

UC BUSINESS SCHOOL TE KURA UMANGA STUDENT HANDBOOK 2026



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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.

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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 recognised first year student support programme to help you succeed.

The School is among the 1% of business schools worldwide to hold all three major international Business School accreditations, placing our graduates in an elite global group. This “triple crown” status is gained by holding these accreditations awarded by the Association to Advance Collegiate Schools of Business (AACSB), the European Foundation for Management Development’s Quality Improvement System (EQUIS), and the Association of MBAs (AMBA).

Together, these accreditations reflect a gold standard of business education. They require rigorous external review and ensure the quality, relevance, and consistency of our teaching and degree programmes. As a result, a UC Business degree is highly regarded and well recognised internationally.

In addition to these school-wide accreditations, our accounting degrees are also professionally accredited by Chartered Accountants Australia and New Zealand (CA ANZ), CPA Australia, and ACCA, and are affiliated with CIMA.

Beyond that, our Business School is proven to have social impact. The School is 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 collaborate 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

Professor Ann-Marie Kennedy
Associate Dean (Academic)

Te Kura Umanga | UC Business School Mission, Vision, Values and Priorities

Our Mission

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

Our Vision

To become a globally respected, world-class business school that empowers future-ready leaders, fosters innovation, and drives meaningful impact through transformative education, socially responsive research, and strong industry partnerships.

Our Strategic Priorities

Future-Ready, Transformative Education

Developing ethical, future-ready leaders through inclusive, experiential learning.

Research With Purpose and Impact

High-quality research that delivers real-world impact for business, policy, and society.

Global Recognition and International Engagement

A globally connected school that prepares students to lead across cultures and borders.

Sustainability and Social Impact

Responsible education and research that delivers positive impact for people, place, and planet.

Strategic Partnerships and Ecosystem Development

Deep partnerships that create shared value for students, industry, and communities.

Empowering People

A high-performing, inclusive culture where people are supported to thrive.



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

Key Dates

All **UC Key Academic Dates** including enrolment and change-of-enrolment deadlines, are published online. You should regularly check the UC Key Dates webpage for the most up-to-date information.

2026 UC Lecture breaks

- Mid-Semester 1 break: 28 March – 19 April
- Mid-year break: 21 June – 12 July
- Mid-Semester 2 break: 22 August – 06 September
- Summer break: 08 November – 14 February 2027

Specific dates for withdrawals, assessments, and course activities can vary by course. Always check your individual course pages and course outlines for accurate information.

Self-registration for courses typically closes at the end of Week 1 of each teaching period.

If you are studying in an online programme through UC Online, term dates may differ slightly. Check your programme information carefully to ensure you meet all deadlines

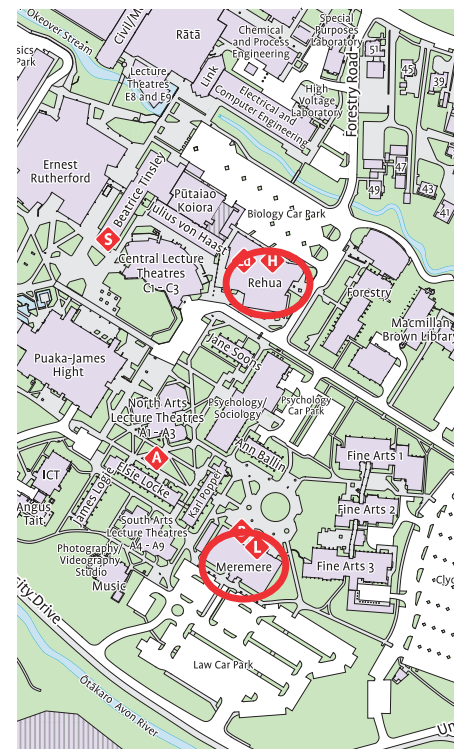
Our Location

The UC Business School reception is on Level 2 of the Meremere Building, where administrative staff can assist or direct enquiries.

The **Department of Accounting and Information Systems**, The **Department of Economics and Finance**, and the **Department of Management, Marketing and Tourism** are located in the Meremere Building.

The **MBA Programme** and the **Centre for Entrepreneurship (UCE)** are located on Levels 6 and 7 of the Rehua Building.

Office locations of lecturers and tutors are listed in your course outlines.



Meremere



Rehua



Bachelor of Commerce (BCom)



The UC Business School is home to New Zealand's oldest Bachelor of Commerce (BCom) degree, with a proud history dating from 1906.

Graduate Profile for BCom Students

The BCom Graduate Profile describes the capabilities, knowledge, and qualities you are expected to demonstrate upon completing your studies. These attributes and outcomes reflect the academic, professional, and personal development that the programme is designed to support.

1. Students will develop key skills and attributes sought by employers which can be used in a range of applications.
2. 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.
3. Students will have observed and understood a culture within a community by reflecting on their own performance and experiences within that community.
4. Students will comprehend the influence of global conditions on their discipline and will be competent in engaging with global and multi-cultural contexts.

BCom Structure

For the full and formal degree regulations, see the **UC Calendar**.

