



Master of Change and Organisational Resilience

Programme Handbook
2023

Contents

The Mind Lab and Tech Futures Lab	4
The Mind Lab HQ	4
Master of Change and Organisational Resilience	6
Graduate Profile	6
Entry Requirements	7
2023 Intake Dates	8
Programme Structure	9
Course Information	10
Programme Delivery	11
Weekly Online Sessions	11
Assessments	14
Assessment Strategy	15
Te Reo Māori and New Zealand Sign Language	15
Special Assessment Circumstances	15
Academic Integrity	15
Enrolments	16
For International Students	16
Application Process	16
Verification of Enrolment	16
Conditional Enrolment	16
Variations of Enrolment	17
Credit Recognition and Transfer and Assessment of Prior Learning	17
Student ID Cards	17
Withdrawals & Refunds	17
Tuition Fees, Scholarships, Discounts and Payments	19
Fees - Domestic Students	19
StudyLink Student Loans	19
Scholarships & Discounts	20
Platforms	20
Ako Mai	20
The Mind Lab eLibrary	20
Zoom	21
Slack	21
Turnitin	21
Tuia Te Kupu	21
Student Support and Wellbeing	22
Health & Wellbeing	22

Disability Services	22
ManaakiFono: Māori & Pacific Support	22
Important Student Information	23
The Mind Lab Privacy Policy	23
The Mind Lab Student Complaints and Appeals Policy	23
The Mind Lab Student Disciplinary Policy	23
Appendices	24
Appendix A: Assessment Schedules	24
Appendix B: Refund Entitlement Dates	26

The Mind Lab and Tech Futures Lab

The Mind Lab is a specialist education provider dedicated to enhancing contemporary practice, digital fluency and change in education across New Zealand. Our mission is to continue to lead New Zealand education, to share knowledge, to collaborate, and to build partnerships in order to achieve sustainable, impactful change. We are committed to transform New Zealand education to better align skills and capabilities to the demands of the contemporary world.

Tech Futures Lab



Our Vision

Our vision is to create impactful futures by aligning digital skills and capabilities with the demands of the contemporary world.



Our Mission

Our mission is to lead New Zealand education, to share knowledge, to collaborate, and to build partnerships in order to achieve sustainable, impactful change.



Key Objectives

Our key objectives are to increase access to education, build confidence, identify skills gaps, develop 21st century capability and challenge outdated legacy education practices.

At The Mind Lab, a kaupapa Māori approach ensures that students, facilitators, practitioners, and researchers have the community and their colleagues at the heart of their professional practice, study and research. Positive relationships between people and places are at the centre of our philosophy and values for teaching and learning. As an institution, the following organisational kaupapa Māori values, embodied in our Te Ara Kōtihi Teaching and Learning Strategy, drive our practice:

- Manaaki, related to the ongoing support, encouragement, and care of students and staff
- Rangatiratanga, related to leadership, accountability, agency, and authority
- Ako, our way of reciprocal teaching and learning
- Pono, our commitment to working with truth, honesty, integrity and transparency

