

Enrolment Information

July 2017

**Graduate Diploma in Supply Chain
Logistics
Level 7**

CH4050



Institute of Canterbury
Ara rau, taumata rau

Welcome

Congratulations on your decision to study with us at Ara Institute of Canterbury in 2017.

An internationally relevant industry-focussed qualification from Ara will equip you with the skills employers want and prepare you for a successful career in a rapidly changing world.

Our staff are looking forward to meeting you and working with you throughout the programme ensuring your experience within the Department is challenging, rewarding and enjoyable.

We hope you are looking forward to the year ahead. You'll gain the expertise and confidence you need to be effective and influential in the workplace – wherever in the world that may be.

Please call us if you have any questions – we are here to help.

If you do not intend to study with us, let us know as soon as possible.

Contact the Admissions and Enrolments staff directly on **0800 24 24 76**

OR email info@ara.ac.nz

OR visit 'Admissions and Enrolments' on campus

Open Hours

Monday – Thursday 8.00am – 5.00pm

Friday 9.00am – 4.30pm

During Peak Enrolment Periods

Monday – Thursday 8.00am – 6.00pm

Friday 9.00am – 4.30pm

**Te Waka Ako
Education and Applied Research Division
Admissions and Enrolments**

Telephone: +64 0800 24 24 76
Facsimile: +64 3 940 8642
Email: info@ara.ac.nz



Dear Student

Welcome to the Department of Business. We are delighted that you have decided to study at Ara and look forward to the day we can celebrate your successful completion of your qualification with you.

Programme and Course Selection:

We offer many business programmes and it is important that you are enrolled into the correct courses. In order to complete your enrolment we have enclosed information on your programme structure, courses offered and a timetable. Please use these to complete the "Qualification and Course Details" form enclosed.

Firstly, please list the name of the qualification you wish to study and ensure this corresponds with the code information sheet enclosed.

In the "Courses" section please list the courses you wish to be enrolled in. Please note some courses will only have one class option while others may have two or more. We offer this flexibility so students can choose whichever class suits you best. Please ensure you enrol in the "Learner Group" code you prefer in the appropriate column.

You must attend all lectures. Tutorials are optional so please plan a timetable without clashes.

For full time students you should enrol in 60 credits per semester.

Students are ultimately responsible for making the correct course selection to achieve your chosen qualification so please read the information carefully. Any changes to your enrolled courses must be completed before the start of the second week of any semester.

Previous Study:

If you have previously studied at a tertiary institution at level 5 or above you may be able to cross credit some of your courses. If you believe this applies to you please contact us to make an appointment so we can process these cross credits and work out your study pathway **BEFORE** you enrol.

Orientation & Textbooks:

Also enclosed are details of orientation and your textbooks list. These textbooks are available through Bennetts Bookshop on campus, eBooks and/or second hand via the Department of Business Facebook site. (Please ensure you get the correct edition.)

We look forward to meeting you at orientation.

Yours sincerely

Michaela Blacklock
Head of Department

Department of Business Orientation / First Day Information

Your first day of class is to introduce you to the **Graduate Diploma in Supply Chain Logistics** programme.

We will outline the year ahead, introduce you to the people that you will be working with, detail our expectations and introduce you to the Ara environment.

Listed below is information on your first session. **This orientation is compulsory; you will meet staff, be able to purchase resources and receive important information relevant to your studies.**

Please feel free to contact us, if you have any queries related to the programme prior to this first session.

Welcome to the Department of Business.

Session	Thursday 20 July 2017
Time	5.30 pm – 7.30 pm
Where	Room N104
	OR
Session	Friday 21 July 2017
Time	9.00 am – 12.00 noon
Where	Room N104
What to bring	Note taking items
Outline of First Session	<ul style="list-style-type: none">• Welcome• Programme Overview• Course Details• Policies and Procedures• ICT Access
RSVP	<i>Refreshments will be available during orientation – please RSVP to Department Administrator – business@ara.ac.nz</i>

Scholarships and Fee Reductions:

Ara offers a number of Scholarships and Fee Reduction options aligned to its focus areas in 2017. To find out more about these offerings please refer to the Ara website www.ara.ac.nz/scholarships.

Programme Handbook:

If you are keen to learn as much as you can before the academic year starts properly we'll have your Programme Handbook available on our Campus Life website (www.campus.ara.ac.nz) from 1 February 2017. Look for a page called '2017 Programme Handbooks'.