To be awarded a Bachelor of Commerce, you must:

1. Complete **at least 360 points** towards the degree.
2. Complete the courses listed in **Schedule C** of the regulations.
3. Complete the requirements for a **major** as listed in **Schedule S**.
4. Meet the following course-point requirements:
 - At least **255 points** from courses approved for the BCom (see Schedule V in the Calendar).
 - At least **225 points** from courses above 100-level.
 - At least **90 points** at 300-level.

Typical degree structure:

- **100-level:** 135 points
- **200-level:** 135 points (taking extra 200-level points can reduce 100-level requirements)
- **300-level:** 90 points (taking extra 300-level points can reduce 200- or 100-level requirements)

Bachelor of Commerce Course Codes

The Course Codes below belong to the UC Business School. Seek academic advice to see what courses from other faculties can count towards your BCom.

ACCT	Accounting
BSNS	Business
ECON	Economics
FINC	Finance
INFO	Information Systems
MGMT	Management
MKTG	Marketing

Course and Degree Information

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

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 “ACCT102-26S1 (C)” is

- an Accounting course (ACCT)
- at level 100 (indicated by the 1 of 102)
- taught in 20x26 in Semester 1 (-26S1)
- taught on campus in Christchurch (C).

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

Majors and Minors

Most students will choose one or more main subject areas within the Bachelor of Commerce. We encourage you to talk with a Student Advisor or Kaitoko for degree-planning advice, to ensure you meet the requirements for your intended major(s) and minor(s).

What is a major?

A major is the main subject area you choose to specialise in within your Bachelor of Commerce (BCom) degree.

Each major consists of a set of required and elective courses that must be completed across your degree. These courses are taken at different levels (100-, 200-, and 300-level) to ensure both foundational learning and advanced study in your chosen subject.

Your BCom degree requires a total of **360 points**, and these points are made up of your major(s), along with any additional courses needed to meet degree requirements. You can choose to complete **one major, a double major, or a major with a minor**, depending on your interests and degree plan.

What is a minor?

A minor is an optional secondary focus within your commerce degree that consists of a smaller set of courses than a major but still gives you specialised knowledge in another subject alongside your main area of study. You may choose to study more than one minor.

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.

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.

Getting Started

Kaitoko | First Year Advisor

There are dedicated Kaitoko | First Year Advisors for the Bachelor of Commerce (BCom).

Kaitoko provide academic, pastoral, and holistic support to first year students to help them navigate UC and achieve their study goals. They can help if:

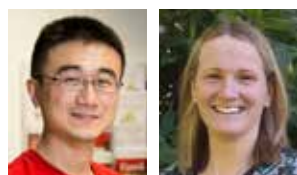
- you receive information from UC and need it explained or clarified
- you are struggling with any of your courses
- personal circumstances are affecting your studies
- you are unwell and unable to complete an assessment
- you are unsure who to contact for help with a particular issue.

During your first year Kaitoko can assist with course changes, degree planning and study pathways.

You can visit Kaitoko at Te Pātaka Level 3, Puaka-James Hight or book an appointment by phone or via Zoom. For details on booking appointments and current availability, visit the **Kaitoko website**. You can also email any queries to: **firstyearadvice@canterbury.ac.nz**.

Student Advisors

Student advisors support BCom students beyond first year with academic advice and degree planning.



Our student advisors, Ben Meng and Amanda Mitchell, provide advice on progression through your degree. Their office is located in Meremere 209 on Level 2. Follow the signs as you exit the lifts.



Rachelle C'Ailceta is our Student Process Manager. Rachelle can assist you in enrolling into your Postgraduate study.

Your Postgraduate Programme Director is your first point of contact for programme-specific academic advice.

The **student advice page** links to **appointment bookings**, degree planning forms, and information about available majors and minors.

Contact our student advisors by email at **studybusiness@canterbury.ac.nz**.

Ben, Amanda or Rachelle can assist with:

- degree planning, including double degrees and double majors
- understanding course options and prerequisites
- explaining University regulations and the UC Calendar
- checking eligibility to graduate
- credit transfers and cross-crediting
- transferring between degrees
- approval of entry to courses or degrees
- exemptions, including prerequisite or core requirement waivers
- withdrawals, suspensions, extensions, and appeals

Enrolment Information

Use **myUC** to enrol online in your qualification and courses. Enrolment closing dates may vary depending on your qualification, so it is important to check relevant enrolment and course dates carefully.

Some programmes require a special application, and deadlines for these differ from standard enrolment dates. Always check deadlines before submitting your enrolment.

International students must follow the steps outlined on the **UC website**, including the final step of meeting in person with the Enrolments team.

Canterbury Card

All students are issued a Canterbury Card, which is your official student ID for the duration of your studies.

Your Canterbury Card is used for:

- identification
- borrowing items from the Library
- printing
- collecting marked assessments
- after-hours building access (where applicable)

Collect your Canterbury Card from the Security Office once enrolment has been completed and fees have been paid. You must bring either a driver's licence or passport. When you collect your card, you can also set a PIN for building access if required.

Student ID number

Every student has a unique student ID number. You should use this number in all correspondence with the University, including emails and forms. Your student ID number is printed on your Canterbury Card.

