

# Student Handbook



# Ngā Kai o Roto

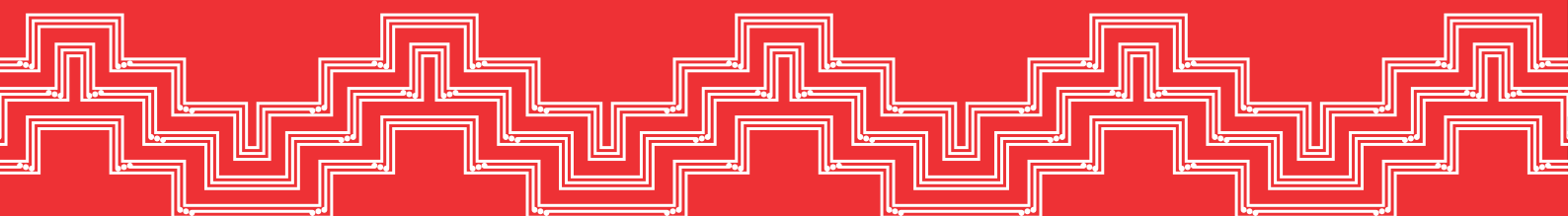
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While every effort has been taken to ensure the information contained in this UC Business School Student Handbook is accurate and up to date, the contents are subject to change and review. The University of Canterbury makes no guarantees as to the accuracy of the information contained in this publication. For formal course regulations and prescriptions, please see the University of Canterbury Calendar. The information contained in the University of Canterbury Calendar is definitive.

UC Business School Student Handbook published February 2025.



# Welcome

**Kia ora and welcome to Te Kura Umanga UC Business School, and congratulations on choosing UC for your degree.**

You have made a great choice! The UC Business School is internationally recognised for its degrees and its research. We also have a nationally recognized first year student support program to help you succeed.

The school is in the top 1% of business schools worldwide that hold all three international Business School accreditations and are triple crowned, school puts you in an elite class of graduates. These three accreditations are the Association to Advance Collegiate Schools of Business (AACSB), the European Foundation for Management Development Quality Improvement System (EQUIS), and Associations of MBAs

(AMBA). These accreditations mean that we provide a gold standard of education among business schools, and that we rigorously ensure the standards of our teaching and degree content. Not only are we externally assessed for these, but it also means that your UC Business degree is well recognised across the world. Along with these general accreditations our accounting degrees are also accredited by Chartered Accountants Australia New Zealand (CA ANZ), CPA Australia, and ACCA as well as affiliated with CIMA.

Beyond that, our Business School is proven to have social impact. The School is also the first Australasian Business School to be awarded the Business School Impact System (BSIS) label, a measure of the tangible and intangible impact the School has on its local community and region. UC Business School is also a signatory member and Champion of the United Nations Principles of Responsible Management Education (PRME), ensuring that our graduates possess the skills needed to balance economic, environmental, and social goals and that the UN Sustainable Development Goals (SDGs) are addressed in our curriculum.

So you can see, we walk the talk of our Business School's mission statement "In the business of making a difference". We want our students and graduates to have a positive impact on the world in both for-profit and not-for-profit organisations. To this end, our graduates have the discipline-specific knowledge and requisite skills to have an impact in the organisations they work for. We also provide you with specific training in cultural competence enabling you to work effectively with people from other cultures and to be well networked in the community.

In addition to studying towards your specific degree, we encourage you to explore the many opportunities offered to develop yourself outside of the curriculum. Get involved in the innovative and creative events hosted and run by our Centre for Entrepreneurship (UCE) or speak to our Internationalisation Team about the possibility of including an exchange or study tour as part of your degree. Get involved in the many student clubs on campus and use the skills and knowledge you learn in class to benefit the club and those the club serves.

Our first year Kaitoko are here to guide each of you through the maze that is your first year at UC. They are a one stop shop of knowledge on all the support that UC has to offer. Remember, if you ever don't understand what is going on in a course or in your degree, or if things happen outside of university that are impacting your study, make sure you talk to one of our staff (for example, the course lecturer, kaitoko, student advisor, or a member of the student care team). If they cannot help you then they will direct you to the appropriate person. If you still can't find the support you are looking for, then my door is always open to students.

We hope your time at the UC Business School will help you to grow into the person you want to be. We know it will prepare you to make a difference in the world.

Ngā mihi

Prof Ann-Marie Kennedy  
Associate Dean (Academic)



# Te Kura Umanga | UC Business School

## Mission, Vision, Values and Focus

### Our Mission

In the business of making a difference –  
Ko te whakapiki mana tā mātou mahi

### Our vision

Is to advance knowledge and bring about positive change in Aotearoa New Zealand and beyond through connected, world class education and research.

### Our Focus

- Exceptional learning experiences that develop business graduates who are equipped to be leaders of change in society.
- High quality research that provides innovative solutions to real problems.
- Highly connected with business and society to make a difference.
- A global focus that enhances our teaching, research, and engagement.
- A culture of performance excellence that promotes engagement and inclusiveness.
- Ethically and globally responsible actions that contribute to sustainable goals and practice.

### Our Location

The UC Business School is primarily located in the Meremere building with the School's reception on Level 2. Administrators can answer queries or direct you to the appropriate person for help.

MBA, Business Taught Masters, and the Centre for Entrepreneurship (UCE) are located on Levels 6 and 7 of the Rehua building.