Moodle:

Many teaching staff at Ara use a software application called Moodle to set up an online course page where they can share information and interact with students enrolled in their courses. The formal term for an application like this is a 'Learning Management System'. Staff will use Moodle in a variety of ways – they may use it to upload resources you need for lessons, to distribute assignments to you, or to send you course related messages. They may set up online quizzes so you can test your understanding of the material you are learning or they may use discussion forums to answer student questions or to give you additional information about topics or upcoming events. In some courses you may be required to submit your assignments via Moodle into an electronic drop box and your marks may even be returned to you via Moodle.

To access Moodle you open a web browser such as Internet Explorer or Google Chrome and type in the URL moodle.ara.ac.nz. When prompted to login, which you can do 21 days prior to your courses starting, use your standard Ara username and password. If you have any issues logging in you can contact the ICT Service Desk on 03 940 8800.

Once logged in you should see a menu containing links to the courses you are currently enrolled in. If any courses are missing this could be because your tutor has not yet granted access to the page, in this case ask your tutor when you go to your first class, alternatively it may mean your enrolment is still being processed. When you finish your course you retain access to the course page for approximately 14 days.

Student Email

Each student is issued with an Ara student email address when they enrol in an Ara course.

To access your student email address:

- 1 Get to your student email account from the campus life webpage at <http://campus.ara.ac.nz/>.
- 2 Select Student Email.
- 3 Your username is your username@arastudent.ac.nz e.g. abc1234@arastudent.ac.nz.
- 4 Your password is the original password you were given at enrolment.

Both your username and original password are in your enrolment letter [refer to Network Login]. If you have any problems accessing your email, call our ICT Service Desk 03 940 8800 or email ictservicedesk@ara.ac.nz. You will be asked to provide your Ara student ID, your network username and your date of birth.

As Ara uses this email address for important information, you may wish to set up an auto-forward to your personal email account.

International Students - Important Information

What to Bring on your First Day

Remember to bring your

- Original academic transcripts
- Passport and Visa
- Evidence of English Language

You will not be enrolled at Ara until you have provided these documents and paid all fees.

To International Students at Madras Street - your first day is a busy time so if you arrive in Christchurch earlier – please come and see us as soon as possible.

What Happens Next

Once you have been enrolled – you will receive your course timetable, computer log in details and be able to get your student ID card.

It is your responsibility to attend all classes and ensure that you are meeting our 100% attendance requirement.

- If you are ill – please ensure that you notify your tutor of your absence.
- If you are sick for 3 days or more you will be required to provide a medical certificate

Applying for Student Visas

Your student visas are valid for either 1 year or 6 months or you may hold a Pathway visa.

The duration of your visa is specific to an enrolment period.

It is your responsibility to ensure that you apply for your new visa BEFORE the start of the next enrolment period – failure to do so will impact your enrolment.

You can come and talk to the International Admissions team for help with applying for your next student visa.

Withdrawals and Enrolment Terminations

If you are thinking of withdrawing from a course or programme please talk to your International Advisor in the first instance.

If you do withdraw from Ara – a termination request is sent through to Immigration New Zealand to cancel your student visa.

If you are formally withdrawn for non-engagement – you will be sent an email stating you have been withdrawn and that you have 10 days to dispute the withdrawal with the Chief Executive of Ara.

International Student Orientation

Date: Thursday 20 and Friday 21 July 2017
Time: 12.30pm – 4.00pm
Location: Te Puna Wānaka, TM Block, Coventry St



Ara Institute of Canterbury welcomes international students and provides a comprehensive orientation session to inform you of the specialised support services and facilities that are available to help you reach your academic goal.

International Orientation is compulsory and all new international students must attend

Your orientation will include a traditional Māori welcome and food. You will also:

- Receive your welcome bag which includes giveaways and information about Ara and Christchurch
- Meet the staff and other international students.
- Learn about study in New Zealand – how it is different to studying in your home country.
- Learn how to maximise your chances of success.
- Understand the requirements and your responsibilities when studying on an international student visa.
- Know where to go for help.
- eLINZ course, Study Support Moodle
<http://moodle.ara.ac.nz/course/view.php?id=10847>

As an international student you MUST attend both your department and the two day International orientation sessions. If you are unable to attend please contact International Student Advisors intadvisors@ara.ac.nz

Industry Projects Information Session

Graduate Diplomas

Congratulations you will be enrolling in AMIP701 Industry Project – Part A and AMIP702 Industry Project – Part B as part of your Graduate Diploma programme.

All students enrolled in these courses must attend our Industry Projects Information Session before commencing your Industry Project.

During the session you will meet staff and receive information pertaining to your Graduate Diploma.