UC Mobile App

The **UC Mobile app** is available to download from the Apple App Store or Google Play.

The app provides easy access to your class timetable, campus maps, and student notices. It also brings together key systems including myUC, UC email, and AKO LEARN in one place.

Expectations

UC expects that all students will:

- Attend classes regularly
- complete required readings and learning activities
- check AKO | LEARN regularly for course update
- monitor their UC email account frequently

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

Computers, Wi-Fi, Internet, Email & Printing

Once your enrolment is complete and your Canterbury Card has been issued, you will receive a UC student computer account.

Your account includes a username and password, which are used to log in to on-campus computers, access your UC email, and use printing, scanning, and photocopying services.

Information about IT services, internet access, password resets, free software, and printing is available on the ITS website. If you need help, you can contact the IT Service Desk. A list of available computer workrooms is also published on the **ITS website**.

Math & Statistics Refresher

Many BCom courses require basic competence in mathematics and statistics.

To help you refresh these skills, we provide a series of self-directed online modules. These are high-school level resources and can be completed as many times as you need.

Find these materials in the **Mathematics and Statistics Skills** section of the BCom Basics site on AKO | LEARN.

AKO | LEARN

AKO | LEARN is UC's online Learning Management System and the primary source of information and communication for your courses.

AKO | LEARN is used to deliver learning materials, lecture recordings, assessments, and announcements. In most courses, you will submit assignments and access marks and feedback through AKO | LEARN. It is essential that you check AKO | LEARN regularly, as lecturers use it as the main communication channel.

Once you are enrolled in a course, you will be added to its AKO | LEARN site. Log in using your UC username and password. If you experience access issues, contact the IT Service Desk.

Course sites are usually available up to 30 days before classes begin and remain accessible for 45 days after the course officially ends. You should download any content you wish to keep before access closes.

Business School Students AKO | LEARN page

All students enrolled in UC Business School courses are automatically enrolled in the **UC Business School Students AKO | LEARN page**. This page contains useful resources and is used to share announcements from the Business School and affiliated student clubs throughout the year.

BCom Basics AKO | LEARN page

All students enrolled in UC Business School 100-, 200-, or 300 level courses have access to the **BCom Basics AKO | LEARN page**.

It includes short videos and activities introducing the UC Business School and life at UC, as well as the **Mathematics and Statistics Skills** refresher.

Business School Postgraduates AKO | LEARN page

All students enrolled in UC Business School 600 level courses have access to the **Business School Postgraduates AKO | LEARN page**.

It contains information, updates, and resources relevant to postgraduate study at the UC Business School.

Course Outlines

Course outlines are essential documents and should be read carefully at the beginning of each course.

Outlines include information about course content and learning objectives, assessment structure and deadlines, workload expectations, prescribed and recommended materials, contact details for the Course Coordinator and tutors, and relevant departmental policies.

Each course has its own outline available through AKO | LEARN.

Lectures

We strongly encourage attending lectures in person to get the most from your learning experience.

All lectures will be live-streamed and recorded, so you can watch them live on campus, from home, or catch up later at a time that suits you. For some core courses where demand is high, an additional online lecture stream may be provided to ensure all students can participate.

Note that some courses may make lecture attendance compulsory.

Tutorials and Workshops

If a course includes tutorials or workshops, you are required to enrol in a tutorial or workshop group. You will be notified by email when the online tutorial self-allocation system opens. If you do not self-allocate, you will be automatically assigned to a group before tutorials begin.

You are expected to attend the tutorial group in which you are enrolled. Changes are permitted only in exceptional circumstances and require approval from the Course Coordinator.

Textbooks

If a textbook is required for a course, this will be clearly stated in the course outline.

Textbooks can be purchased from the University Bookshop or borrowed from the Library (usually on short-term loan).

Be careful when buying textbooks online and ensure you use reputable sellers, as scam sites do exist.

Course Materials

All course materials—including articles, books, slides, recordings, and documents—are protected by the Copyright Act 1994.

These materials may be used only for your personal educational purposes. They must not be reproduced, shared, adapted, or distributed without written permission from the copyright owner.

Your UC email account

The University communicates with students only through UC email accounts.

You are expected to check your UC email and AKO | LEARN several times each week. Missing important information because you did not check your UC email is not an acceptable reason for missing course requirements.

You may choose to set up email forwarding to another account, but you remain responsible for reading all UC communications.

Emailing a staff member

When emailing a member of staff:

- Use your UC email account. Emails from personal accounts may be filtered as spam.
- Use a clear subject line (e.g. "ECON104 Assignment 2 Enquiry").
- Use a professional greeting, such as "Kia ora" or "Dear [name]"
- Be clear and polite and keep your message focused.
- Include your full name and student ID number in your sign-off.

Assessments

Staff aim to respond promptly, but response times may be longer outside office hours or during busy periods. If you have not received a response within two working days, you may follow up.

Meeting with a staff member

You can meet with staff by making an appointment via email, attending a scheduled office hour, or attending a drop-in session (if advertised). Office hours are usually listed in the course outline and on staff office doors. Appointments are not required during scheduled office hours.