The Mind Lab HQ

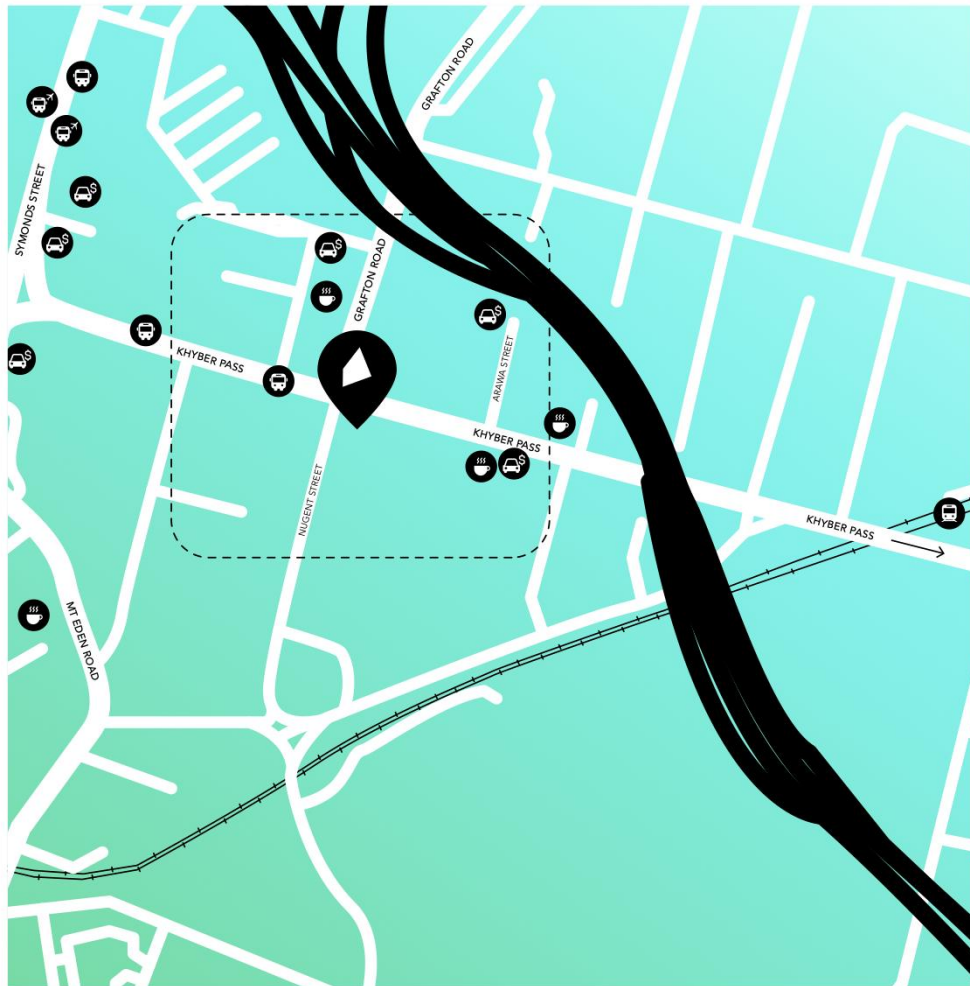
Our Headquarters are located in Auckland, at 99 Khyber Pass Road, Grafton, 1023 and are easy to reach via public transport. This is where the face-to-face classes will be held, and there is space that you can use to come and work during your Programme.

At The Mind Lab the health and safety of our learners, partners, staff, and wider whānau is our number one priority and we are subject to the requirements of the Covid-19 framework.

If you are on campus you are welcome to wear a mask but it is not mandatory. We offer both online and face-to-face options so candidates can study from anywhere in New Zealand.

If you have any questions regarding The Mind Lab HQ or these [protocols and processes](#), please get in touch with us at kiaora@themindlab.com or call (09) 964 4444.

Where to find us



Master of Change and Organisational Resilience

NZQA Accredited Masters, Level 9, 180 Credits

Programme Overview

The Master of Change and Organisational Resilience (Level 9, 180 credits) aims to enable professionals and practitioners from a range of relevant industries to critically apply knowledge and skills to lead and manage change. The programme is designed to blend theoretical and practical knowledge to enable critical evaluation of the complex intersections of purpose, people, processes and technology which are implicated by change. This Master's programme will support the development of individual and organisational resilience and capability to apply future-focused practices needed to navigate change for sustainable and equitable outcomes in the context of New Zealand industries and communities.

Graduate Profile

Graduates of the Master of Change and Organisational Resilience will be able to;

1. Analyse critical social, cultural, economic, environmental and technological drivers of change that impact organisations.
2. Evaluate Indigenous and contemporary practices that can support effective and authentic initiatives to build organisational resilience in the context of change.
3. Critically reflect on personal and collective capability to lead sustainable change in practice.
4. Apply culturally intelligent practice founded on principles of Te Tiriti o Waitangi to develop equitable and inclusive outcomes of change initiatives.
5. Develop culturally, methodologically and ethically sound organisational change initiatives to advance authentic leadership and management practice.
6. Develop culturally, methodologically and ethically sound organisational change initiatives to advance authentic leadership and management practice.
7. Apply relevant knowledge, skills and capabilities to develop change initiatives focused on organisational resilience in the context of local and global disruption.

