirement. Visitors who have not checked in may be asked to leave the premises. Students who have visitors are required to present those visitors to Whitecliffe Reception PRIOR to permitting those visitors on campus. Visitors are expressly forbidden to enter classes, studios or other areas of educational activity of Whitecliffe unless specifically authorized.



GENERAL RULES

- Smoking is only allowed in designated spaces such as the courtyard on level 3 of Balfour Road and outside of the Studio Georges Bay Rd Studios
- Cell phones are to be switched off during class, lectures, tests and exams.
- Social activities of any kind on Whitecliffe premises must be authorised by Whitecliffe Executive Management Group (EMG).

While Whitecliffe takes all reasonable precautions, it is also the responsibility of each individual student to take all precautionary measures when working around Whitecliffe and/or handling potentially dangerous materials and equipment.

FIRE AND EVACUATION PROCEDURES

All students need to read the evacuation procedures displayed throughout the campus and note the assembly areas for each building and the nearest emergency exit. Emergency evacuation drills are carried out every semester.

If the fire alarm bell sounds, leave belongings and move quickly and quietly to the nearest safe exit and assemble at the appointed location [Main campus to assemble at Gladstone Park, Fine Arts campus to assemble on the corner of St Georges Bay Rd and Kenwyn Street]. Please follow the instructions of staff and fire wardens who will be wearing fluorescent vests.

FIRST AID OFFICERS

Should students require assistance in matters of Health & Safety/First Aid Officers, the 2015 trained first aid staff are as follows: Clay Alcock (Level 4 Admin), Lucy Dunningham (Reception), Lynnemaree Patterson (Level 3) and Melanie FerDon (Level 5). After 5p.m. students within Whitecliffe grounds will have limited access to First Aid Kits and assistance and therefore will need to keep with them their mobile phone and notify another person of their whereabouts in the case of an emergency.

Balfour Road First Aid Kit Locations

L3 Fashion Department Office
L3 Graphics Department – IT Office & Print Room
L3 Kitchen
L3 Part time office, opposite Studio 4
L4 Reception

St Georges Bay Rd Studios First Aid Kit Location

Foyer

INFLUENZA OR OTHER VIRAL PANDEMIC

Whitecliffe has a management plan prepared should there be an influenza pandemic. Whitecliffe monitors all government sites and appropriate information sources to ensure all students, faculty and staff are updated as changes occur.

The following precautionary steps can help prevent an influenza outbreak:

1. Wash and dry hands properly. Wash hands for at least 20 seconds with soap or alcohol-based rub.
2. Wash and dry hands before preparing food, eating, after coughing, sneezing, blowing noses, wiping children's noses, visiting the toilet or looking after sick people.
3. Cover face when you cough or sneeze.
4. Try to stay at least a metre away from sick people to reduce the spread of illness.

Students must keep Whitecliffe informed of changes of emergency phone numbers and addresses. In the event of a possible influenza pandemic, this information will enable Whitecliffe to inform everyone concerned.

FASHION DEPARTMENT HEALTH AND SAFETY REGULATIONS

- First Aid Kit kept in Fashion Office and also on top of the thread shelves in the entrance to Year 4 Fashion studio.
- All accidents must be recorded in Accident Register which is kept on top of the First Aid Kit.
- Exits are located either end of the Fashion Studios continue through to doors at Student Common Room into the car park.
- Needle Guards must be kept on machines at all times.
- When lifting (e.g. heavy boxes of magazines or mannequins) bend knees, hold article close to body, keep your back straight.
- Footwear must be worn at all times.
- When at machines or cutting tables for prolonged periods take a break every 15 minutes, get up and stretch and move around.
- Care must be taken when using fabric dyes. Advisable to wear a mask.
- Take care when using industrial sewing machines and irons and always turn off at the wall when leaving studio unattended.
- No food or drink is to be consumed in the Fashion studios.
- Lockers should be kept tidy. When storing equipment in your locker or in the studio always stack heavy to bottom, light to top.
- When adding water to iron in Year 4 study bay care must be taken when undoing cap due to pressure build up.
- Keep your workstation and the floor tidy and clear of unused scissors, needles and pins. Always follow sensible working procedures.
- Fire Extinguishers are located in Year 2, 3 and 4 studios
- Evacuation Procedures

Follow procedures as outlined on notices displayed on walls. Assembly point is across the road from the Main entrance to Whitecliffe, in front of Gladstone Domain on Balfour Rd.



N.B. Only Whitecliffe Fashion Design students are permitted to use any of the equipment in the Fashion Studio and no equipment is to be taken out of the studio without permission from the Fashion Lecturers.

NON-TOXIC POLICY

Whitecliffe supports efforts to care for the environment and the health and safety of everyone in the Whitecliffe community. The use of non-toxic materials is encouraged. If oils and volatile solvents such as turpentine (turps), fixatives, thinners, spray cans and polystyrene are used it is the student's responsibility to ensure that the studio or workspace is adequately ventilated and that appropriate protective equipment (gloves, goggles and masks) are used.

Students must not use aerosol sprays or any other liquid mediums dispersed by spray anywhere on campus. Students may use the area under the extractor fan in Studio 8 with prior permission and only with a faculty member present. Students must not disturb any classes that are in progress and must leave the studio as they find it.

Toxic materials must be disposed of appropriately. Oil paint or turpentine must never be poured down the sinks. Turpentine containers are available in the studios. Consideration for fellow students and faculty is required at all times.

PHOTOGRAPHY CHEMICALS

Potentially dangerous chemicals are used in the photographic development process. Comprehensive descriptions and safety procedures for these are printed in manuals located in the Photography Department. Students must familiarise themselves with these before entering the darkrooms.

TOOL USE

All students and faculty must adhere to the following rules to avoid accidents and prevent equipment damage.

- Discuss project and receive guidance on how to use all tools and equipment from the Property and OSH Co-ordinator /Fine Arts technician.
- Demonstrate ability to safely use all tools and equipment to the satisfaction of the Fine Arts technician.
- All items and tools can be used at either St. Georges Bay Rd or Balfour Rd. sites but must be signed out by the Fine Arts technician or faculty.

STUDENT INFORMATION

Reception and the Admissions Office offer some student services, including first aid, and telephone and fax services.

ACCESS CARDS

These are issued to all Whitecliffe students. Students will be charged a replacement fee of \$30 if their access card is misplaced or stolen.

ALUMNI ASSOCIATION

The Alumni Association enables students to keep in touch with friends, meet new people, continue to participate in the stimulating intellectual and cultural life of Whitecliffe and enjoy benefits such as invitations to reunions and social occasions, special lectures by international guests, regular news about Whitecliffe and its graduates through CREATE and the Whitecliffe website. Membership is open to all former students and faculty of Whitecliffe and in addition to the range of membership benefits above, alumni may have the valuable opportunity to be profiled on Whitecliffe's website. Please ensure that Whitecliffe has a current contact address for you after you leave and check alumni on www.whitecliffe.ac.nz for further information.

COUNSELLING

Students have access to Counsellors by referral. Up to three counselling sessions per year are paid for by Whitecliffe, further sessions are at the student's expense and by arrangement. This is a discrete and confidential service. Please see the Undergraduate Programme Co-ordinator or the Director - Academic for further information.

EMPLOYMENT OPPORTUNITIES

Whitecliffe often receives information about full-time and part-time job offers. These will appear on the student notice boards or through communication with an HOD. International students must organise work permits with the New Zealand Immigration Service and IRD numbers with Inland Revenue before they can work in New Zealand.

EQUIPMENT LIABILITY

While Whitecliffe has an insurance policy that covers damage or theft to Whitecliffe equipment on campus students will be responsible for \$1000 excess for accidental damage or theft. However, please note that the insurance company will investigate the accident fully and may determine that the damage is due to negligence, not accident. Students may then be held liable for full replacement costs.

Please Note: Acceptance of submissions for classes and advancement into the next phase of study can be withheld if a student has outstanding loans, fines or debts to Whitecliffe.



GRADUATION

This is the most important formal occasion on the Whitecliffe calendar. The official awards ceremony and accompanying exhibitions and celebrations involve everyone connected with Whitecliffe including whanau, family, friends and supporters of students and faculty, alumni, sponsors, special guests and speakers.

Graduation is an opportunity to acknowledge the achievements and activities of the year and, most especially, honour the successes of the graduates. Graduation day is for those graduating with degrees. Graduands and their guests are encouraged to attend all events.

LANGUAGE SUPPORT

Help on an individual basis is available to both native and non-native speakers of English in Year One to meet the standard of written English required. If support is required during Years Two, Three and Four, students have to pay an extra fee of \$700 per year for one-to-one tuition. English support may be made a condition of enrolment.