Course and Teaching Surveys

Students may be invited to complete course and teaching surveys through AKO | LEARN. These surveys are anonymous and provide valuable feedback that helps improve courses and teaching. We appreciate you taking the time to complete them.

Scholarships

A wide range of scholarships are available to both undergraduate and postgraduate students at the University of Canterbury.

You do not need perfect grades to apply. Many scholarships recognise determination, leadership, potential, community involvement, or personal circumstances, in addition to academic achievement. Others support students from specific regions or cultural backgrounds, graduates of certain schools, or students whose parents or caregivers work in particular industries.

You are strongly encouraged to apply even if unsure whether you meet all criteria. Information about scholarships, eligibility, deadlines, and how to apply is available on the **UC Scholarships and Prizes** page.

A helpful guide to searching for Scholarships is on the Getting Started section of the **UC Business School Students AKO | LEARN** page.



Assessment Policy

University policy relating to assessment for taught and project courses is outlined in the current UC Calendar. Any variations must be stated in the course outline for your enrolled courses.

Submitting and Returning Assignments

Assignment Cover Sheets

Cover sheets must be completed and attached to all assignments. Cover sheets for both individual and group assessments are available on the **UC Business School Students AKO | LEARN** page.

Electronic Submission

Most assignments are submitted through the Course AKO | LEARN page. Always check that you are submitting to the correct drop-box and read the submission statement before submitting.

Submitting confirms that the assignment is your own work. For group assignments, submission confirms that the work is a collective submission completed only by the named group members.

Hard copy Submission

Do not bind your work unless specifically instructed by your lecturer.

- Undergraduate hard copy assignments should be placed in the appropriate drop-box on Level 2 of the Meremere Building or as directed in your course outline.
- Postgraduate hard copy assignments are usually submitted directly to the lecturer, unless otherwise specified.

Collection of Marked Assessments

Marked assignments and feedback are normally returned within three teaching weeks of the due date, unless stated otherwise in the course outline.

Assignments submitted through AKO | LEARN are usually returned with feedback through AKO | LEARN.

Marked hard copy assessments may be returned in class. In some cases, your undergraduate course coordinator may ask you to collect your assessment from the UC Business School reception (Meremere, Level 2).

You may collect only your own work, and you must show your Canterbury Card as identification.

MBA Programme assignments submitted in hard copy may be returned in class or collected from Level 6 of the Rehua Building.

Extensions and Late Assignments

Late assignments will not be accepted or marked unless stated otherwise in the course outline or a departmental policy. Where late submissions are accepted, a penalty will apply and a final cut-off time will be set; these details will be stated in the course outline.

If you require an extension, you must apply before the due date and receive approval from the course coordinator. Extensions cannot be granted retrospectively. Assignments submitted after the due date without an approved extension are considered late.

Tests and Examinations

Instructions for tests will be provided in each course and are similar to examination requirements. Cheating in a test or examination is a serious offence and may result in penalties up to exclusion from the University. See the UC Exams website for more information.

Attending a test or examination in person

- Bring your Canterbury Card.
- Bring required stationery.
- Bring an approved calculator (if allowed/required) that has been checked and stickered.
- Place personal items (phone, keys, watch, wallet) in a named, sealed, clear plastic bag under your seat and do not access them.
- Turn off devices or set them to silent; device noise may incur a penalty.
- Read instructions carefully, answer the questions asked, and write legibly.

Sitting a test or examination online

Some assessments may be conducted online. These have specific requirements, which will be communicated to you if applicable. Read instructions carefully and check technical requirements in advance.

Alternative Exam dates

Some courses may allow alternative examinations for exam clashes, where a resit is required, or for another compelling reason. This is not available for all courses and approval is subject to strict criteria. See the **UC website** for information on eligibility and how to apply.

In 2026, the UC Business School is trialling set weeks for alternative exams in UC Business School courses where an alternative exam is possible:

- Semester 1: week of 13-17 July
- Semester 2: week of 23-27 November

The alternative exam will be conducted at a fixed, specified time, and no individual time changes or rescheduling will be permitted unless circumstances outside the student's control are cited.

Examination scripts

Most marked examination scripts are available for viewing only when advised by the course coordinator. Scripts can be viewed at the UC Business School reception (Meremere Level 2) until three months after the examination period. You may view only your own work and must present your Canterbury Card.

After the viewing-only period, scripts can then be collected over the next three to four months. In line with University policy, scripts not collected after six months are destroyed.

Special Consideration

Special Consideration for assessment is for students who have completed course work but were unable to demonstrate their knowledge or skills in an assessment due to unforeseen circumstances (such as illness, injury, or bereavement). If you miss an assessment or your performance is significantly affected, you may apply for Special Consideration.

Applications are submitted to the Special Considerations Committee, not your course coordinator. An appropriate remedy is decided by the Course Coordinator or Head of Department and may include an extension, alternative assessment arrangements, a special assessment, or a computed grade.

Computed grades are only considered if you have completed at least 50% of the course assessment and performed satisfactorily in a substantial portion of it. Further information is available on the **UC website**, with full regulations in the **UC Calendar**.