AND for 90 credits at Level 9;

8. Develop and apply new knowledge contributing to professional understandings of the complexity of leading transformational change in organisations.

Entry Requirements

General Admission

To be admitted to the Master of Change and Organisational Resilience, all applicants must:

- have a recognised Bachelor's Degree or Level 7 Graduate Diploma (or higher) AND a minimum of two years relevant industry experience.

Or

- have at least 5 years professional experience in a relevant industry or community demonstrating through evidence equivalence or higher to the qualification stated above.

Relevant professional industry experience can include paid or voluntary roles within organisations where formal or informal leadership can be evidenced. (for example, management and team leadership roles, elections to Boards, project leadership). Evidence that can be provided includes: professional and or community awards; references; published (or shared) outputs; invitations to represent professions and communities at conferences, by media. You will need to upload this evidence as part of your application or discuss as part of the interview process.

Note: To ensure that the *Master of Change and Organisational Resilience* is relevant to the applicant, an interview will take place with the applicant and the Programme Lead. The interview will ensure potential students understand the programme, and to allow The Mind Lab to help ensure the programme is a good fit for the applicant.

Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied:

- demonstrated achievement, leadership, and self-reflection.
- experience in a relevant industry or community.
- high level of achievement in relevant prior academic and professional outputs.

Applicants who meet the maximum number of listed criteria will be the preferred students.

English Language Requirements

Applicants whose first language is not English must provide evidence of English language competence. This evidence may be in the form of:

- A formal test of English Language
 - IELTS academic band score of 6.5 (overall), with no individual band less than 6.0.
 - TOEFL - Internet-based (Score of 79 with a minimum writing score of 21)

- Cambridge Certificate in Advanced English (CAE) Minimum of 176 or Certificate of Proficiency in English (CPE) minimum of 176, with no less than 169 in each skill.
- Pearson Test of English (PTE) Academic Overall score of 58 with no communicative skills score below 50.
- Evidence of an academic qualification at level 7 or above, completed in one of the following countries, New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom and the United States.
- For domestic applicants, professional outputs or achievements in English language that can be evidence of competence equivalent to any of the above.

Attendance

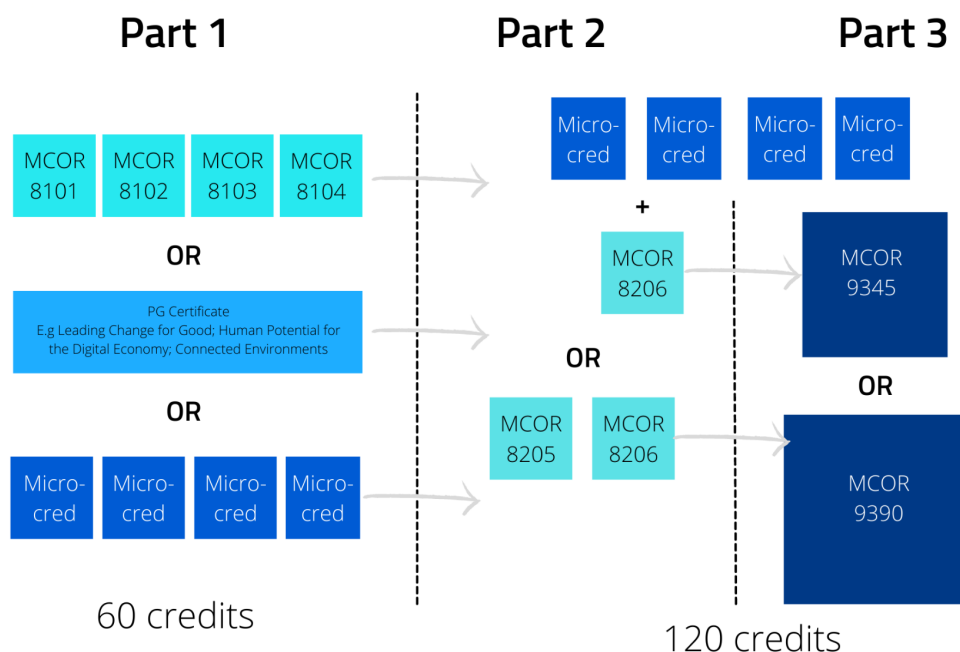
Students are expected to attend all facilitated learning sessions, including online sessions as well as workshops (either in person or online). We understand that sometimes unexpected events can pop up in life which may make it difficult to attend some sessions, but we do ask that you communicate with the Programme Team so that we can support where needed and ensure that classes are able to continue.