LOCKERS

These are hired to students on a first-in-first-served basis for a non-refundable fee of \$60 per year. Please Note: Artworks and materials left in lockers at the end of the year will be disposed of after 30 days. You can find a locker application form online at www.whitecliffe.ac.nz under the Resources tab.

PARKING

There is no parking available on campus for students. Check the local parking buildings in the area and on-street parking zones for alternative parking locations.

All unauthorised vehicles found parking on Level 3 Balfour Road, in designated staff, visitors or disabled parking spaces, or double-parked will be towed away. All costs in retrieving the vehicle are the owner's responsibility. Do not approach reception in regard to parking in unauthorised parks unless it is in the case of an emergency.

STUDENT INTERNET USE, PHOTOCOPYING AND PRINTING

Printing can be done from all college student computers using your prepaid uniFLOW account. Students have access to a colour photocopier in the Library, as well as on Levels 3 and 5 in Balfour Road, as well as the hallway at St George's Bay Road. Students can purchase prepay credit from Reception. You will also be issued with a HID sticker for easier logging on to the printers. For printers and art resources refer to the External Services section at the back of this Handbook. The Copyright Act 1994, while allowing individuals to make copies for private research and study, places strict limitations on photocopying and distribution of copyrighted material by Whitecliffe. Copyright licensing prescriptions are posted at the photocopying machines.

uniFLOW prepay Account:

- Every student has a prepay account for photocopying and printing, which can be topped up at Reception; the minimum top up is \$5.00. Please note that you are

responsible for any loss or damage to the HID sticker on your card.

- Refunds will not be made.
- To view your uniFLOW prepay account, use the link in the Self Service application on any college computer after logging in.

To photocopy:

1. Swipe your card on the card reader
 2. If this is your first time using your card, enter your name and password used for logging onto the computers
 3. To copy select the “Copy” button and make any adjustments. To scan, select the “Scan” button, choose either to “Scan to myself” by using the email address that is setup for you on the system (Whicadmail or Whitecliffe address) or entering manually a new email address.
 4. Once you are finished, remember to log out of your account by pressing the “Logout” button on or near the keypad.
- OHP sheets can also be used in the photocopiers at Whitecliffe – this needs to be done manually via the feeder on the right-side of the copier.
 - Only OHPs purchased from Reception can be used in the photocopiers. Cost: \$0.60 (A4), \$1.00 (A3).

To print:

If you are logged in to a Whitecliffe computer, your uniFLOW account will automatically be deducted every time you print from the computer.

When you are ready to print, go to File, then click on Print and in the Print Dialog Box (or in Page Setup) go to the Paper Size box and click on A4 or A3 (as appropriate).

Prices for Photocopying and Printing:

Black and White A4 and A3 photocopies/(A4 only prints) are charged at 10 cents per page. Black and White is detected automatically, but you can set it to be Black and White throughout by choosing this in the ‘Quality’ setting.

Colour A4 and A3 photocopies or prints are charged at 30 cents per page

Printing on Level 3:

- The computers on Level 3 print to the Level 3 photocopier, which is located opposite the computer suites.
- In the print option it is listed as Level 3 Colour and it prints in A4 and A3.

In the Library the computers can print to three printers:

- The printer by the student computers is for black and white printing only. In the printer option, it is Library Black & White. It prints only in A4.
- The Library photocopier is for colour printing only. In the printer option, it is Library



Colour Copier. It prints in A4 and A3.

- The Level 3 photocopier is located opposite the computer suites and is listed as Level 3 Colour. It also prints in A4 and A3.

Large document files can take a long time to print (especially together in a queue!). For your images within a document (e.g. a document with just images or an essay with lots of images, or a powerpoint), please compress your image files down to under 100KB.

Large Format Printing:

If you need to use the College's large format printer, see Yoon Tae Kim in the Print Room. You will need to provide your media to Yoon who will do the printing for you. He will then deduct the appropriate amount from your PaperCut account.

WHITECLIFFE ID CARD

This card is proof of enrolment at Whitecliffe and provides access to external concessions and discounts. It is issued through the Admissions Office after enrolment. The ID card can be used in association with a MAXX sticker from the Admissions Office to access a Student Discount Bus Pass. The card also entitles students to use Whitecliffe library, printing and photocopying services. For lost or stolen cards a replacement ID card will cost \$30.

PHOTOGRAPHY AND VIDEO RESOURCES, EQUIPMENT AND LOANS

Equipment loans:

Technicians Leon Mitchell and Yoon Tae Kim are responsible for all Photography and Video equipment. Leon is the primary contact for technical photographic support and David Cowlard (part time Photography lecturer) can be booked via email for technical moving image support.

David Cowlard <DavidC@whitecliffe.ac.nz>

- In order to check out gear you must not have any outstanding fines for late equipment returns and/or outstanding repair or replacement costs for damaged, missing or lost equipment. Understand that you will forfeit your rights to any loans until the problem is rectified and your fine is paid in full and the penalty clause is honoured if you have late returns and/or damaged or missing equipment.
- Equipment loans, re-loans and requests for bookings are ONLY from the storage area next to PH1 on Level 3 of the Balfour Road building between 12.40 - 1.30p.m. Monday to Friday. No email requests for equipment can be facilitated.
- PLEASE NOTE: these times are subject to change and any alterations to them will be posted on the store-room door at the beginning of each term
- General loans are for a 24-hour period except for Friday when loaned equipment is returned the following Monday. Photo students may borrow equipment for a 48-hour period unless specialist equipment has been pre-booked by another student for the

following day.

- If you break the 24-hour rule and/or you return equipment late fines of \$10 for every 24-hour period or part of a 24-hour period the equipment is overdue will be incurred. Your loan privileges will be suspended until these fines are paid. Please note that if you return equipment after the loan times of 12.40pm - 1.30pm you will incur the aforementioned \$10 fine.
- If you return a camera or video kit and any accessories such as battery chargers, USB cables, lens caps etc. are missing; your loan privileges will be suspended until the missing equipment is returned. If you lose accessories your loan privileges will be suspended until you pay the full replacement costs.
- If any equipment is lost, stolen or damaged, your loan privileges will be suspended until you pay the full replacement or repair costs.
- If you wish to reissue equipment you must bring the equipment to the Photo storage area on Level 3 of the Balfour Rd campus within the loan times to have the loan period extended.
- Extended and special loan requests are approved by Leon Mitchell (leonm@whitecliffe.ac.nz) on a case-by-case basis.
- Please respect that faculty running classes or workshops have priority over equipment and facilities. If equipment or facilities are requested by a faculty member your loan request may be refused.
- No equipment is to be swapped or exchanged between students unless the loaned equipment is first checked and signed into the Photo storage area on Level 3 of the Balfour Rd campus by Leon or Yoon Tae.
- No equipment or accessories in the equipment kits are to be swapped or exchanged with other kits. The contents of a kit will be checked when returned. This includes elective and workshop classes. If equipment is missing from a kit you have borrowed it will be investigated and loan privileges will be suspended until the issue is resolved. Fines could be incurred if negligence is proven. PLEASE NOTE: you will be responsible for 100% of any costs incurred through loss and/or damage to equipment or facilities for which you are responsible.
- Allocation of any equipment will always be at the discretion of the technicians and Photography Department faculty.

Restrictions on equipment for undergraduate students:

Certain items of specialist photographic equipment are for use by Photography major students only. This equipment is as follows:

- Canon 5D Mark III
- Studio and location strobe lights
- Moving image shoulder rig, follow focus and monitor

- All Canon 60D kits
- The tilt-shift lenses, telephoto and wide angle lenses
- All medium format analogue cameras
- The large format camera

Any exceptions to this must be negotiated in the first instance with your studio lecturer.

Policy for usage of lighting studio and loan of keys:

- You must outline the broad scope of use for the studio during your shoot on the studio booking form. This allows us to ensure that safety procedures are observed and that respect for other users is maintained.
- The key can only be booked out for 24 hours at a time (except Friday when keys are returned on Monday).
- There are 4 time slots available for studio usage Monday – Thursday.
- The final timeslot available on Friday is the 11a.m. - 1p.m. slot. At which point the key is to be returned to the Photography storeroom by 1.30p.m.
- The following are the weekend time slots:
A: Friday 1.30p.m. – Saturday 9.30p.m.
B: Sunday 8a.m. – Sunday 9.30p.m.
NB: THERE WILL BE NO EXCEPTIONS TO THESE TIME SLOTS.
- Please consult Leon regarding bookings and schedules over long weekends.
- There will be a \$40.00 cleaning fee to be charged at the discretion of Photo Dept staff in the event that the cyclorama is significantly marked during your shoot.