John O'Sullivan
Course Convenor
Industry Project

Session	Friday 28 July 2017
Time	9.00 am – 11.00 pm
Where	Room N104
What to bring	Note taking items

This is a COMPULSORY session to discuss your Industry Project. We look forward to meeting with you.

Programme Information

Programme:	Graduate Diploma in Supply Chain Logistics
Code:	CH4050
Level:	7
Credits:	120
Enrolment Period:	24 July 2017 – 29 June 2018
Intake Code	17-FY-JUL

Your Study Period 2017

Orientation Dates	Thursday 20 July or Friday 21 July
Semester Two	Monday 24 July - Friday 1 December
Term Break	Monday 2 October - Friday 13 October
No Classes:	Monday 25 September Canterbury (South) Anniversary Day (Timaru campus only)
	Monday 23 October Labour Day
	Friday 17 November Show Day (Christchurch campus only)

All classes commence the week beginning Monday 24 July 2017.

For students enrolling full-time in the Graduate Diploma in Supply Chain Logistics this is a 1 year commitment starting July 2017 and finishing June 2018.

For those studying part-time, your study period will be determined by your individual pathway towards completing the qualification.

Your Enrolment Period

Ara enrolls students for a semester or a year at a time and will support you during the re-enrolment process for the next stage of your studies at the appropriate time.

Progression through the courses may be dependent upon your successful completion of each course and may affect the length of time you are required to study.

Your Timetable

It is important that you check your timetable prior to the commencement of your classes. This can be done through any of the following links:

- Student Portal: <https://ebs4portal-live.ara.ac.nz>
Enter your username and click on the 'Retrieve your password' link to get your new password. Your username has been advised in your previous application communications.
- <http://www.ara.ac.nz/current-students>. Select 'Campus Life student website'
- Campus Life: <http://campus.ara.ac.nz>

If any changes, which may have been made to the timetable, create problems for you, please contact the Admissions/Enrolments team to discuss this.

Additional Information

- If textbooks are required details of these are included in this enrolment pack. These books can usually be purchased at Bennett's Bookshop at Ara, eBooks and/or via the Department of Business Facebook page (please ensure you get the correct edition).
- Course related costs information is enclosed for StudyLink to assist with additional costs related to the programme.
- Further information can be gained from the Ara website <http://www.ara.ac.nz>

Programme Requirements

Compulsory Courses: 5 courses -75 credits
Industry Project: 2 courses – 45 credits

Supply Chain Logistics Major – Compulsory Courses				
Code	Course Name	EFTS Value	Level	Credit
AMPM600	Project Management	0.1250	6	15
AMOM632	Operations Management	0.1250	6	15
AMEC600	E-Commerce	0.1250	6	15
AMRI700	Resource Integration Management	0.1250	7	15
AMSC700	Contemporary Issues in Supply Chain and Logistics Management	0.1250	7	15
AMIP701	Industry Project – Part A*	0.1250	7	15
AMIP702	Industry Project – Part B*	0.2500	7	30

The Industry Project is completed over the full year.*

- * In your first semester you will attend classes that will teach the skills and knowledge to successfully complete your project. In your second semester you will embark on your research project.

Qualification and Course Details

Graduate Diploma in Supply Chain Logistics (Level 7)



Student Name: _____

Student ID Number: _____

Name of Qualification: _____

Courses

Name of Course	Course Code	Learner Groups	Start Date

If you have any questions or need assistance with your enrolments please contact the Admissions and Enrolment staff on 0800 24 24 76, email info@ara.ac.nz or visit 'Admissions and Enrolments' on campus.

Once completed please return to Ara either via post, scan and email to info@ara.ac.nz or drop in to 'Admissions and Enrolments' on campus.

If you do not intend to enrol, please let us know as soon as possible.

Course Related Costs

Te Waka Ako

Education and Applied Research Division

Admissions and Enrolments

Telephone: +64 0800 24 24 76

Facsimile: +64 3 940 8642

Email: info@ara.ac.nz



Note to Students:

This information is for New Zealand domestic students and New Zealand Permanent Residents only.

StudyLink may request this document as evidence of Course Related Costs and is relevant only to the programme named below.

Please contact StudyLink directly on 0800 88 99 00 or check out the website www.studylink.govt.nz for more information about Course Related Costs.

Please Note: The maximum a full-time, full-year student can apply for is \$1,000.

Year: 2017

Programme Code: CH4050

Programme Name: Graduate Diploma in Supply Chain Logistics
(Level 7)

The following course related costs are applicable for the above programme:

Approximately \$80 - \$175 **per course** to cover cost of textbooks.

City Campus
130 Madras Street