2023 Intake Dates

	Applications Close	Start Date	End Date
February 2023 Full-time	29th Jan 23	13th Feb 23	31st March 24
February 2023 Part-time	29th Jan 23	13th Feb 23	15th September 24
February 2023 Alumni (Full-time)	29th Jan 23	13th Feb 23	8th October 23
February 2023 Alumni (Part-time)	29th Jan 23	13th Feb 23	24th March 24
June 2023 Full-time	28th May 23	12th June 23	28th July 24
June 2023 Part-time	28th May 23	12th June 23	15th December 25
October 2023 Full-time	24th September 23	9th October 23	24th November 24
October 2023 Part-time	24th September 23	9th October 23	11th May 25

Programme Structure

This 180-credit MCOR Programme is structured into three parts, and there are a number of pathways that can be taken to complete the programme. The diagram below shows the range of pathways, which can include a combination of credits from Postgraduate Certificates, Micro-credentials and specific MCOR courses.



Part 1 of the programme focuses on discovery, evaluation and reflection, Part 2 focuses on contextualisation of advanced knowledge and skills by planning a practice based change project, and Part 3 focusing on application, action and evaluating the impact of learning and their context. The way in which credits are accumulated in each part, and the programme as a whole, can follow one of the following pathways:

MCOR Pathways	
MCOR Specified Pathway (45 credit project)	Part 1: MCOR 8101, 8102, 8103, 8104 (60 Credits) AND Part 2: MCOR8206 (15 Credits) AND Part 3: MCOR9345 (45 Credits) AND 4 x micro-credentials from the list below, across Part 2 and 3, but completed before the end of MCOR9345 (60 Credits).
MCOR Specified Pathway (90 credit project)	Part 1: MCOR 8101, 8102, 8103, 8104 (60 Credits) AND Part 2: MCOR8205 and MCOR8206 (60 Credits) AND Part 3: MCOR9390 (60 Credits)

<p>PG Certificate Pathway into MCOR</p> <p>Postgraduate Certificate in Leading Change for Good</p> <p>Postgraduate Certificate in Human Potential for the Digital Economy</p> <p>Postgraduate Certificate in Digital and Collaborative Learning</p>	<p>Part 1: PG Certificate in Leading Change for Good OR Human Potential for the Digital Economy OR Digital and Collaborative Learning (60 Credits)</p> <p>AND</p> <p>Part 2: MCOR8206 (15 Credits)</p> <p>AND</p> <p>Part 3: MCOR9345 (45 Credits)</p> <p>AND</p> <p>4 x micro-credentials from the list below, across Parts 2 and 3, but completed before the end of MCOR9345 (60 Credits).</p> <p>OR</p> <p>Part 1: PG Certificate in Leading Change for Good OR Human Potential for the Digital Economy OR Digital and Collaborative Learning (60 Credits)</p> <p>AND</p> <p>Part 2: MCOR8205 and MCOR8206 (30 Credits)</p> <p>AND</p> <p>Part 3: MCOR9390 (90 Credits)</p>
<p>Micro-credential Pathway into MCOR</p>	<p>Part 1: 4 x micro-credentials from the list below (60 Credits)</p> <p>AND</p> <p>Part 2: MCOR8205 and MCOR8206 (60 Credits)</p> <p>AND</p> <p>Part 3: MCOR9390 (90 Credits)</p>

Please contact mcor@themindlab.com to discuss your own personalised pathways through the MCOR programme.