Policy for usage by non-Photography major students:

- Students must discuss their request to use the studio with either Leon or Becky before booking a time slot on the booking sheet – if not in person - contact Leon via email: leonm@whitecliffe.ac.nz
- Students must be assisted by Whitecliffe students currently involved in the Photography Major and those students who are assisting must confirm this role to Leon or Becky.
- If, in consultation with Photo Dept staff, students intend to enrol the help of people not involved in Whitecliffe majors to assist with studio use, the studio booking must be during work hours, Monday to Friday. They must also sign in at reception as visitors.
- Those students who are untrained in the use of lighting studio equipment and protocols and are not assisted by current Whitecliffe Photography major students are not allowed to book the studio after 5p.m. on weekdays or during the weekend.



Lighting Studio Access:

Leon Mitchell and Yoon Tae Kim are responsible for the loan of keys for access to the lighting studio. There are only two keys and unless you hire one out, you will not be granted access. Leon Mitchell is responsible for lighting studio facilities and equipment

Hours for loan collection and return:

The lighting studio keys are signed out from the Photography store room on level 3, Balfour Road Campus, between 12.40 - 1.30p.m. Monday to Friday. These are the only hours for key collection and return. Do not sign out a key unless you can return it on time.

Collegial and respectful etiquette (NB: see policy for non-Photography Majors above)

- No shoes are to be worn on the cyclorama. If you require a model to wear shoes for a shoot please ensure they are clean, and mask the soles with tape.
- Keep the studio clean and tidy at all times – return all equipment to its correct location at the end of each session.
- Report any damage of equipment or studio to technician Leon Mitchell (leonm@whitecliffe.ac.nz). This includes blown bulbs and malfunctioning equipment.
- Studio booking may not be monopolised. Max. 2 consecutive slots per student per day Mon-Thur
- Studio equipment must be handled with care.
- No equipment is to be removed from the studio at any time unless specifically authorised by Becky or Leon.

Photography Department Large Format Printing:

The Photography Department offers large format printing on demand, based on a strict set of print guidelines and during specific times of day during the week.

Leon Mitchell and Joon Tae are the authorised print technicians for this facility.

NB: The HP Z3200 is only to be operated by these technicians.

AT NO TIME should any student attempt to operate the printer.

Please refer to the separate large-format print guidelines available online and at the technician's office for further details.

A.V Equipment:

The College has a range of A.V equipment available for testing display strategies and presenting work at assessments. This equipment must be booked VIA EMAIL with

Leon. It is available on a first-come first-served basis, and a full list of equipment can be accessed in the IT/Print Room.

SPECIFIC INFORMATION FOR INTERNATIONAL STUDENTS

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Whitecliffe College of Arts & Design has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from Whitecliffe or from the New Zealand Ministry of Education website at www.minedu.govt.nz

IMMIGRATION

International Students studying on a Visa must request a letter from the Assistant Registrar - Admissions confirming their study at Whitecliffe one month before their Visa is due to run out. If students request a letter only days from their Visa expiry date, no exceptions will be made and processing will be delayed. Visas are to be posted for processing to:

Immigration New Zealand
PO Box 948
Palmerston North

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration website at www.immigration.govt.nz. Re-enrolling International students must ensure that their student visa and permit is granted to extend to 31 March 2014. All visas expiring in March 2013 must be updated through the New Zealand Immigration Service to extend to 31 March 2014. Students are required to be on campus for the designated enrolment days. Please refer to the attendance policy. Any questions relating to visa validity can be checked through the New Zealand Immigration website at www.immigration.govt.nz.

All fees need to be paid in full before the start date. This will enable your student visa to be obtained for a full year. New Zealand tertiary institutions are prohibited by New Zealand Immigrations laws from allowing students without current visas into classes. Students who do not have a current visa are not permitted to attend any of their scheduled classes until such time as Whitecliffe has a copy of a current visa on file.

MEDICAL AND TRAVEL INSURANCE

All international students are required to have Medical and Travel Insurance while studying



in New Zealand. This is to safeguard against financial loss, through loss or destruction of property, accident or illness. Insurance policies have been specifically designed to cover your time spent in New Zealand and your journey to and from New Zealand. Claims may be made for baggage damage or loss, travel delay, documents and money. When medical treatment is required the costs are claimed from the respective insurance company. Students who have not taken out appropriate insurance will not be permitted to attend any of their scheduled classes until such time as Whitecliffe has a copy of current medical and travel insurance on file. Southern Cross Healthcare is very reliable and cost effective. Their details are:

Private Bag 99 934,
Newmarket,
Auckland.
Phone: 0800 800 181
Email: info@southerncross.co.nz

ELIGIBILITY FOR HEALTH SERVICES

Most international students are not entitled to publicly funded health services while in New Zealand. If students receive medical treatment during their visit, students may be liable for the full costs 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.

ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but students 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

RETURNING OVERSEAS: STUDENTS GOING HOME DURING DECEMBER/JANUARY HOLIDAY PERIOD

Students must return prior to the first day of Orientation (this can be found online at www.whitecliffe.ac.nz under the Resources tab). The Admissions Office requires a permanent home address or alternative address over the December/ January break; this is where the information for the following academic year will be posted. There will be important information posted to you about enrolment. Year 1, 2 and 3 students are not to leave before their end of year exhibition however Year 4 students may leave once they have completed all course requirements.

INTERNATIONAL STUDENT CO-ORDINATOR

The International Student Co-ordinator (ISC) Lynnemaree Patterson is available to talk to overseas students about being away from home and any concerns relating to living and studying in New Zealand. Students should contact the ISC if they are having problems with attendance, class work or personal matters.

lynnemareep@whitecliffe.ac.nz

COMPLAINTS AND GRIEVANCES

As members of the Whitecliffe community, students are provided with appropriate channels to air grievances, propose changes and negotiate conditions or regulatory matters. Difficulties are often the result of a simple breakdown in communications and a primary goal of this policy is to facilitate constructive communication and resolution of difficulties. As ultimate responsibility for resolution of complaints and/or grievances resides with the President of Whitecliffe, she may intervene in these procedures at any stage to offer a resolution.

Students (current and alumni) are expressly required to follow any enquiries, grievances, complaints or appeal through the designated channels. If, at any stage of these procedures, the designated authority is the subject of the complaint or grievance, a Senior staff member or the Whitecliffe President may replace that individual.

COMPLAINTS RELATIVE TO INSTRUCTION

Students having complaints relative to instruction (e.g. grading, instructional procedure) should seek resolution of their concerns through the following procedure.

1. Speak directly to the lecturer involved. If the problem is not resolved (or if the nature of the complaint is such that the student is uncomfortable approaching the lecturer directly) students should contact the HoD or a senior academic administrator i.e. the Director - Academic, Academic Registrar or Dean of College.
2. The HoD or senior administrator will attempt to resolve the problem through consultation with the student and the lecturer.

While this is the preferred procedure, students may at any time bring their concerns directly to the attention of the Dean of College or the President. Students should realise, however, that in the absence of extenuating circumstances they will be directed to follow the normal procedure.

In the case of a dispute over assessment, the Lecturer, the Director - Academic, Academic Registrar or Dean of College, may convene a Moderation Committee, composed of lecturers and/or external professionals or academics not currently involved in providing tuition to the student, to review the assessment in question.



FORMAL GRIEVANCES

Senior administrators have a key role in overseeing all formal grievances. In the event that he/she is the subject of a formal grievance, the President will appoint an appropriate senior staff member to oversee the conduct of that particular formal grievance. Problems not resolved by the preceding method may result in the submission of a Formal Grievance. Formal Grievances should be filed with the Dean of College in writing, detailing the key points and/or areas for discussion.

Upon review of the grievance, the Dean will, in consultation with the student and appropriate senior staff, establish an appropriate channel for consideration of the grievance.

1. Depending upon the nature of the grievance these channels of consideration may involve individuals or the convening of committees from within or outside of Whitecliffe.
2. A grievance should be presented no more than 21 days from the date of occurrence, incident or event (or four weeks in the case of posting of examination results).
3. Formal appointment with the first of the contact people in the designated channel should be made between seven and fourteen days after the lodging of the complaint.
4. Each channel personnel may organise and arrange as may be appropriate such meetings as are deemed necessary to resolve concerns and present possible agreements.
5. A written report should be compiled by each successive channel representative and passed to the next with comments or possible resolutions-signed by the student and the person responsible.

If at any stage of a grievance/complaint an agreement is proposed, that agreement will be forwarded to the Executive Management Group for consideration and approval.