WHANAUNGATANGA

**He mana tō te tangata**  
**We value people**  
**and their differences**



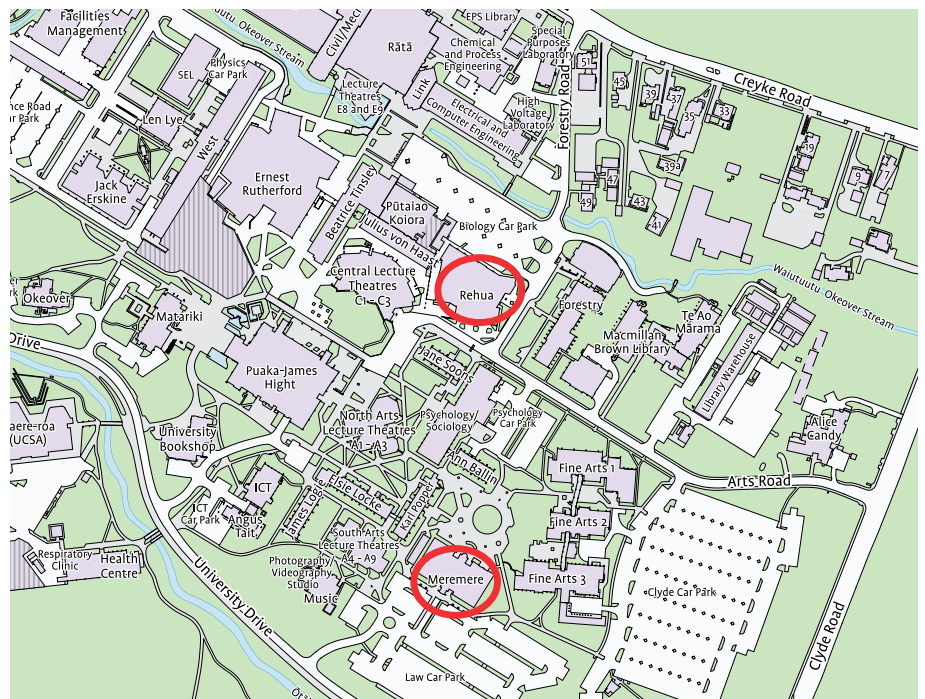
TIAKITANGA

**He kaitiaki tātou katoa**  
**We will enhance and**  
**nurture our resources**



MANAAKITANGA

**Kia aroha ki te tangata**  
**We extend care**  
**and empower others**



Meremere



Rehua

# Bachelor of Commerce (BCom)

The UC Business School is home to the oldest BCom in New Zealand, dating back to 1906. The BCom is also the largest programme offered by the UC Business School, hence much of this handbook relates specifically to the BCom. The BCom graduate profile aligns very closely with the UC graduate profile and with the five UC graduate attributes and is outlined on this page.

## Course and Degree Information

Table 1 Course Codes

Subject Code	Subject	Under graduate	Post graduate
ACCT	Accounting (Including Taxation and Commercial law)	✓	✓
BSNS	Business	✓	
ECON	Economics	✓	✓
FIEC	Master of Applied finance and Economics		✓
FINC	Finance	✓	✓
INFO	Information systems	✓	✓
MGMT	Management	✓	✓
MKTG	Marketing	✓	✓
MBAM	Master of Business Administration (MBA)		✓
MBAZ	Business Taught Masters common courses		✓
MBIS	Master of Business Information Systems		✓
MBUS	Master of Business		✓
MPAC	Master of Professional Accounting		✓

Information on courses including course descriptions, learning outcomes, prerequisites, timetable, assessments, lecturers, text books, and costs for each course are found by searching for the course on the **UC course information system**.

Subject codes for business courses are in Table 1 along with an indication of whether the subject is taught at undergraduate or postgraduate level, or both.

Degrees are made up of courses. Each course has a course code that indicates its subject, level, year, semester, or time it is taught and location.

For example “ACCT102-25S1 (C)” is

- an Accounting course (ACCT)
- at level 100 (indicated by the 1 of 102)
- taught in 2025 in Semester 1 (25S1)
- taught in Christchurch (C).

## University Terminology

A **glossary of terms** is available on the UC website. Understanding the terms used by the university can make it easier to understand the rules that govern your studies.

## Graduate Profile for BCom Students

### Attribute 1: Critically competent in a core academic discipline of their degree

#### Learning Objective 1.1

Students have an in-depth understanding of their majoring subject and are able to critically evaluate and, where applicable, apply this knowledge to topics/issues within the discipline.

#### Learning Objective 1.2

Students have a broad understanding of the key domains of commerce.

### Attribute 2: Employable, innovative and enterprising

#### Learning Objective 2.1

Students will develop key skills and attributes sought by employers which can be used in a range of applications.

### Attribute 3: Biculturally Competent and Confident

#### Learning Objective 3.1

Students will be aware of and understand the nature of biculturalism in Aotearoa New Zealand, and its relevance to their area of study and/or their degree.

### Attribute 4: Engaged with the community

#### Learning Objective 4.1

Students will have observed and understood a culture within a community by reflecting on their own performance and experiences within that community.

### Attribute 5: Globally Aware

#### Learning Objective 5.1

Students will comprehend the influence of global conditions on their discipline and will be competent in engaging with global and multi-cultural contexts.

## BCom Degree Planning

Degree plans for the BCom majors help you to plan how you will complete your degree. The plans show the typical degree structure for all BCom majors and specify all points, course, and level requirements.

When a course is offered in both semesters, you can choose which semester you want to complete it in. Student advisors can help you plan your courses in the right order so you meet all prerequisites.