Reconsideration of Grades

Reconsideration of Internal Assessment

If you are dissatisfied with a mark or grade for an internal assessment such as an assignment or test, 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 identifying specific areas that deserve re-marking according to the marking criteria.

There is no fee to apply for a reconsideration of internal assessment marks. Any appeals regarding a reconsideration of marks or grade will, in the first instance, be heard by the Head of Department. Any further appeals should follow the appeals regulations.

Reconsideration of Final Course Grades

You may apply for a reconsideration of a final course grade within four weeks of results being released. A prescribed fee applies and will be refunded if the reconsideration leads to a change of grade. The process normally involves re-marking and re-counting the final examination script, along with a re-count of marks for any other assessed work.

Before applying, we strongly recommend that you request access to your marked examination scripts and other assessment items and discuss your results with the course coordinator. Further information about the reconsideration process and accessing marked examinations is available on the UC website.

Review of Academic Progress (RAP)

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

Academic performance is deemed unsatisfactory if the student:

- has not passed more than half the points for which they were enrolled, or
- has failed 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.

Grade Guidelines

Marks awarded in UC Business School courses are converted into letter grades with associated grade point values, following University-wide guidelines set out in the **UC Calendar**.

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
R	Explanation below	1.0	Restricted Pass
D	40-49.9	0.0	Fail
E	0-39.9	-1.0	Fail

Restricted Pass (R Grade)

A Restricted Pass (R grade) is a pass and is worth 1.0 grade point, similar to a C-. However, an R grade cannot be used as a prerequisite for higher-level courses.

For example, if you receive an R grade in ECON104, you cannot use that result to enrol in 200-level Economics courses that require ECON104 as a prerequisite.

Not all courses allow an R grade to be awarded.

An R grade might be awarded when a student is very close to passing. This usually means a final mark of at least 49%, or, where the 45% rule applies, a final mark above 50% but with an invigilated assessment mark between 44–45%.

If you receive an R grade in a course that is required for your intended major, you may apply to re-enrol in the course to obtain non-restricted credit. You can receive credit for a course only once.

Pass/Fail grades

Some courses use Pass/Fail grading rather than letter grades. Pass/Fail grades do not have an associated grade point value and are used where a standard letter grade cannot be determined, for example following a Special Consideration application or exceptional circumstances.

Pass/Fail grades are used in BSNS299 UC Employability Portfolio (a zero-point, zero-fee compulsory course required to graduate from the BCom) and also in some XXXX390 internship courses offered by UC Business School.

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

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, but 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.

A step by step infographic on the Getting Started section of the UC Business School Students AKO | LEARN page shows how to calculate the Weighted Invigilated mark (WIM).

Consider an example of a course which has three assessments: a project worth 30%, term test worth 25% and a final examination worth 45%.

- The overall weighted total uses all assessments.
- The weighted invigilated total includes only the term test and final examination

This table presents three scenarios for students Ani, Bob, and Cho.

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% ¹	53%	47%
Weighted Invigilated		45% ²	44%	50%
Grade Awarded		C-	D	D

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

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

45% Rule Example table 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.

Graduation

When you have completed all the requirements for your degree, you must apply to graduate through myUC. Graduation is NOT automatic, even if you have finished your courses.

After you apply, the Academic Records Team assesses your eligibility to confirm you have met all requirements for your qualification.

Once eligibility is confirmed, you may choose to graduate in person at an Autumn or Spring graduation ceremony, or to graduate in absentia (without attending a ceremony). Information about ceremony dates and arrangements is published on the UC website each year.

It is your responsibility to apply by the published deadline, ensure your contact details in myUC are correct, and confirm you have completed all degree requirements.

UC Business School Prizes

The UC Business School awards a range of academic prizes to recognise outstanding achievement in coursework and programmes across the School.

First in Class Prizes

First in Class prizes are awarded at the end of Semester 1 and Semester 2 in each Bachelor of Commerce (BCom) and taught master's course. Courses such as internships or research-only courses are excluded.

First in Class prize recipients are notified directly by the School, and payment of prizes is managed through the Scholarships Office.

Named Prizes

A number of specific prizes are awarded to high-achieving students in selected UC Business School majors. These are named after the prize donor/s or the School or programme that funds the prize.

Prizes are subject to funding availability and may not be awarded every year.

The values of these prizes vary. Find out more about prize criteria on the [UC Scholarships and Prizes page](#).

Prizes that were awarded within the UC Business School in 2025

Accounting and Information Systems

- CE Akroyd Memorial Prize
- Chartered Accountants Australia and New Zealand 300-Level Prizes in Accounting
- CPA Australia Prize for the Most Outstanding 3rd Year Student Majoring in Accountancy
- Jade Technologies Prize for Object-Oriented Systems Development
- Thomson Reuters Prize in Advanced Taxation (ACCT359)
- Warren Marett Memorial Prize in Management of Information Systems and Technology (INFO343) – Presented by Deloitte
- Warren Marett Memorial Prizes in Management of Accounting Information Systems – Presented by Deloitte

Economics and Finance

- 100-Level Excellence in Economics Prize
- 200-Level Excellence in Finance Prize
- 300-Level Excellence in Finance Prize
- Archibald Charles Callaway Prize in Economics
- Economic Society Prize
- Master of Applied Finance and Economics (MAFE) FIEC675 Prize
- Master of Applied Finance and Economics (MAFE) Good Citizen Prize
- Master of Applied Finance and Economics (MAFE) Most Likely to Succeed Prize
- Master of Applied Finance and Economics (MAFE) Top GPA Prize
- Seamus Hogan Memorial Prize
- UC Business Trading Competition Prize

MBA Programme

- Te Kura Umanga UC Business School MBA Impact Award

UC Business School

- NZ Malaysia Business Council Bachelor of Commerce Prize
- UC Business School First in Class Prizes

Postgraduate Study

Postgraduate study at the UC Business School can help you extend your knowledge, develop specialist skills, and enhance your career opportunities.