Complaints not resolved within Whitecliffe may be forwarded to the:

New Zealand Qualifications Authority (NZQA)
PO Box 160,
Wellington,
Phone: 0800 HELP (0800 72 4357)
Email: helpdesk@nzqa.govt.nz

If International students' concerns are not resolved by the internal grievance procedures, they can contact the International Education Appeal Authority (IEAA). The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects or advice on services received from their education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice. Students can

write to the IEAA at:

International Education Appeal Authority
C/- Ministry of Education
Private Bag 47-911
Ponsonby
Auckland
Fax: (09) 374 5403
Phone: (09) 374 5481
Email: info.ieaa@minedu.govt.nz

OTHER PROBLEMS

Students having complaints over other matters (e.g. personal problems, finances, discrimination, harassment, staff/faculty/student behaviour, etc.) should seek resolution of their concerns through the following procedure.

1. Speak directly to the individual involved (i.e. fellow student, Business Manager). If the problem is not resolved (or if the nature of the complaint is such that the student is uncomfortable approaching the primary individual directly) students should contact a senior administrator or for international students, the International Student Co-ordinator.
2. The senior administrator or International Student Co-ordinator, will discuss the matter with the student and provide full information on available courses of action.
3. The senior administrator or International Student Co-ordinator, will attempt to resolve the problem through consultation with the student and other members of Whitecliffe community as appropriate.
4. The senior administrator or International Student Co-ordinator, if unable to resolve the problem to the student's satisfaction, will refer the complaint, with written impressions, to the Dean of College.

While this is the preferred procedure, students may, at any time, bring their concerns directly to the attention of the Dean of College. Students should realise, however, that, in the absence of extenuating circumstances, they will be directed to follow the normal procedure.

DISCIPLINARY PROCESSES AND PROCEDURES

Whitecliffe has established the Standards of Conduct for Students and the disciplinary process to protect its educational purposes, to provide for the orderly conduct of its activities, and to safeguard the interests of the Whitecliffe community. The disciplinary procedures used by Whitecliffe are considered part of its educational process.



In most instances a student who is involved in alleged misconduct goes through the full disciplinary process before Whitecliffe takes any action (detailed below). However, in situations where there is cause to believe that the student poses an imminent threat to them self, others or property, or is incapable of continuing as a student for medical or psychological reasons, interim actions may be taken immediately without prior notice or hearing. If interim action is required and taken, the student is entitled to an administrative hearing as soon as is reasonably possible, but no later than 10 days after the action is taken. The actions, taken by the Dean of College, may include:

- Interim restrictions, including but not limited to limitation of access to Whitecliffe facilities or restriction of communication with specific individuals or groups;
- Interim suspension, including temporary total removal from Whitecliffe or restriction of access to Whitecliffe owned or controlled property; and
- Mandatory medical or psychological assessment, including referral to a counsellor, physician or psychologist selected by Whitecliffe for assessment of the student's capability for remaining in Whitecliffe.

Hearings or appeals conducted as part of the disciplinary process are not courts of law and they are not subject to many of the constraints of civil or criminal hearings. Because violations of some of the Standards of Conduct are also violations of law, students may be accountable to both civil authorities and Whitecliffe for their actions. Disciplinary action at Whitecliffe will normally proceed without regard for any civil or criminal proceeding and will not be subject to challenge on the basis of the outcome of any civil or criminal proceeding. Although sanctions can include temporary or permanent removal from Whitecliffe, the process is intended to be educative for the students involved. Students involved in these procedures can expect to be treated fairly and go through the process in a timely manner. The purposes of the disciplinary process are:

1. To determine the facts about the allegation(s);
2. To determine the responsibility of the accused;
3. To determine an appropriate sanction if the accused student or student organisation is found responsible for a violation; and
4. To help any student or organisation found responsible for violations of the Standards of Conduct to understand the negative impact of their actions.

N.B. Influence of a student's mental state, or use of drugs or alcohol, will generally not limit the responsibility of a student for his or her action.

Typically, a senior administrator who serves as the chief investigator makes the first contact with any student involved in the disciplinary process. The senior administrator serves as the secretary of Whitecliffe Conduct Board and may be the Administrative Hearing Officer.

Administrative Hearing Officer(s) are appointed on an ad hoc basis by the Executive Management Group, and are generally members of the educational or administrative staff. An Administrative Hearing Officer is responsible for hearing cases where a student has been offered a less formal hearing. The Administrative Hearing Officer determines both the responsibility of the accused and the sanction(s).

The Whitecliffe Conduct Board is appointed on an ad hoc basis by the Dean of College and may include educational and/or administrative staff, and student representation. The Whitecliffe Appeals Board is appointed on an ad hoc basis by the President and includes three senior administrators. If the disciplinary procedure is in response to an academic violation (e.g. academic dishonesty) either the Chair or Deputy Chair of the Academic Board will be asked to sit on any Appeals Board.

RIGHTS OF STUDENTS IN DISCIPLINARY PROCEDURES

Any student charged with violation of Whitecliffe Standards of Conduct shall have the following rights in disciplinary procedures:

- The right to notice of the charge(s) and the basis for the charge(s).
- The right, in order to avoid self-incrimination, to remain silent when charged with an act, which may be a violation of criminal law.
- The right to seven calendar days notice before the disciplinary hearing.
- The right to present written information to the member(s) of the hearing board prior to the hearing, including signed statements from witnesses and arguments.
- The right to a hearing.
- The right to consult an advisor.
- The right of one appeal.

Any student brought before Whitecliffe Conduct Board has these additional rights:

- The right to view the material to be presented against them in advance of the hearing.
- The right to have an advisor present in the hearing; however, the student may have only one advisor present. The advisor may be allowed to give the student advice during the hearing, but is not permitted to speak to the hearing board or conduct examinations of witnesses. The advisor is not permitted to disrupt the proceedings.
- The right to hear the testimony of all witnesses.
- The right to present questions to be asked of witnesses.
- The right to speak on his or her own behalf.
- The right to have a record made of the hearing.



UNDERGRADUATE ELECTIVE POLICY

CHANGING ELECTIVES (Foundation, Year One, and Year Three Contextual Studies)

Students have one week after the start of the academic year to change electives without cost but Year Ones must stay with their first term's allocated elective. Thereafter any changes are made in the final week of Terms Two and Three. All enrolments and changes are made with the the Year One Coordinator and/or the Assistant Registrar – Student Records. Elective changes incur an administrative charge of \$40 per elective change and this is payable upon submission of the change of elective form to the Admissions Office.

FAILING ELECTIVES

In accordance with the rules and procedures, failure to attend all classes and/or hand in assigned work could result in the student's failure of the course. Students who fail an elective or any other four-credit course such as a workshop will need to enrol in another elective to make up the four credits. Domestic students will be charged an additional fee of \$250 for this and International students will be charged \$650. Enrolment for a replacement elective must be made by the start of the new term.

STUDENT LOANS AND ALLOWANCES

If students have applied for and obtained either a Student Loan or Student Allowance, Whitecliffe recommends that they read the information books that they received. It is the student's responsibility to be aware of their obligations if they have received Government assistance with their study.

Whitecliffe draws attention to the following points:

PERFORMANCE REQUIREMENT FOR STUDENT ALLOWANCE

If you already get the Student Allowance for tertiary study, you must pass more than half of a full-time tertiary course to get it again -- unless you didn't pass because of a reason beyond your control such as illness.

A course is recognised as either full-time or part-time by applying what's called an EFTS (equivalent full-time student) value to each component/course. The EFTS value is determined by the content of your course.

This means you need to pass more than half of a full-time enrolment. Here is an example:

Weeks of study required for full year's study.	EFTS & Credits you need to be full-time	EFTS & Credits you need to pass to get another Student Allowance
32 – 52	0.8 or more	0.4001
	120 credits = full-time year 96 credits = .8 of full-time	Pass 60 credits to get another allowance. Pass 48 credits to get another allowance

When you apply for a Student Allowance, StudyLink will ask you to tell them if you passed more than half of the last full-time tertiary course for which you got a Student Allowance . If you answer YES, they will confirm your study results through a Data Match with the Ministry of Education. If you're not sure, tell them in your application and they'll check this too.

Please note: If you received a Student Allowance for a full-time tertiary course and didn't pass more than half of that course, but have passed study since then or didn't pass because of reasons beyond your control then you may still be eligible – talk to StudyLink about it.

Students may in general only receive Student Allowance for a total of five years. Any programme for which students have received a Student Allowance counts towards this total. Exceptions are listed in the Student Allowance book.

PERFORMANCE REQUIREMENT FOR STUDENT LOANS

From 1 January 2011 a performance measure has been introduced for Student Loans. In order to keep your eligibility to receive a Student Loan you will have to pass at least half of your course load (EFTS – see above under Allowance) over a set period.

How is this calculated?

The EFTS count starts once a student has used one or more parts of the Student Loan (e.g. living costs, course fees, or course-related costs).