To maintain a balanced workload, it is advisable to complete 60 points each semester. You will need to obtain permission to study more than 60 points in a semester. Please discuss this with a student advisor.

It is important to understand that a restriction can be placed on your enrolment if you are struggling in your degree, and have performed poorly in a previous semester. A restriction limits you to a maximum of 30 or 45 points in a semester until such time as your academic performance improves.

Table 2 Bachelor of Commerce example degree structure

Year 1								
ACCT 102	ECON 104	INFO 123	MGMT 100	STAT 101	100 Level	100 Level	100 Level	
Year 2								
BSNS 201	200 Level	200 Level	200 Level	200 Level	100 Level	200 Level	200 Level	
Year 3								
BSNS 299	300 Level	300 Level	300 Level	300 Level	200 Level	300 Level	300 Level	200 Level

Zero-points, zero-fees courses    
  Compulsory courses    
  Major courses    
  Other Commerce courses    
  Courses from Commerce or other degrees

Each small block represents a 15-point course. However, some courses may be 30 points or more. This diagram is an example only – other combinations are possible. For specific course requirements, go to [canterbury.ac.nz/regulations](http://canterbury.ac.nz/regulations)



# Getting Started

## Kaitoko | First Year Advisor

There are dedicated Kaitoko | First Year Advisors for the BCom degree.

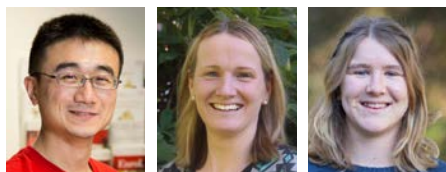
Our Kaitoko provide academic, pastoral, and holistic support for first year students to help them navigate UC and achieve their study goals, including:

- if you get information from UC requiring you to do something but you just want to have it clarified/checked
- if you are struggling with any of your courses
- if things in your personal life are impacting your studies
- what to do if you get sick and can't complete an assessment
- if you just don't know who can help you with your question.

Kaitoko can help you with course changes, degree planning and study pathways in the first year of your degree.

You can visit Kaitoko at Te Pātaka Level 3, Puaka-James Hight for in-person appointments, or appointments can be via phone or via Zoom. For more information on how to book an appointment and any updates, see the [website](#). You can also email any queries to: [firstyearadvice@canterbury.ac.nz](mailto:firstyearadvice@canterbury.ac.nz).

## Student Advisors



Our **student advisors** Ben Meng, Amanda Mitchell and Kirsten Smith provide advice to all students beyond first year. Their office is in Meremere 209. Just follow the signs as you leave the elevators on Level 2.

The **student advice page** has links to book an appointment with a student **advisor**; degree planning forms; and the majors and minors available to BCom students. Email our student advisors is [studybusiness@canterbury.ac.nz](mailto:studybusiness@canterbury.ac.nz).

Ben, Kirsten or Amanda can assist you with:

- degree planning, including double degrees and double majors
- explaining your course options
- understanding the University Calendar and regulations
- explaining eligibility to graduate
- transferring credit
- cross-crediting
- transferring between degrees
- approval of entry to courses and degrees
- exemptions, such as waivers of prerequisites or core requirements
- withdrawal from courses
- suspensions
- extensions
- appeals

## Enrolment Information

Use **myUC** to enrol online into your qualification and your courses. Closing dates may differ depending on the qualification you are applying for. Please **check the dates** for programmes requiring a special application.

International students must **complete their enrolment in person** to meet Immigration requirements.

## Canterbury Card

All students are issued with a Canterbury Card, this is your official student ID for the duration of your study career. The Canterbury Card is also used for issuing books from the library, printing, collecting marked assessments and for afterhours access to buildings (where applicable).

Collect your Canterbury Card from the **Security Office** once enrolment has been completed and fees have been paid. You must take a driver's license or passport to uplift your card. At this time you can set up a PIN for gaining building access (where applicable).

## Student ID number

Each student has a unique student ID number. Please use your number in all your communications. Your number is on your Canterbury Card.

## My Timetable

**My Timetable** is the primary source of information for your lecture, tutorial and workshop days, times and rooms. You can also find details of your internal tests on My Timetable.

You can sync My Timetable with other devices such as your iPhone. It is important to resync to your phone throughout the year as changes are made to timetable information.

## Computers, Wi-Fi, Internet, Email & Printing

All enrolled students are given a student computer account after they have completed enrolment and received their Canterbury Card. The computer account will be generated for you including a username, and you will be asked to create a password.

Your username and password are used for access to computers on campus, logging into your student email and using photocopying or scanning services. Information about email and IT services available to you including internet allowance, password reset, free software, or printing can be found on the **ITS UC website** or you can contact the **ICT Service Desk**.

**Computer workrooms** on campus are listed on the ITS website.

## AKO | LEARN

**AKO | LEARN** is UC's online Learning Management System which is the primary source of course information and communication to students enrolled in a course. Once enrolment is completed you will be added to the AKO | LEARN class up to 30 days prior to the course starting.

Log into **AKO | LEARN** using your UC username and password that was set up the first time you enrolled at UC. If you have issues logging in then contact the **IT Service Desk**.

AKO | LEARN may also be used to deliver course materials, online lectures, and assessments. Generally, you will be able to submit assignments as well as get assessment feedback, marks, and grades on AKO | LEARN.