Students choose postgraduate study for many reasons, including to:

- expand employment opportunities
- complement an undergraduate degree with business expertise
- increase earning potential
- advance or change career direction
- strengthen leadership and strategic thinking skills
- deepen subject knowledge and specialisation
- gain professional recognition and credibility
- build valuable professional networks
- open pathways to further study or research

Details of postgraduate study options are on the UC website under **Postgraduate Business study**.

Make an appointment with a **student advisor** to discuss which pathway best suits your background and goals.

Rehua Level 6 Study Space

Postgraduate conversion master's students can use the Rehua Level 6 study space for individual or group study. The area includes study rooms, group project rooms, and shared lockers.

After-hours access can be requested via business@canterbury.ac.nz.



Postgraduate Business Study Options

Pathway	Qualification	Description
Higher level study in the same subject area (Continuing degree)	Bachelor of Commerce with Honours BCom(Hons)	Students further their expertise in their undergraduate major and explore specialist topics. The Honours year builds analytical depth, academic rigour, and opens doors to postgraduate research, academia, or specialised professional roles.
	Master of Commerce (MCom) majoring in: Accounting, Economics, Marketing, Management, Information Systems, Finance or Taxation	The MCom combines advanced coursework with independent research through a thesis or project. Graduates develop deep expertise, analytical capability, and practical insight preparing them for roles in industry, consulting, or further academic study.
	Master of Applied Finance and Economics (MAFE)	The MAFE is an interdisciplinary master's degree that combines advanced coursework in both Finance and Economics. It develops strong analytical and practical skills preparing graduates for roles in financial services, policy, research, or consultancy.
	Postgraduate Certificate in Information Systems and Technology (PGCertIST)	This short, focused qualification builds practical expertise in Information Systems and digital technologies. Ideal for upskilling or shifting career direction, it provides a foundation in data, systems, and IT-enabled business solutions.
	Postgraduate Diploma in Information Systems and Technology (PGDipIST)	Gain advanced skills in information systems and digital technologies through flexible, applied study. Designed for upskilling or career change, this qualification builds expertise in data, systems and IT-enabled business solutions.
	Doctor of Philosophy (PhD)	The PhD is an advanced research degree culminating in a thesis that makes an original contribution to knowledge. Ideal for those pursuing academic, research or specialist leadership careers.
Study in a new subject area (Conversion degree)	Master of Professional Accounting (MPA)	The MPA is a conversion master's degree that builds the technical knowledge and professional skills needed for a career in accounting. Graduates are eligible for provisional membership with bodies such as CA ANZ and CPA Australia.
	Master of Marketing (MMktg)	The MMktg develops strategic thinking, digital fluency, and applied expertise across key marketing areas. Students gain practical and theoretical skills to succeed in roles spanning brand management, market research, digital strategy, and consultancy.
	Master of Business Management (MBM)	The MBM equips students with core business and leadership skills for a successful career in management. Through practical projects and applied learning, they gain hands-on experience in using business knowledge in real-world settings.
	Master of Business Information Systems (MBIS)	The MBIS blends business and technology to prepare graduates for managing digital innovation. Students develop specialist skills in information systems, data, and enterprise solutions, opening pathways into business analysis, IT consulting, project management, and beyond.
	Master of Financial Analysis (MFinA)	The MFinA is a career-focused conversion degree, closely aligned with the CFA curriculum, designed for graduates from non-finance backgrounds with strong numerical skills, offering in-demand expertise in financial analysis, fintech, and global investment.
	Postgraduate Certificate in Business (PGCertBus)	This certificate builds essential business knowledge and practical skills across key areas like management, marketing, and finance. It also provides a pathway into Business master's programmes for those who don't meet the direct entry requirements.
	Postgraduate Diploma in Business (PGDipBus)	A flexible programme made up of eight courses from any of the above conversion master's degrees.
	Postgraduate Diploma in Business Information Systems (PGDipBIS)	Build practical skills in Information Systems and digital business tools. This diploma is ideal for upskilling or career change and can be a pathway into the Master of Business Information Systems (MBIS).
Post experience programmes	Postgraduate Certificate in Strategic Leadership (PGCertStratLdrship)	Equips current and future leaders with practical tools for strategy, team growth, and change. Ideal for professionals aiming to boost their leadership impact in dynamic environments.
	Postgraduate Certificate in Digital Marketing (PGCertDigiMktg)	Master the tools and frameworks needed to analyse, design and deliver data-informed digital marketing solutions. Build the strategic mindset to lead innovative, results-driven campaigns.
	Master of Business Administration (MBA)	UC's MBA helps professionals advance their careers or pivot into new roles through practical coursework, a real-world consulting project, and industry engagement. Build strategic capability, leadership confidence, and a powerful network for future success.
	Postgraduate Diploma in Business Administration	Gain core skills in business administration. This diploma is ideal for upskilling or making a career change, especially those who may not have a prior qualification. It also provides a smooth pathway into the Master of Business Administration (MBA).