To give students time to adjust to tertiary study a student's performance will be assessed once they have used 1.6 EFTS. This is about 18 months to two years of full-time study.

Once a student has completed 1.6 EFTS of study, they will need to have

passed at least half the EFTS of their previous study in order to continue receiving a Student Loan. This performance is assessed using a rolling five year assessment period.

If students lose access to the Student Loan they can regain it by studying without a Student Loan until they have passed at least half the EFTS of their total study. Students can also regain access to the Student Loan by providing evidence that there are reasons beyond their control for not passing at least half. A student's average results may also change as previous study drops out of the rolling five-year period.

Withdrawing from your course

If you withdraw from study within 30 days of your study start date, and receive a refund of all of your tuition fees before the end of your programme, that course is not included in your performance test.

ACADEMIC GRADES AND ADMISSIONS

NORMAL PROGRESS

Students normally progress from year-to-year of the BFA courses of study upon successful completion of the credit and English language requirements for the qualification.

ADMISSION TO A MAJOR

In addition to meeting the minimum objective criteria detailed below, admission to a major is contingent upon available space within the student's desired course of study. Where demand for a given course of study exceeds available space, otherwise qualified students may not be offered admission.

Year 1 to Year 2

End-of-Year Folio Grade	60% (C+)
English Language Proficiency	Intermediate, IELTS 6.5 or equivalent TOEFL
Permission of Lead Faculty	REQUIRED
Credits	120

Year 2 to Year 3

End-of-Year Folio Grade	60% (C+)
English Language Proficiency	Intermediate, IELTS 6.5 or equivalent TOEFL
Permission of Lead Faculty	REQUIRED
Credits	240

Year 3 to Year 4

Final decisions regarding course of study during the Research Year are made by the Admissions Board. In addition to the objective criteria detailed below, the Admissions Board will consider the student's capacity to independently undertake theoretical and applied research in his/her chosen area of concentration.



End-of-Year Folio Grade	60% (C+)
English Language Proficiency	Upper Intermediate, IELTS 6.5 or equivalent TOEFL
Permission of Lead Faculty	REQUIRED
Credits	360

ENTRY INTO THE MASTER OF ARTS IN ARTS THERAPY CLINICAL YEAR 3 (2016 only)

Progress into the third (clinical) year requires the written permission of the Head of Department and the Dean of College.

ENTRY INTO THE MASTER OF ARTS IN ARTS THERAPY CLINICAL YEAR 2

Postgraduate Diploma in Arts Therapy students must achieve a minimum grade of C+ in all taught courses, as well as permission of the HOD to make normal progress into Year Two of the Master of Arts in Arts Therapy (Clinical). Progress into the second year requires the written permission of the Head of Department and the Dean of College.

CONTINUED ENROLMENT IN MASTER OF ARTS IN ARTS MANAGEMENT

Master of Arts in Arts Management students must achieve a minimum grade of C- in all taught courses, as well as permission of the HOD to make normal progress into their fourth and final (Elective) semester. Note: students beginning their Research Elective are required to present a Research Proposal for approval by the Whitecliffe Research and Ethics Committee.

CONTINUED ENROLMENT IN MASTER OF FINE ARTS

Master of Fine Arts Students must achieve passes in Studio Research Preparation, and Studio Research I, as well as the permission of the Head of Department, to make normal progress into Studio Research II (2nd Year).

ADVANCEMENT WITH CREDIT DEFICIENCIES

Students may advance with credit deficiencies with the Approval of the Admissions Board. Credit deficiencies are likely to result in special conditions of advancement for the student. Special conditions are decided on a case-by-case basis. Credit deficiencies may only be removed by repetition of course work at Whitecliffe, or accumulation of additional Whitecliffe credits.

ACADEMIC REGULATIONS

The following are extracted from the full regulations. The complete Whitecliffe College of Arts & Design Academic Regulations are available online at www.whitecliffe.ac.nz and printed copies are held at reception and in the Parkyn Library. Academic Regulations are adopted by Whitecliffe to define policy and procedure; to articulate rights and responsibilities; to define and maintain standards and to ensure fairness. Academic Regulations become official when approved by the Whitecliffe Academic Board, subject to review by the Academic Board and appropriate external authorities. Academic Regulations are subordinate to the law and may be waived in special cases with the approval of the Academic Board.

COURSE FEES

Course fees, including GST are outlined in separate information sheets and pertain only to current academic years. Course fees must be PAID IN FULL PRIOR TO COMMENCEMENT. Fees are established for courses of study and entitle students to enrol for a defined number of credits. If students are required to undertake additional credits, either as a result of Conditional Admission, or due to Withdrawal or Failure, they will be required to pay additional fees at the part-time rate for any such credits. Extra material and equipment expenses are estimates only.

REFUND POLICIES

The refund policy is provided to students prior to enrolment and provides the following information:

1. If a student withdraws before commencement (defined as the first day of required attendance), he/she is entitled to a complete refund of any course fees paid.
2. If a student withdraws within 8 days (include weekends) of commencement, Whitecliffe refunds all course fees except for 10% of the tuition fee or \$500 (whichever is lower) in order to cover administration costs.
3. If a student withdraws more than eight days after commencement, he/she is not entitled to any refund.

NB This policy is regulated by the Ministry of Education – and will be updated in response to any changes to the policy by the Ministry of Education.

REGISTRATION AT ENROLMENT

In order to matriculate at Whitecliffe, a student must have their registration validated by

the Business Manager at enrolment upon payment of prescribed fees. No student is considered registered until the Business Manager certifies fee payment, and all required material has been submitted to the Admissions Office. Faculty will not admit students to classes in which they are not officially enrolled.

STUDENT RESPONSIBILITY IN REGISTRATION

Students are responsible for their own progress through Whitecliffe and for meeting course, departmental and Whitecliffe requirements. Responsibility for correct enrolment and correct academic record rests with the student. Students are also responsible for knowing regulations regarding withdrawals, refund deadlines, programme changes and academic policy. On request students may obtain information and counsel relative to their progress and status from HODs, the Academic Registrar, senior faculty or other members of the administration.

ACADEMIC STANDARDS AND PROTOCOLS

Professional and formal academic standards are required for all written and oral presentations.

ACADEMIC INTEGRITY

Students are expected to demonstrate academic integrity. Cheating and plagiarism are unacceptable. Plagiarism is defined as “passing off as one’s own” the ideas, concepts, images or creative work of another person. While the creative process always involves interpretation, translation, appropriation, abstraction or other derivations from previously existing works or images, academic integrity demands clear attribution of sources. The expectation of Whitecliffe is that students accept these standards and conduct themselves as responsible members of the academic community. These standards should be read broadly.

COMPUTER ASSIGNMENTS

Some courses require a level of competency in computing skills. Students who complete computer assignments away from Whitecliffe must be prepared to demonstrate proof of their competency and familiarity with the programme on designated Whitecliffe computers.

COPYRIGHT AND INTELLECTUAL PROPERTY

Students are permitted under the Copyright Act 1994 to copy material for research and private study. Unauthorised use of material is not permitted. Whitecliffe expects students to be responsible in regard to copyright. Refer also to Academic Integrity in this handbook.



Respect for intellectual labour and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

DIGITAL SUBMISSION

Whitecliffe requires that all text-based assignments be submitted digitally so that assignments can be pre-screened for originality and plagiarism by turnitin.com® (see Originality and Plagiarism section of this Handbook)

Generally, all text-based assignments must be submitted digitally to the relevant lecturer in Undergraduate programmes by 3p.m. on the date the assignment is due unless otherwise stated in the course syllabus. Postgraduate students should refer to their Course Manual for submission deadlines. Digital submissions must be made by email. Lecturers will apply their own penalties for lateness, as stated in each course syllabus.

DISMISSAL (ADMINISTRATIVE WITHDRAWAL)

A student may be dismissed for academic deficiencies, including plagiarism, non-attendance, or for disciplinary infractions. A student may also be dismissed for financial delinquency. Where a student is dismissed for academic deficiency an external arbitrator can be made available to counsel the student and Whitecliffe on acceptable or applicable refunds. Where a student is dismissed for financial delinquency he/she will not be entitled to academic transcripts, Award Certificates, letters of award confirmation, references (written or verbal) from Whitecliffe until all debts have been satisfied.

EXAMINATIONS AND TESTS

All exams and tests are closed-book unless otherwise stated. This means students cannot take in or use any electronic or written materials (including dictionaries) during an exam or test. Failure to attend an exam or test may mean failure of the course; students should refer to their course syllabus for further information.

ORIGINALITY AND PLAGIARISM POLICY

All written assignments will be submitted to turnitin.com® prior to assessment by the lecturer.