It is important that you check AKO | LEARN regularly to stay up to date with relevant information and news. This is the main form of communication from your lecturer, so both AKO | LEARN and your emails need to be checked regularly.

Access to the AKO | LEARN class continues for 45 days after the course officially finishes. It is recommended that you download any content you wish to keep from AKO | LEARN before access is removed.

Every student enrolled in a UC Business School course is automatically enrolled in the **UC Business School Students AKO | LEARN page**. There are a range of resources on this page and you will receive regular announcements from the UC Business School and associated Clubs throughout the year.

## Course Outline

The course outline is an essential guide for students, with details on course content, objectives, and structure. It includes a course description, learning objectives, workload, schedule, prescribed materials, recommended readings, assessment details, and contact information for the Course Coordinator and tutors. Additionally, it outlines departmental policies. Each course has a dedicated outline on **AKO | LEARN**.

## Tutorials and Workshops

If a subject includes tutorials or workshops, all students taking that subject must enrol in a tutorial or workshop group. Students will be notified by email when the online tutorial self-allocate system is available for students to enrol in a tutorial group.

Students who do not self-allocate, will be automatically allocated before tutorials commence. Students must attend the tutorial group they enrolled in. Students will only be permitted to change their tutorial groups in exceptional circumstances and with the permission of the Course Coordinator.

## Textbooks

If textbooks are required this will be stated in the Course Outline. Textbooks are available to purchase from the University Bookshop or they can be borrowed (usually only on short-term loan) from the University Library. Ensure you purchase textbooks from reputable resellers, beware of scam sites.

## Course Materials

All course materials including published articles and monographs, PowerPointslides, Word documents, ECHO360 recordings and associated material, are protected by the Copyright Act 1994. Course materials may not be adapted, modified, reproduced, copied, transmitted or stored, in any form or by any means except for your personal educational purposes, without the written permission of the copyright owner.

## Contacting a member of Staff

UC uses your UC email account to communicate with you. Check your UC email account and AKO | LEARN several times per week. Important course information and updates are emailed regularly. Not checking your UC email account is NOT an acceptable excuse for failing to meet any requirements of your course.

When emailing a member of staff:

- **Use your UC email account:** Messages from other email addresses (such as Gmail) are likely to be quarantined as “spam”.
- **Subject Line:** Be specific (for example “ECON104 assignment 2 enquiry”). Lecturers often teach multiple courses and will not necessarily know which course you are taking. Specifying the topic in the email ensures we know what you are referring to.
- **Start of the email:** Start with “Kia ora/ Dear (lecturer’s name / tutor name/ student advisor name)” to be formal and polite. Starting an email with ‘Hey’ is generally not considered polite business communication.
- **Body of the Email:** Ensure your email is clear, polite and to the point.
- **Sign off with your full name and student ID.** Your student ID is very important as there may be multiple people with the same first name and sometimes even the same first name and surname.
- **Replies:** Teaching staff try to respond to emails as soon as possible but there can be a delay, particularly if you email them after office hours or on the weekend. If you haven’t heard from your lecturer within two days then follow up with another email or a visit to their office. If you are still struggling to connect with a lecturer you are welcome to contact the relevant Head of Department or the Dean’s office.

## To meet a staff member in person

- Make an appointment, usually by emailing the staff member as explained above.
- Attend a drop-in session. These would be advertised in the course outline or AKO | LEARN site.
- Attend a scheduled office hour.

Staff office hours are normally listed on their door or in the course outline. No appointment is necessary when visiting a lecturer during scheduled office hours.

## Expectations

UC expects that all students:

- Attend classes regularly
- Read course materials provided
- Consult **AKO | LEARN** regularly
- Regularly monitor their UC email address

See the **UC Student Code of Conduct** for more information

## Course and Teaching Surveys

Course and teaching surveys may be conducted during each course through AKO | LEARN. These surveys enable you to reflect on your learning experience and provide feedback on courses and lecturers.

All surveys are conducted electronically and are anonymous. We appreciate your time in completing these surveys so that we can continue to develop our programmes in response to feedback received.



# Assessments



## Submitting and Returning Assignments

### Assignment Cover Sheets

Cover sheets must be completed and attached to all hard copy assignments. Cover sheets for individual and group assessments are available on the [UC Business School Students AKO | LEARN](#) page and on the [BTM Hub AKO | LEARN](#) page.

### Electronic Submission

Course AKO | LEARN pages have an assignment drop-box in the Assessment Section. Always check that you are uploading your assignment to the correct drop-box. Please read the submission statement on AKO | LEARN before submitting your assignment, as submission implies compliance with the submission statement.

Clicking the submit button on AKO | LEARN denotes confirmation that the assignment you have handed in is your own work. For group assignments, submitting the assignment confirms that the work is a collective submission that is written only by the individuals within the group.

### Hardcopy Submission

Do not bind your work unless instructed by your lecturer.

Undergraduate assignments should be placed in the appropriate drop-box located on Level 2 of the Meremere Building or submitted as per the instructions in your course outline.

Postgraduate hardcopy assignments should be handed directly to the lecturer unless otherwise specified.

### Collection of Marked Assessments

Student work and accompanying feedback will normally be returned within a maximum of three teaching weeks of the due date (unless otherwise specified in the course outline).

Electronically submitted assignments will normally be returned or feedback given via AKO | LEARN.

Business Taught Masters and MBA assignments that were submitted as paper copies will either be returned in class or can be collected from Level 6 of the Rehua Building.