Policies

Student Code of Conduct

When you enrol at the University of Canterbury, you agree to comply with the University's regulations and policies. The Student Code of Conduct outlines the standards of behaviour expected of all students.

If you are unsure about your obligations, you should familiarise yourself with the Student Code of Conduct and the Know the Code guide.

University Regulations and Policies

University regulations governing qualifications, courses, and academic processes are set out in the UC Calendar. Related policies and procedures are published in the UC Policy Library.

If there is a difference between information in this handbook and the official regulations or policies, the UC Calendar or UC Policy Library takes precedence

Academic Integrity and Dishonest Practice

UC Business School values integrity and ethical practice. Academic integrity means acting honestly, ethically, and responsibly in all aspects of your learning, including producing your own original work and acknowledging the work of others. Breaching academic integrity can lead to serious consequences, including expulsion from the University.

You are strongly encouraged to complete the **Academic Integrity Module** on AKO | LEARN. At UC Business School, the module is embedded in ECON105 and MGMT100 and must be completed in order to progress in these courses.

What are considered dishonest practices

- **Plagiarism:** presenting material from another source without proper acknowledgement.
- **Collusion:** working with others on individual work or submitting shared work as your own.
- **Copying:** using material in any medium produced by another person, with or without permission.
- **Ghost writing:** having another person or service produce assessment work for you, whether or not payment is involved.

Under the University Regulations, dishonest practice may result in penalties ranging from denial of credit to exclusion from the University, depending on the seriousness of the breach.

Use of Artificial Intelligence (AI)

Work created using generative AI tools (such as ChatGPT) is not considered original, and its use may be considered academic dishonesty.

Generative AI use may be permitted for specific purposes in some courses or assessments. Where permitted, this will be clearly stated in the course outline, and you must follow attribution instructions.

Using AI where it is not permitted, or failing to declare permitted AI use correctly, may be considered academic dishonesty. If you are unsure, ask your lecturer before submitting your work.

Turnitin

Most courses use Turnitin, a plagiarism detection tool. When you submit an assignment through AKO | LEARN, Turnitin identifies text matches with sources including published material, internet sources, and previously submitted student work. A high similarity score does not automatically mean plagiarism but may prompt review.

If concerns arise, you may be asked to meet with your lecturer. Where dishonest practice is identified, the matter may be referred to the relevant Academic Integrity Officer or the University Proctor.



International opportunities



Exchange

UC's Global Exchange programme allows you to study for one or two semesters at a partner university overseas.

While you are on exchange, you continue to pay your applicable tuition fees, levy, and other non-tuition fees directly to UC, and you do not pay international tuition fees to the host university. You remain a UC student and graduate with a UC degree.

Courses completed on exchange must be approved in advance to ensure they can be credited to your UC degree. If you are considering an exchange, discuss this with the UC Business School Student Advisors as early as possible (ideally in your first year).

Short term mobility opportunities

UC Business School also offers short-term international study opportunities such as 2–4 week study tours and summer or winter short courses with partner universities. These opportunities are available from second year onwards and are not available to first-year students.

Each opportunity has its own eligibility criteria, costs, and academic requirements. Check the **UC Business School global opportunities** information for current details.

Tūhono Programme

Tūhono is an extra-curricular programme that enables UC Business School students to connect across cultures on campus to develop cultural intelligence.

Receive **Tūhono Certificate** by attending at least four out of five sessions over 2026 semester 1.

Pathway to the **UC Business CQ Certificate** if you participate in either Exchange, Short Courses, or Study Tours.



Applications close
1 March 2026.
Scan to find out more.

UCSA Clubs

The University of Canterbury Students' Association (UCSA) supports a wide range of student-run clubs and societies. Clubs provide opportunities to meet other students, develop skills, and connect with industry and community networks. The following Commerce-focused clubs are listed in alphabetical order:

180 Degrees Consulting

A student-run consulting club that partners with non-profits and social enterprises to deliver practical, sustainable solutions to real-world challenges. Members develop consulting and professional skills with support from industry mentors.



180Degrees

UC Accounting Society

Enhances the experience of accounting students and others interested in accounting through workshops, panel discussions, tutorials, and networking and social events.



UC Cryptocurrency Society

CryptoSoc explores the future of decentralised, secure, and transparent finance through blockchain and cryptocurrency. It brings together students interested in Web3 and DeFi, offering events, meetups, and networking with industry leaders and local crypto startups.



entré

A not-for-profit UC company run by students for all tertiary students in the Canterbury region. It fosters entrepreneurship through competitions, workshops, seminars, and networking events.