You must submit your written assignments directly to Turnitin (instructions will be provided in your course syllabus), where you will be able to access your Turnitin Originality report, and, if you have managed your time appropriately, improve your writing if required, and resubmit.

This policy provides a valuable learning opportunity for you. By viewing your Turnitin report, you will have an excellent tool to improve your scholarly writing (identifying your own ideas, reviewing the quality of your paraphrasing, and checking your citation, and referencing etc). This may also help your time management skills, as you will have multiple chances to resubmit prior to the final assignment submission date if you are organised (Turnitin allows one re-submission every 24 hour period).

Lecturers who require hard copy submission of assignments may continue to ask you for this, however, hard copies must now have the Turnitin receipt attached to them to evidence your submission. Please note that Turnitin is very robust, and you can submit the same assignment digitally (e.g. formatted, with images etc) as you would a hard copy.

Full instructions can be found in the Turnitin Student Handbook available at:
http://www.turnitin.com/resources/documentation/turnitin/training/en_us/Student_Manual_en_us.pdf

With the exception of some assignments (identified clearly on course syllabus), if 25% or more of a written assignment text matches other sources, it will be returned to the student even if the citations and referencing are in line with the Whitecliffe Study Guide requirements. Undergraduate students who have had their assignments returned because 25% or more of the text of the assignment matches other sources will be asked to digitally resubmit their assignment within a timeframe determined by the lecturer. (Postgraduate students have different criteria and should refer to their course manuals). The passing grade for a resubmitted assignment is C- only. Where the turnitin.com® report identifies text matching other sources, and there is no attempt by the student at correct citation and referencing as per the Whitecliffe Study Guide, the student will receive a written plagiarism warning from the lecturer.

All studio assignments are expected to follow the guidelines outlined in the Academic Integrity section above. If a student submits work for a studio assessment that is deemed to be highly derivative of another creative source without correct attribution or uses found source imagery against specific requirements (identified clearly on assignment briefs), then the student may be given a fail grade for the relevant sections of that assignment and receive a plagiarism warning.

Only one plagiarism warning will be tolerated in any given academic year. A further instance of plagiarism will result in the student being subject to academic discipline up to and including, academic dismissal.



STUDY GUIDE

The *Study Guide* is the official Whitecliffe guide to the structure and presentation of all written academic work. It is based on the APA Style Manual.

RESEARCH AND ETHICS

Assignments that require primary research are subject to Research and Ethics approval. Primary research includes interviews, surveys, filming/photographing/drawing a person, observing and note-taking, and/or using and/or accessing the property of others. Prospective participants should be provided with the following: Information that the individual is being invited to participate in an assignment or research project or that their permission is sought for use or access.

- A comprehensive statement of the research purpose, the identity of the researcher, the expected duration and nature of the participation and a description of the assignment/research procedures.
- Information on the appropriate resources beyond the researcher to contact regarding possible ethical issues in the research (Supervisor, Lecturer, HOD, Academic Registrar).
- A comprehensive description of reasonably foreseeable harms and benefits that may arise from research participation.
- An assurance that prospective subjects are free not to participate, have the right to withdraw at any time, and will be given continuing and meaningful opportunities for deciding whether or not to continue to participate.
- An indication as to whom will have access to the information collected on the identity of subjects, descriptions of how confidentiality will be protected (if this is offered), and anticipated uses of the data collected.
- An indication of the possibility of the commercialisation of research findings, the ways in which the research results will be published, and how the subjects will be informed of the results.

This information should be provided in writing and then written consent must be obtained from that participant. Lecturers will provide a model cover letter and consent form.

WORD PROCESSING

All written academic assignments are required to be word-processed and to follow the Study Guide unless otherwise stated. Word processing facilities are available in the library for student use. Please note that Whitecliffe is not able to accept assignments submitted in formats incompatible with Whitecliffe's word-processing standard which is Microsoft® Word 2003 and above. Incompatible formats include WordPerfect®, Works®, Notepad®, and WordPad®.

EVALUATION AND ASSESSMENT

Evaluation and assessment are important parts of the teaching process at the Whitecliffe. Their chief functions are to supply students with information regarding progress and achievement. As well as formal tests, reviews and exams, students receive informal feedback on work from their class lecturer. If students feel they have not received sufficient guidance or information about their progress they should, speak directly to the lecturer before discussing the issue with an HOD or the Director - Academic.

Effective assessment begins with open communication between the student and lecturer. Often an assessment will not include a grade. This does not mean that it is of lesser significance. Some information is more accurately conveyed without resorting to a number or a symbol. At the start of each course, lecturers provide in writing the specific details of the assessment procedures applying to that course.

Students are provided with ongoing formative and summative assessment to aid them in achieving their educational objectives. Whitecliffe makes regular use of external examiners, including members of industry and representatives of other New Zealand tertiary institutions (state and private).

Assessment is comprehensive and examines (where appropriate):

- Achievement evidenced by meeting prescribed outcomes
 - Research and analysis of problems evidenced by visual and/or documentary evidence.
- Problem-solving methodology evidenced by documentation of project development from brief to final solution.
- Technical skill as evidenced by intelligent and knowledgeable use of media in the presentation of written and/or visual work.
- Theoretical and conceptual knowledge and understanding evidenced by finished projects.
- Other criteria as specified in syllabi and manuals.

ACADEMIC TRANSCRIPTS

At the end of the year students receive an Academic Transcript, which is a full record of the student's course of study. Students need to ensure their postal address is correct by the end of assessment week with the Registry Office. The undergraduate programme course grades, and the final portfolio grade (where appropriate) comprise each student's final formal assessment results.



COURSE GRADES

Course Grades are assigned by lecturers at the completion of each course. Course Grades may consider (in addition to assignment, test, and examination grades) attendance, improvement, effort, and/or contribution to class. Assessment criteria and weighting for each course are established by the lecturer, approved by the Academic Registrar and are explained to students in writing at the beginning of the course. Based on these criteria the lecturer has the authority to award a passing or failing grade. Course Grades are the basis of the academic records maintained by the Registry Office. In the case of courses, which extend over a period of longer than one semester an interim grade will be issued. Final grades in these courses will be determined by a combination of course work and final assessment as outlined in each course syllabus.

CREDITS

In addition to other qualification requirements, noted elsewhere, students must successfully complete a minimum of 120 credits to pass any one academic year at Whitecliffe. Sixty credits are required for the one-semester Foundation Certificate. Ninety- six credits is the minimum credit load for a student to be classified as full-time for the year (or 48 credits per semester). Students may not take more than 72 credits per semester without permission from the Director -Academic.

NB: 1 Credit = 10 Notional Hours of Learning.

CREDIT QUERIES, TRANSFER CREDITS AND RECOGNITION OF PRIOR LEARNING (RPL)

Queries about credits and/or academic status should be directed to the student's HOD who will pass it on to the Academic Registrar. Recognition of Prior Learning (RPL) needs to be approved by the Admissions Board before the course applied for commences.

Whitecliffe recommends students present cross-credit and RPL applications with their enrolment. RPL requests may incur an additional administration charge. Undergraduate students will not be charged for RPL unless they do an extra elective to replace the RPL granted course. If they take this option they will be charged \$100 per course for the RPL process. All Postgraduate students are charged \$100 for each course that is granted RPL.

GRADE SCHEDULE

Whitecliffe follows the grading system below. A grade of C- or 50% is required to pass a course.

Grade	%	Designation	Definition
A+	90-100		
A	85-89	Excellent/Superior	
A-	80-84		Outstanding achievement relative to level necessary to meet course requirements. Excellent organisation, original thinking, analysis and synthesis, grasp of subject matter; advanced critical evaluations; and extensive knowledge base.
B+	75-79		
B	70-74	Above Average/Good	
B-	65-69		Achievement above the level necessary to meet course requirements. Strong evidence of original thinking; good organisation, analysis and synthesis, above average grasp of subject matter, sound critical evaluations, and extensive knowledge base.
C+	60-64		
C	55-59	Average/Adequate/ Satisfactory/Pass	
C-	50-54		Achievement meets the course requirements in every respect. Evidence of grasp of subject matter, some critical and analytic ability. Reasonable understanding of relevant issues; familiarity with literature.

STUDENTS BELOW THIS LINE MAY NOT ADVANCE

D	40-49	Fail	Poor achievement. Fails to fully meet the course requirements. No credits are awarded. Student is not eligible to advance.
F	0-39	Fail	Fails to meet course requirements. Little or no achievement. No evidence of even superficial understanding of subject. No credits are awarded. Student is not eligible to advance.

Assessment Procedures during the year

Assessment is a continuous process and an integral part of all classes throughout the year.