Undergraduates can collect assessments that were submitted as paper copies from the UC Business School reception in Meremere Level 2

once the course coordinator has advised these are available for collection. You may only uplift your own work and you must provide your Canterbury Card for identification.

Examination scripts are available for viewing-only until three months after the examination period. Once this period has elapsed, you can collect scripts over the next three to four months. Due to storage limitations, scripts not collected within this period will be destroyed.

## Extensions and Late Assignments

The UC Business School policy is that late submissions will not be accepted or marked unless otherwise stated in the course outline or a specific Departmental policy. In situations where late assignments are accepted, a penalty of a fixed percentage of the total possible grade will be imposed for each day (or portion thereof) the assignment is late, and a fixed time will be set after the due date when no further submission will be accepted. These penalties will be clearly stated in the course outline.

You are encouraged to plan your work in advance and in a realistic manner to meet your assessment deadlines. Unless an extension has been approved by the course coordinator in advance of the due date, assignments submitted after the due date are considered late. Applications for an extension cannot be retrospective, i.e. you must ensure you apply for an extension before the due date of an assessment.

## Tests and Examinations

Instructions for tests will be provided in each course. These will be similar to the requirements for examinations which can be found on the [UC Examinations website](#).

Cheating in a test or examination is a serious offence, and could result in a sanction ranging from failure of the test right through to potential exclusion from the University.

### Attending a test or examination in person

- bring your Student ID card
- bring pens, pencils, drawing instruments
- if allowed/required bring an approved calculator that has been **checked and stickered**

You may bring cell phones, keys, watches, and wallets into the examination room, but they must be placed in a named, sealed, clear plastic bag and placed under the seat. They are not to be accessed during the examination. All electronic devices should be turned off, or placed on silent mode. Any noise from a device during the examination will incur a penalty.

In all tests and examinations, make sure you follow the instructions on the test paper, answer the question that is asked (not the one you want asked), and write legibly.

### Sitting a test or examination online

Online examinations have specific requirements and you will be notified of these if and when they apply to your assessments.

## The 45% Rule

The 45% rule applies to all UC Business School courses, unless stated otherwise in a course outline or Departmental policy. This means that to pass a course a student must not only achieve a final grade of 50% or higher, they must ALSO pass the 45% rule on invigilated assessment. Invigilated assessments are those such as major tests or final exams, where students are supervised while completing the required tasks.

The 45% rule states that “a student must achieve a weighted average grade of at least 45% across all invigilated assessments”. This does not mean that a student must achieve at least 45% on every invigilated assessment but that the overall weighted average mark on invigilated assessments must be at least 45%. It is very important that you understand how this rule is applied.

Consider an example of a course which has three assessments: a project worth 30%, term test worth 25% and a final examination worth 45%. Table 3 presents three possible scenarios for students Ani, Bob, and Cho.

Table 3 45% Rule Example

	Weight	Ani	Bob	Cho
Test	25%	55%	50%	50%
Project	30%	75%	75%	40%
Examination	45%	40%	40%	50%
Weighted total	100%	54% <sup>1</sup>	53%	47%
Weighted invigilated		45% <sup>2</sup>	44%	50%
Grade Awarded		C-	D	D

$$^1 (0.25*55\%)+(0.3*75\%)+(0.45*40\%)=54.3\%$$

$$^2 ((0.25*55\%)+(0.45*40\%))/(0.25+0.45)=45.4\%$$

Table 3 shows that:

- Ani passes the course because she achieved an overall weighted average of 54% and a weighted average on invigilated assessment of 45% (greater than 45%).
- Bob is awarded D because he fails the 45% rule. His weighted invigilated mark is 44%, despite his overall course grade being 53%.
- Cho passes the 45% rule but fails the course with a D because he has not achieved 50% overall.

To calculate the weighted invigilated mark (WIM), you first need to know which assessments are invigilated and what their weight is (how much they contribute to the final grade). In the above scenario, the weight

of Invigilated Assessment 1 (IA1, the test) is 25% and the weight of Invigilated Assessment 2 (IA2, the exam) is 45%, the total weight of invigilated assessments is 25%+45%=70%. Then you need the student’s marks for each assessment. For example, Ani achieved 55% on the test and 40% on the exam. The formula to calculate the weighted invigilated mark (WIM) for Ani is:

$$WIM = ((\text{Weight of IA1} * \text{Ani's mark on IA1}) + (\text{Weight of IA2} * \text{Ani's mark on IA2})) / \text{Total invigilated weight.}$$

When we provide the numbers of the weights and the marks, the formula becomes:

$$WIM = ((25\% * 55\%) + (45\% * 40\%)) / 70\% = 45.4\%$$

Every course has different assessments and weights. To find out which assessments are invigilated and what their weight is, please refer to the course outline available on AKO | LEARN.

## Grade Guidelines

Table 4 shows how marks relate to letter grades, along with their grade point value.

Table 4 UC Letter Grading Scale

Grade	Marks	Grade Point Value	Pass/Fail
A+	90-100	9.0	Pass
A	85-89.9	8.0	Pass
A-	80-84.9	7.0	Pass
B+	75-79.9	6.0	Pass
B	70-74.9	5.0	Pass
B-	65-69.9	4.0	Pass
C+	60-64.9	3.0	Pass
C	55-59.9	2.0	Pass
C-	50-54.9	1.0	Pass
D	40-49.9	0.0	Fail
E	0-39.9	-1.0	Fail

### Restricted Pass (R Grade)

An R Grade is a pass grade similar to a C- and has a GPA value of 1.0. However a restricted pass cannot be used as a prerequisite for a higher level course. For example, if you received an R grade for ECON104, you cannot use this restricted pass for entry into any 200-level ECON courses that require ECON104 as a prerequisite.