Global China Connection

A not-for-profit, non-partisan organisation connecting students with China-related professional and networking opportunities through seminars, case competitions, and internationally focused events.



Te Mana Pounamu

An inclusive, student-led club supporting Māori and Pacific UC students in business through academic support, professional development, cultural connection, and industry engagement, grounded in Indigenous perspectives, tikanga Māori, Pacific values, and UC's partnership with Ngāi Tahu.



The Investment Society

Promotes financial literacy and careers in finance through keynote events, careers and networking sessions, tutorials, workshops, and competitions (including virtual trading and cases).



UCom – UC Commerce Society

Supports commerce students academically, professionally, and socially through tutorials, skills sessions, industry connections, and a strong social calendar.



Women in Business

A student-led club building a supportive community and offering workshops on skills such as networking, negotiation, and interviewing, plus events that connect members with employers. Membership is open to all students who support its values.



For the most current information about clubs, event schedules, and how to join, visit the [UCSA Clubs](#) page.

UC Centre for Entrepreneurship (UCE)



Why get involved with UCE?

Engaging with UCE can help you develop creativity, initiative, and problem-solving skills; gain experience working on real-world challenges; connect with mentors and industry professionals; and explore pathways into entrepreneurship or innovation-focused careers.

Information about upcoming events and programmes is available on the UCE website and through UC Business School communications.

UCE provides a wide range of activities and programmes, including:

- Events and workshops focused on innovation, entrepreneurship, and creative problem-solving
- Challenges and competitions that encourage idea generation and practical application
- Start-up and accelerator programmes for students developing business ideas
- Networking opportunities with entrepreneurs, industry partners, and mentors

The UC Centre for Entrepreneurship (UCE) is part of the UC Business School and provides a student-focused environment where ideas, innovation, and entrepreneurship can thrive.

UCE supports students from all disciplines across UC, not just business students. You do not need to have a fully formed business idea to take part.

UCE brings together teaching, research, industry engagement, and community partnerships to support the development of entrepreneurial thinking and practice.

Where to find support



The UC Business School, and the wider University of Canterbury, offer academic, wellbeing, and career support services. Seek help early if you are struggling or unsure where to turn. See the **Support and wellbeing website** for more information

Academic Skills Centre (ASC)

The **Academic Skills Centre (ASC)** provides free support with academic writing, understanding assignment instructions, study strategies, and exam preparation. Support includes workshops, individual consultations, and an on-call service. See the ASC website for details.

Accessibility Support

Any student enrolled in an assessed course who has a disability, medical condition, specific learning difficulty, mental health condition, or temporary impairment that affects their ability to study can register with **Te Ratonga Whaikaha | Student Accessibility Service (TRW | SAS)**.

You can register at any time during the academic year although you should register early if you require Special Arrangements in tests and exams.

Analytics for Course Engagement (ACE)

Analytics for Course Engagement (ACE). This handy tool, which you can access through AKO | LEARN, helps you track engagement with course materials over time. If your engagement drops, you may be contacted by the ACE team, who can connect you with support services.

Class Representatives

Class representatives are selected at the beginning of each course. They provide a link between students and the course coordinator and help raise class-wide concerns and feedback. For course-content questions or personal circumstances, contact your course coordinator or lecturer directly.

Library

The Library supports your learning, teaching, and research. Visit the **Library website** to explore available resources and services.

You can access online resources, including the Business Subject Guide, and get tailored support from Business Subject Librarians who specialise in commerce-related study and research.

Appointments can be booked via the Business Subject Guide to meet with the subject librarians in person or on Zoom.

Peer Assisted Learning Support (PALS)

Peer Assisted Learning Support (PALS) is a peer-led study programme for selected first-year courses. It offers regular, course-aligned group study sessions led by successful students who have previously completed the course.

Sessions provide academic support in a relaxed, student-only environment, with a focus on general study strategies such as note-taking, reading academic articles, and using key University resources.

PALS helps you to connect with classmates, revise through group study, learn effective study strategies from experienced students, and to build confidence and navigate university life

PALS sessions will be offered for these BCom courses during Semester 1 this year: ACCT102, INFO123, ECON104, STAT101

Semester 2 offerings are usually the same as S1. We recommend you check the **PALS website** for details.

Student Complaints

If you have a complaint about any aspect of your experience, please raise it to be addressed. In most cases, raise the issue with the staff member involved first. If unresolved, contact the Head of Department or the Executive Dean of Business. A step-by-step guide is available on the **Student Complaints website**.

Raising a concern will not disadvantage you. The University aims to resolve issues fairly and respectfully.

UC Careers

UC Careers, Internships & Employment Centre, located on Level 1 of the Jane Soons Building supports you with career planning and employability development. The UC Careers team are professionally qualified Career Consultants and Graduate Recruitment Specialists. Services include one-on-one consultations, workshops, online modules, a job board, and careers fairs and employer events.

Te Kura Umanga | UC Business School

T: +64 3 369 3888

E: business@canterbury.ac.nz

University of Canterbury
Te Whare Wānanga o Waitaha
Private Bag 4800
Christchurch 8140
New Zealand

www.canterbury.ac.nz