- Attendance is required and contribution in class expected. Active participation will go a long way to establishing an effective learning environment.
- Students may request an appraisal of their work and progress at any time by approaching the lecturer, HOD or Director - Academic if feedback is unclear.



Assessment can take a number of forms:

- Informal feedback in the classroom, or to the group as a whole.
- Written assessment on a prescribed form or equivalent.
- Grades for assignments, projects and class work.

UNDERGRADUATE STUDENTS

UNDERGRADUATE STUDENTS – Years Two, Three & Four - MID YEAR FOLIO REVIEW

All students have their studio work assessed by a group of lecturers who comment on progress, strengths and weaknesses, and achievement. The interim grade is an indicative grade only and does not contribute to the final grade. This review occurs in the three weeks after Semester One classes end. Refer to the Academic Calendar under the Resources tab on the Whitecliffe website, www.whitecliffe.ac.nz.

UNDERGRADUATE STUDENTS – END OF YEAR FOLIO REVIEW

The end-of-year folio review is a compulsory and significant assessment event. The folio grade is part of the final course grade in Year Two and Three majors. Information on what is required for the folio presentation for each year of study and area of specialisation is given in this Handbook. More detailed information is provided closer to the folio review period. Students should see their HOD if they have questions. A passing folio grade (C- or higher) is required for the successful completion of exit qualifications: Diploma – Advanced awarded to students who leave after Years Two or Three of the four year BFA programme. Year Four degree students receive a final Studio Research course grade that includes both studio and academic outcomes.

UNDERGRADUATE END-OF-YEAR PORTFOLIO

A final folio is a body of work. A strong folio:

- Is a comprehensive summary of a year's work so students should keep and store all their work carefully.
- Shows a consistency of effort, demonstrating engagement with all aspects of the programme.
- Reflects the care and seriousness with which students approach their work.
- Shows evidence that students have transferred knowledge and skills from one subject area to another, and considers the overall objectives of the course of study.

Please note folio grades may differ from the grades received in class during the

year as the criteria (noted above) for assessment is different to that used during the year.

YEAR TWO – DIPLOMA OF ARTS AND DESIGN

Students present a folio of work from their major. Exceptional work from any other classes may be included.

YEAR THREE –DIPLOMA OF ARTS AND DESIGN (ADVANCED)

Each student selects a body of work for final folio submission in consultation with senior faculty that comprehensively reflect the student's creative activity for the year.

YEAR FOUR – BACHELOR OF FINE ARTS

The bound contextual portfolio, a body of studio work to a professional standard and a set of at least six digital images of the student's work (these last items are retained by Whitecliffe for its records) are required for the final assessment of the Studio Research course.

DIPLOMA OF ARTS AND DESIGN, DIPLOMA OF ARTS AND DESIGN – ADVANCED EXIT QUALIFICATIONS

In addition to meeting credit requirements, a folio grade of C- or higher is a requirement for the successful completion of an exit qualification awarded to students who leave after Year One, Two or Three of the four-year BFA programme.



POSTGRADUATE STUDENTS

Postgraduate students should refer to their Course Manual for further information on Evaluations and Assessments. This Manual is distributed at Orientation and/or available online.

AWARDS/QUALIFICATIONS

Awards are dependent upon a student achieving the required credits, a passing portfolio or other final requirements and receiving confirmation of achievement in end-of-course assessments as noted elsewhere in this handbook and in course documents. In order to be eligible to receive a qualification, a student must be able to demonstrate a body of knowledge and practical and applied skills in his or her area of concentration. Awards may be withheld by Whitecliffe in cases where students have outstanding financial or other obligations to Whitecliffe.

POSTGRADUATE DEGREES – MERIT CLASSIFICATION

The award of Honours generally depends on the overall grade; and compliance with the time limits specified in the Whitecliffe Academic Regulations for full time study (i.e. course of study completed without extension).

NB: A Leave of Absence does not affect the awarding of honours. Results are provisional until all the components of the degree are completed, and the overall grade is calculated.

HONOURS CLASSIFICATIONS

- First Class Honours - for grade point average of A- or better in the overall course. In addition, this classification requires the endorsement of the Academic Board.
- Second Class Honours - for grade point average of B or better in the overall course or in the dissertation/presentation part of the major. In addition, this classification requires the endorsement of the Academic Board.
- Pass - for grade point average C or better in the overall course.
- Fail - for grade point average below C-overal

ADDRESS

Whitecliffe College of Arts and Design (Balfour Road Campus)
24 Balfour Rd, Parnell, Auckland 1052, New Zealand

St Georges Bay Road Studios
130 St Georges Bay Road, Parnell, Auckland 1052, New Zealand
Email: info@whitecliffe.ac.nz

PHONE NUMBERS

Whitecliffe (Balfour Road Campus) +64 9 309 5970
St Georges Bay Road Studios +64 9 377 3083
Library +64 9 302 7374

FACULTY AND STAFF

Emails: First name + first letter of surname @Whitecliffe.ac.nz e.g.:
amandal@whitecliffe.ac.nz; belindaw@whitecliffe.ac.nz; henrys@whitecliffe.ac.nz

<i>NAME</i>	<i>SURNAME</i>	<i>TITLE</i>	<i>EXT NO.</i>	<i>DDI</i>
AMANDA	LEVEY	HOD, Master of Arts in Arts Therapy	8744	09 601 8944
ANNE-SOPHIE	ADELYS	HOD, Continuing Education	na	na
ANITA	TOTHA	Marketing & Communications Co-ord	8734	09 601 8934
BECKY	NUNES	HOD, Photo Media	8741	09 601 8941
BELINDA	WATT	HOD, Fashion Design	8755	09 601 8955
BETH	GOODWIN	Assistant Librarian - Digital	8736	09 601 8936
CAROLINE	POWLEY	Senior Lecturer, Graphic Design	8742	09 601 8942
CLAY	ALCOCK	Property & OSH Coordinator	8743	09 601 8943
DAVID	COWLARD	Lecturer, Photo Media	8741	09 601 8941
DEBBIE	LENNON	Assistant Registrar, Finance	8732	09 601 8932



DEBORAH	GREEN	Lecturer Arts Therapy, Chch	na	na
ERICH (Mon-Thurs)	RANFFT	Library Research Coordinator	8754	09 601 8954
GILES	PETERSON	Lecturer, Contextual Studies	8748	09 601 8948
HAYDEN	WHITECLIFFE	Marketing & Projects Co-ordinator	8753	
HENRY	SYMONDS	Director, Academic	8745	09 601 8945
IRENA	ARANDELOVIC	Associate Academic Registrar	8749	09 601 8949
JACQUIE	PHIPPS	Academic Registrar	8752	09 601 8952
JANE	HENZELL	Associate Director, Academic	8745	09 601 8945
JANET	ZHAN	Assistant Accountant	8732	09 601 8932
JILL	SORENSEN	Lecturer, Fine Arts	8756	09 601 8956
JONTY	VALENTINE	HOD, Graphic Design	8742	09 601 8942
JUSTINE	GILES	PT Lecturer/Library Assistant	8736	09 601 8936
LEON	MITCHELL	Year One Coordinator	8739	09 601 8939
LIANNE	SAUNDERS	Marketing Manager	8735	09 601 8935
LINZ	ARIELL	Lecturer, Fashion Design	8755	09 601 8955
LIZ	FARR	Lecturer, Fashion Design	8755	09 601 8955
LLOYD	WILLIAMS	HOD, Master of Arts in Arts Management	8743	09 601 8943
LUCY	DUNNINGHAM	Receptionist/Administrator	8730	09 309 5970

LYNNEMAREE	PATTERSON	Foundation & International Student Coordinator	8737	09 601 8937
MATT	DOWMAN	Lecturer, Fine Arts		
MATT	ELLWOOD	Associate HOD, Fine Arts	8757	09 601 8957
MELANIE	FERDON	Lecturer, Contextual Studies	8750	09 601 8950
MICHELE	WHITECLIFFE	President		na
MIRA	COSSAR	Lecturer, Graphic Design	8742	09 601 8942
NOEL	IVANOFF	HOD, Fine Arts	8746	09 601 8946
PAM	YOUNG	Academic Coordinator/Postgraduate Mgr	8738	09 601 8938
REBECCA	STEEDMAN	Lecturer, Graphic Design	8742	09 601 8948
ROBERTA	TILLS	Business Manager	8740	09 601 8940
SANDY	JOHNSON	Assistant Registrar - Student Records	8731	09 601 8931
SAM	SMITH	IT Technician	8751	09 601 8951
TANIA	BLOMFIELD	Lecturer, MAAT	8744	09 601 8944
TANYA	ECCLESTON	Senior Lecturer	8746	09 601 8946
TOMMY	HONEY	Dean of College	8733	09 601 8933
VICTORIA	AZARO	Lecturer, Fashion Design	8755	
<i>PART TIMERS</i>				
ANTON	MAURER	Lecturer, Photo Media	8741	09 601 8934