In courses where R grades are awarded, the policy explaining their use will be provided in the course outline. This will normally be limited

to awarding an R grade when the weighted grade is within 1% of a passing mark. That is a mark of at least 49% or, in the case of the 45% rule, if the mark is above 50% but the invigilated assessment is between 44-45%.

If you are awarded an R grade in a course which you must pass in order to continue with your preferred major, you may apply to re-enrol in the course to obtain non-restricted credit, however, you will only be issued credit once for any course.

### Pass/Fail grades

Pass/Fail grades do not have an associated GPA value and are used in instances where a letter grade is unable to be determined, for example following a special consideration application or extraneous event such as the COVID-19 pandemic.

Pass/Fail grades are also used in the zero-point BSNS299 UC Employability Portfolio, which is a BCom graduating requirement course. Pass/Fail grades are also awarded in some of the XXXX390 internship courses offered in the UC Business School.

**Table 5 Restricted and Pass/Fail Grades**

Grade	Marks	Grade Point Value	Pass/Fail
R	N/A	1.0	Restricted Pass
P	N/A	N/A	Pass
F	N/A	N/A	Fail
X	N/A	-3.0	Fail

### Special Consideration

**Special Consideration for assessment** is for students who have covered the work of a course but have been prevented from demonstrating their knowledge or skills at the time of the assessment due to unforeseen circumstances. If you are prevented from sitting an examination or test, or you consider that your performance in an examination, test or assignment has been impaired by illness, injury, bereavement, or any other critical circumstances, you may apply for Special Consideration.

Special Consideration applications are considered by the Special Considerations Committee and applications are made through this committee rather than your course coordinator. The Course Coordinator or Head of Department will determine an appropriate remedy which can vary according to circumstances. Remedies may include granting

an extension, allowing alternative assessment arrangement, offering an alternative special assessment, or calculating a computed grade based on completed assessments. Computed grades can only be calculated in situations where a student has (a) completed at least 50% of the assessment for the course and (b) performed at a satisfactory level in a substantial proportion of the assessment for the course.

More information about Special Consideration and the application process can be found on the [UC website](#). The full Special Consideration Regulations can be found in the [UC Calendar](#).

### Reconsideration of Internal Assessments

If you are dissatisfied with an assignment or test mark or grade, you have the right to apply for a **Reconsideration of grade**. This application needs to be made within five working days of the marks being released. To apply for reconsideration you must apply in writing to the course coordinator. You may not request a reconsideration without identifying specific areas that deserve re-marking according to the marking criteria.

There is no fee involved in applying for a reconsideration of internal assessment marks. Any appeals regarding a reconsideration of mark or grade will, in the first instance, be heard by the Head of Department. Any further appeals should follow the [appeals regulations](#).

Please note, the above process only applies to assignments and tests, commonly referred to as 'internal assessments'. Reconsideration of a final course grade follows a different process as described next.

### Reconsideration of Final Course Grades

For up to four weeks after the release of results you may apply for a **Reconsideration of Grade**. The application must be accompanied by the prescribed fee, which will be refunded if the application results in a change of grade. The reconsideration will normally consist of re-marking and re-counting the final examination script together with a re-count of the marks awarded for any other items of work.

Before applying for a reconsideration of grade we strongly recommend that you request to view any marked examination scripts and other assessment items and then discuss these with the relevant course coordinator. This will help you understand why you may have underperformed and how marks have been allocated or lost. More information about the grade reconsideration process and [how to access marked exams](#) can be found on the [UC website](#).

### Review of Academic Progress

At the end of each semester, the records of UC Business School students are reviewed by the Associate Dean (Academic). **Students who have failed to make satisfactory academic progress** may have restrictions placed on their enrolment, or be excluded from their award/Faculty/UC.

Academic performance is deemed unsatisfactory if the student:

- has not passed more than half the points for which they were enrolled, or
- has failed to pass half or more of the points for which they were enrolled in the last two years of study, or
- has an overall GPA of less than 1.0, or
- has withdrawn from more than half of the courses in which they enrolled in the preceding two years, or
- has otherwise failed to demonstrate any likelihood of success.

### Assessment Policy

UC Policy relating to work and assessment for **taught and project courses** is available in the current UC Calendar. Any additional departmental policies will be detailed in the course outlines for your enrolled courses.

### UC Business School Prizes

First in Class prizes are awarded to for each BCom and BTM course. Prize winners are notified at the end of Semester 1 and Semester 2 each year.

Additional prizes are also available for high achievers in some UC Business School majors. All prizes are subject to funding availability in a given year and therefore may not be awarded every year.

Check the [Scholarships and Prizes page](#) for details.

### Scholarships

There are scholarships available to undergraduate and postgraduate students. Full information can be accessed via the University's [scholarship website](#).

### Graduation

Once students have completed their studies they must make an application to graduate. This is done through [myUC](#). After an application to graduate is made, eligibility to graduate is assessed by the Academic Records Team. When eligibility to graduate has been approved students have the choice to graduate in person at an Autumn or Spring graduation ceremony, or to graduate in absentia (without attending a ceremony). For more information on applying to graduate and graduation ceremonies dates please see the [website](#).