BETTINA	EVANS	Lecturer, Arts Therapy Chch		
CLAYTON	ELLIOTT	PT Lecturer, Foundation		
GLEN	SNOW	PT Lecturer, Foundation & Year One		
IMOGEN	TAYLOR	PT Lecturer, SGBR	8756	09 601 8956
JUDE	POTTS	PT Lecturer, Graphic Design		
JULIA	TEALE	PT Lecturer, Year One		
JULIE	DOWNIE	PT Lecturer, Photo Media International Student Liaison		
KELLY	PRETTY	PT Lecturer, Foundation		
LAYLA	TWEEDIE-CULLEN	PT Lecturer, Graphic Design		
LUKE	MUNN	PT Lecturer, Graphic Design		
MELISSA	DINES	PT Lecturer, Year One		
OLEG	POLOUNINE	SGBR Technician		
PAUL	HOOKER	PT Lecturer, Fashion Design		
PAUL	SHADBOLT	PT Lecturer, Year One		
PEETI	LAMWILAI	PT Lecturer, Foundation		
RICHARD	MALOY	PT Lecturer, SGBR	8756	09 601 8956
ROSE	MEYER	EAP & WAP Tutor, PT Lecturer Foundation		
YOON	TAE KIM	Print Technician	8751	09 601 8951

EXTERNAL STUDENT SERVICES

EMERGENCY SERVICES	Ambulance, Police, and Fire - Dial 111
NEAREST ATM MACHINES	Parnell Post Shop, 295 Parnell Road
STUDYLINK FREEPHONE	0800 88 99 00
COUNSELLING	<p>Auckland Therapy Contracted by Whitecliffe – see a senior administrator or Undergraduate Programme Co-ordinator for a referral. Phone: (09) 623 6262 or (021) 137 352 Email: Tomislav.Skulic@gmail.com 179/3 Landscape Road, Mt Eden Contact: Tomislav Skulic</p> <p>Chinese Lifeline Phone: (09) 522 2088 Note: Mandarin/Cantonese speaking Family Counselling and Psychotherapy Centre Phone: (09) 638 7632 33 Owens Road, Epsom</p> <p>Greyfriars Counselling Service Contracted by Whitecliffe – see a senior administrator or Undergraduate Programme Co-ordinator for a referral. Phone: (09) 575 2059 or (025) 779877 Email: janmthompson@xtra.co.nz 544 Mt Eden Road, Mt Eden. Contact: Janet Thompson MNZAC</p> <p>LifeLine Phone: (09) 522 2999 Email: info@lifeline.org.nz www.lifeline.co.nz Note: Can arrange face to face and email counselling</p> <p>Mensline Check all the above Phone: 0800 636 754</p>



Youthline

Phone: (09) 361 4815

8 a.m. to 12 p.m. 7 days a week

Note: Counselling about self esteem, sexuality, health, anger, depression, grief, loneliness, communication issues, decision making, work, school etc. Office and appointments for face to face counselling available at: Youthline Ponsonby;

13 Maidstone Street, Ponsonby.

Youth Information

www.urge.co.nz

HEALTH AND ADVICE SERVICES

Alcohol Drug Helpline

Phone: 0800 787 797

10 a.m. to 10 p.m. daily. Closed Christmas and New Year's day

Note: Alcohol Helpline is a confidential service providing information, advice and referral to people of all ages with concerns about their own or someone else's drinking and/or use of other drugs.

Auckland Hospital – Accident and Emergency

Phone: (09) 367 0000.

Citizen's Advice Bureau

Phone: (09) 377 3314 or 0800 367 222

Email: cab.queenstreet@org.nz

305 Queen Street – and in 26 other areas in Auckland.

Note: Free advice about counselling, community services, food banks, budgeting etc

Family Planning Association

Phone: (09) 524 3341

Level 2, 5 Short Street, Newmarket.

Mon: 8.30 a.m. – 6 p.m.

Tue/Wed/Thu: 9 a.m. - 5.30 p.m.

Fri: 8.30 a.m. – 6 p.m.,

Sat: 9 a.m. - 1.30 p.m.

Gayline/Lesbianline

Phone (09) 303 3584

Mon – Fri: 10 a.m. to 10 p.m. and Weekends 5 p.m. to 10 p.m.

Rainbow Youth

Phone: (09) 376 4155

www.rainbowyouth.org.nz

Note: Support services for Lesbian, Gay, Bi and Trans people under 27.

Women's Refuge

Phone: (09) 378 7635 – Grey Lynn

Note: Safe House for women and children, refuge from abuse of all types.

TRANSPORT SERVICES**Link Bus**

Loop route linking Downtown K'Rd (Karangahape Road), Ponsonby and Newmarket. Every ten minutes during peak times and every twenty minutes during off peak times.

MAXX

Phone: (09) 366 6400

www.maxx.co.nz

Note: For free information and timetables for bus, train and ferry services.

NZ BUS

Timetables and route information: www.nzbus.co.nz

Taxis

Alert Taxis: Phone (09) 309 2000

Discount Taxis: Phone (09) 529 1000

Citi Cabs: Phone (09) 300 1111

STUDY RESOURCES**CCG Industries (Screen Printing materials)**

Phone: (09) 475 5224

Unit 2, 25 Triton Drive, Albany



Gordon Harris**Newmarket**

4 Gillies Ave, Newmarket

Phone: (09) 520 4466

CBD

31 Symonds Street, Auckland CBD

Phone: (09) 377 9992

Albany

Northridge Plaza, Don McKinnon Drive, Albany

Studio Art Supplies

Phone: (09) 360 1238

35 Crummer Rd, Grey Lynn

Warehouse Stationery

Various branches throughout Auckland.

Closest: off Broadway Newmarket, behind The Warehouse

Local Libraries**Auckland Central Library (Public library)**

Phone: (09) 377 0209

Lorne Street, Auckland CBD

Note: There are 31 libraries in Auckland. Please see the Yellow Pages for more details.

Auckland Museum Library

Phone: (09) 309 0443

Auckland Domain

**TRAVEL AND IMMIGRATION
SERVICES****Air New Zealand**

Phone: 0800 737 000 (Within NZ)

www.airnz.co.nz

Auckland International Airport

Phone: +64 9 275 0789 (International) or 0800 247 767 (Within NZ)

www.auckland-airport.co.nz

House of Travel

Phone: (09) 355 9130

161 Parnell Road, Auckland

Kiwi Experience

Phone: (09) 366 9830

85 Beach Road, Auckland CBD

New Zealand Immigration Service

Phone: (09)914 4100

Level 4, 280 Queen Street, Auckland Central

Visas and Passports to be posted for processing to:

Immigration New Zealand

PO Box 1049, Palmerston North

www.immigration.govt.nz

DRIVING IN NZ

Information on Driving in New Zealand including licences, signals and signs are available from the International Student Liaison Officer.



DEFINITIONS

DEFINITION OF TERMS AND PHRASES

Below is a list of some definitions of terms and phrases used in this Handbook.

Class	Regular course meeting (lecture, taught studio period).
Core Subjects	All courses in Foundation and Year One with the exception of Electives. Usually compulsory for all students.
Course	Formerly/also Module. The basic unit of education and training. A collection of courses, if completed successfully, results in the award of a qualification.
Course of Study	Formerly/also Programme. The group of courses for which an individual student is enrolled at any given time.
Directed Learning (DL)	Lecturer-led taught course component.
EFTS	Equivalent Full-Time Student.
Elective	Six-week specialist courses offered in The Foundation Certificate, Years One and Two. Students are required to select and pass a specified number of electives from the available range in order to successfully complete a full-time course of study and gain awards.
GPA	(Weighted) Grade Point Average.
Independent Studio	Self-directed project within a student's concentration. A compulsory component of the Year Three Diploma Advanced course of study.
Internship	Placement of a student in a professional industry situation for a required period. A compulsory component of the Year Three Diploma – Advanced, course of study.
Major	The subject in which a student specialises and a specific department teaches e.g. Fashion Design, Fine Arts, Graphic Design and Photography.
NZQA	New Zealand Qualifications Authority. Provides qualifications approval, quality assurance, assessment and examination services for the Government.
Objectives	What a student should achieve during the course or course of study.
Outcomes	What a successful student should be able to do by the end of a course or course of study.
Programme	Course of study within a department e.g. Photography programme. Or collective courses in which a student is enrolled. Group of courses leading to an award e.g. Certificate programme.
Review	Formative (in-progress) or summative (final) assessment of work.
Self Directed Learning (SDL)	Independent, student-led study such as assignments and research.

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