# Policies

## Academic Integrity and Dishonest Practice

At the UC Business School we value “Integrity and ethical practice”. Academic integrity involves acting honestly, ethically, fairly and respecting others in teaching, learning, research and administration. Academic integrity also means producing honest and ethical work and is one of the key foundations of being a good student.

We recommend you complete the **Academic Integrity Module** on AKO | LEARN to help you understand all aspects of academic integrity.

Breaching academic integrity can lead to serious consequences, including expulsion from the University. To help you understand your obligations and avoid dishonest practice, you will be required to complete a compulsory Academic Integrity Module in the first year of your degree. This module is embedded in ECON105 and MGMT100 and must be completed in order to advance in either of these courses. Dishonest practice is seen as a violation of this value.

The University’s interpretation of what constitutes dishonest practice includes the following:

- **Plagiarism**, being the presentation of any material (text, data or figures, on any medium including computer files) from any other source without clear and proper acknowledgement.
- **Collusion**, being work performed in whole or in part in conjunction with another person or persons, but submitted as if it had been completed by the named author alone (or joint authors if a group item of work).

- **Copying**, being the use of material (in any medium, including computer files) produced by another person or persons, with or without their knowledge and approval.
- **Ghost writing**, being the use of another party (with or without any form of payment) to prepare all or part of an item of work submitted for assessment.

Under the **University Regulations**, evidence of any of these or other forms of dishonest practice by any student(s) represents grounds for disciplinary action and may result in penalties ranging from denial of credit for the item of work in question to exclusion from the University.

## Guidelines for the Use of AI in Coursework

The use of AI may or may not be permitted in courses. Within a course, permission may vary by assignment. It is the responsibility of the student to inform themselves about assessment conditions and submit work that is their own and that properly acknowledges the work of other people and tools, including generative artificial intelligence tools.

It is important to familiarise yourself with the **UC Misconduct Procedure Guide for Students**. Examples of academic misconduct include, but are not limited to:

Where a student uses a generative artificial intelligence (AI) tool for an assessment in a manner that is not expressly permitted or fails

to acknowledge the use of a generative AI tool as instructed.

## Turnitin

Most courses use Turnitin, a plagiarism detection tool. When an assignment is submitted through AKO | LEARN Turnitin identifies similarities between a piece of assessment work submitted and existing sources, including previously submitted work from you and other students and any information that is publicly accessible on the internet. If your Turnitin similarity score is high, or if plagiarism issues are suspected in your work, you will be asked to attend a meeting with your lecturer to explain. If a case of plagiarism or dishonest practice is evident then the matter will be referred to the relevant Academic Integrity Officer or University Proctor and disciplinary action may be taken.

## Student Code of Conduct

Upon enrolment at UC, all students undertake to comply with the University’s regulations and policies. If you’re not sure what you’ve agreed to, you should familiarise yourself with the **Student Code of Conduct** and the **Know the Code** pamphlet.

## University Regulations and Policies

The regulations of the university and its qualifications are outlined in the **UC Calendar**. Associated policy documents can be found in the **UC Policy Library**. In the unlikely case where a policy outlined in this document contradicts the regulations or policies in the Calendar or UC Policy Library, then the Calendar or UC Policy Library will be used.

# Postgraduate Programmes

The UC Business School offers a range of postgraduate qualifications. General information and study options for postgraduate students can be found on the UC website. Check out the options for:

- BCom Honours degree
- MCom degree
- Taught postgraduate study
- PhD and doctoral degrees
- Master of Business Administration (MBA)
- Business Taught Masters
- Graduate qualifications

# International opportunities



## Exchange

UC's **Global Exchange programme** allows you to study for one or two semesters at a partner university overseas. Your applicable tuition fees, levy, and other non-tuition fees are still paid directly to UC and you do not incur any international tuition fees while you are on exchange.

You will need approval from the relevant UC departments and Faculties for the courses you successfully complete at a partner university to be credited to your UC degree. You will still graduate with a UC degree and not with a degree from a partner university.

If you are considering an international exchange please discuss this with the UC Business School Student Advisors as soon as possible in your first year of study.

## Short term mobility opportunities

The Business School offers several opportunities for students to engage in study overseas. These include study tours of 2 – 4 weeks in duration as well as summer and winter short course programmes with overseas partner universities. These opportunities are generally available to students from their second year onwards and are not available to first year students. See here to learn more about **global opportunities** available in the UC Business School.

# UCSA Clubs

These University of Canterbury Students' Association (UCSA) clubs are specifically aimed at Commerce students:



## 180Degrees

### 180 Degrees Consulting

180 Degrees Consulting is a business consulting club that gives its members practical experience in the consulting industry. We partner with non-profits and social enterprises to provide innovative, practical, and sustainable solutions to the challenges they face. Projects can range from marketing plans to growth strategies, and students receive the guidance of industry mentors throughout. Organisations are assisted while our students build their skill sets and make meaningful contributions.



### UC Accounting Society

The UC Accounting Society aims to enhance the experience of all accounting students and the wider UC community who are interested in accounting. AccSoc offers career development through a range of workshops, panel discussions and tutorials. Combined with the opportunity to connect with others, build confidence and develop all-important soft skills through a multitude of industry and social events.



## entré

A not-for-profit UC company run by students, entré is for all tertiary students in the Canterbury region. entré aims to foster an entrepreneurial spirit and provides hands-on opportunities and industry exposure for students involved. entré hosts competitions, workshops and networking events, including seminars designed to encourage our students to become more innovative and creative, while educating students on the basic elements of business development. We have something to offer students from all disciplines and backgrounds - whether you're interested in making money, helping others, or simply trying something new.



### Global China Connection

Global China Connection (GCC) Canterbury is a not-for-profit, non-partisan organisation for UC students of all nationalities. We aim to inspire students to pursue China related professional and networking opportunities and to help students succeed in a world increasingly connected to China. GCC Canterbury looks to connect students internationally through our events specifically to China. GCC Canterbury offers industry engagement for students through our seminars and case competitions within the sphere of China and China-NZ relations. GCC Canterbury looks to solidify NZ-China relations within all aspects of trade, political and cultural relations.



## The Investment Society

The Investment Society was established to promote financial literacy and careers in the financial industry for all University of Canterbury students. We offer a broad range of events including keynote seminars, career-based and networking events, competitions (online virtual trading & cases), academic tutorials and workshops.



### UCom – UC Commerce Society

The University of Canterbury Commerce Society, better known as UCom, is one of the largest and oldest student-run clubs at the University of Canterbury. UCom was founded with the goal of assisting commerce students in furthering their academic and professional aspirations. UCom offers academic support throughout the year as well as skills sessions and numerous opportunities to meet industry professionals. This comes alongside our fantastic social calendar. Membership provides you with tutorials for first and second-year commerce papers and gives access to unique industry and careers events to help you network for intern and graduate opportunities.



## Women in Business

UC Women in Business (WIB) is a student-led club dedicated to building a community of confident, capable and connected women. We provide students with practical workshops on sought-after skills such as networking, negotiation and interviewing. Our events allow our members to meet each other, and potential employers, so they can grow their professional and personal circles. We believe being part of a supportive community can be a huge help for women in the business world. Despite our name, we welcome everyone who resonates with our mantra. We endeavour to lean in to creating a safe space to make taboo conversations easier. We wish to make minorities feel empowered.

Check out the [UCSA website](#) for more information about the student association.

# UC Centre for Entrepreneurship (UCE)



UC's Centre for Entrepreneurship (UCE) sits within the UC Business School. It provides a dedicated, student-focused space where ideas and innovation can flourish. With a combination of research, teaching and community and industry engagement UCE stimulate the development of entrepreneurs, opening minds to a world of new ideas and possibilities.

Events, workshops, challenges, and start-up programmes all help students from anywhere at UC conceptualise an idea and potentially bring it to market.



# Where to find support



## Analytics for Course Engagement (ACE)

Stay on track with your studies using **Analytics for Course Engagement (ACE)**. This handy tool, which you can access through AKO | LEARN, shows how your engagement with online course materials is tracking over time compared to your classmates, and helps you to know you're making the most of your resources.

If your engagement drops in one or more of your courses, you may be contacted by the ACE team, and they can connect you to support services that can help you get back on track.

## Class Representatives

Class representatives are selected at the beginning of each course. These representatives provide a valuable link between the course coordinator and students and they facilitate dialogue between students and the course coordinator on a regular basis. The class representative can take your concerns to the course coordinator for you. In most cases it is best for you to contact your course coordinator/lecturer directly, especially for assignment or course content advice. The class representative can also be used to provide positive feedback on elements of the course which are going well.

## Library

The library is available to support learning, teaching and research. See the **Library website** to check out what's on offer. You can search and access the Library's online resources, particularly the **Business Subject Guide** and talk to the **Business Subject Librarian** about your study and research needs. The UC Business School

has two subject Librarians, Kim Hall (kim.hall@canterbury.ac.nz) and Kathryn Andrews (kathryn.andrews@canterbury.ac.nz) who are skilled in assisting with commerce based enquiries. You can also make an appointment using the link on the Business Subject Guide to chat with them.

## Academic Skills Centre (ASC)

The **Academic Skills Centre (ASC)** can help you decipher instructions for assignments, get your head around 'academic' writing, study strategically for examinations and much more. They offer workshops, individual consultations to get feedback on your writing and an on-call service for your 'quick queries'. See the ASC website for details.

## Student Support

The **UC Business School** is committed to create a vibrant, inclusive, supportive and fair environment for all students and staff, where diversity is encouraged and celebrated and we foster a sense of belonging for all. See the UC Support and Wellbeing page to find your community or care that meets your needs.

## UC Careers

**UC Careers, Internships & Employment Centre**, is at Level 1 **Jane Soons Building**.

The UC Careers team are professionally qualified Career Consultants and Graduate Recruitment Specialists. They provide a comprehensive range of services which assist students to:

- Make informed course and career decisions.
- Develop career management competencies.

- Make the most of University from a career perspective.
- Prepare for and transition successfully to the world of work.

One-on-one appointments, seminars and workshops, online career development modules, the online job board, career fairs and employer recruitment events are just some of what is available to students at UC.

**BSNS299 UC Employability Portfolio** is offered in partnership with UC Careers. This is a zero-credit, zero-cost course which is a BCom graduating requirement.

## Special Consideration

If your study has been disrupted by unforeseen circumstances you can apply for **Special Consideration** within five working days of the assessment. There are a range of situations that can be considered, and you must provide supporting evidence.

## Student Complaints

If you have a complaint about any aspect of your experience we want to know so we can work with you to address the situation. If, for example, you have an issue with the conduct of any member of the UC Business School staff, you should discuss the matter in the first instance with the staff member concerned. If you remain unsatisfied, contact the Head of the relevant Department or the Executive Dean of Business.

A step-by-step guide is on the **Student Complaints website**.





**Te Kura Umanga | UC Business School**

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