Course Information

Part 1			
Course Code	Course Name	Level	Credits
MCOR8101	Technology, Ethics and Change	8	15
MCOR8102	Organisational Complexity, Change and Resilience	8	15
MCOR8103	People and Capability through Organisational Change	8	15
MCOR8104	Leadership, Culture and Change	8	15
Part 2			
MCOR8205	Applied Research Methods, Stakeholder Engagement, and Ethics	8	15
MCOR8206	Practice-Based Change Research Proposal	8	15

Part 3			
MCOR9345	Practice-Based Change Strategy (45 Credits)	9	45
MCOR9390	Practice-Based Change Research Project (90 Credits)	9	90

Micro-credential that can be included as part of an MCOR Pathway	Credits	Level
Leading Beyond Sustainability Micro-credential	15	8
Internet of Things for Sustainability Micro-credential	15	8
Disruptive Technologies Micro-credential	15	8
Digital and Collaborative Teaching and Learning Micro-credential (Educators)	15	8
Entrepreneurship Micro-credential	15	8
Understanding Software Development Processes and Tools Micro-credential	15	8

Programme Delivery

The Programme offered in a blended model consisting of weekly online sessions supplemented by face to face sessions every four to six weeks. For those students unable to attend the face to face, hybrid sessions may be offered. Students who choose to complete the course online can still participate and complete the programme. At both online and face to face sessions students will have the opportunity to learn from industry experts.

Weekly Online Sessions

Students will attend live, facilitated online sessions weekly in Part One Part Two. In Part Three students will attend regular online sessions which will be agreed upon with their Advisor. All online sessions are delivered via Zoom:

Cohort	Day and Time
Feb 2023 <i>(starting Part 1)</i>	Monday 4:00 - 5:30 pm
Feb 2023 <i>(starting Part 2)</i>	Wednesday 4:00 - 5:30 pm
June 2023	Tuesday 4:00 - 5:30 pm
October 2023	Wednesday 4:00 pm - 5:30 pm

Face to Face

Students can expect to normally attend face to face sessions every four weeks in Part One and every six weeks in Parts Two and Three. Face to face sessions are valuable to building relationships with your peers and with staff. All face to face sessions will be delivered at our [Auckland HQ](#). There can be provision for hybrid delivery of the full day workshops - please speak with the programme team if you would be needing to attend the full day workshops online.

Full day workshops are normally from 9:30am - 5pm.

February 2023 Cohort 1

(Starting at Part 1)

Event	Date
Part 1	
Orientation	13th February 2023
Workshop 2	20th March 2023
Workshop 3	24th April 2023
Workshop 4	29th May 2023
Part 2	
Workshop 5	17th July 2023
Workshop 6	28th August 2023
Part 3	
Workshop 7	23rd October 2023
Workshop 8	27th November 2023
Workshop 9	22nd January 2024
Workshop 10	26th February 2024
Part-time Only	
Workshop 11	8th April 2024
Workshop 12	13th May 2024
Workshop 13	17th June 2024
Workshop 14	22nd July 2024

February 2023 - Cohort 2

(Starting at Part 2)

Event	Date
Part 2	
Orientation	13th February 2023
Workshop 2	27th March 2023
Part 3	
Workshop 3	24th May 2023
Workshop 4	28th June 2023
Workshop 5	2nd August 2023
Workshop 6	6th September 2023
Part-time Only	
Workshop 7	11th October 2023
Workshop 8	15th November 2023
Workshop 9	24th January 2024
Workshop 10	28th February 2024

June 2023 - Cohort 3

Event	Date
Part 1:	
Orientation	15th June 2023
Workshop 2	20th July 2023
Workshop 3	24th August 2023
Workshop 4	28th September 2023
Part 2:	
Workshop 5	16th November 2023
Workshop 6	1st February 2024
Part 3:	
Workshop 7	14th March 2024
Workshop 8	18th April 2024
Workshop 9	23rd May 2024
Workshop 10	1st August 2024
Part-time Only	
Workshop 11	5th September 2024
Workshop 12	10th October 2024

Workshop 13	14th November 2024
Workshop 14	12th December 2024

October 2023

Event	Date
Part 1:	
Orientation	9th October 2023
Workshop 2	15th November 2023
Workshop 3	17th January 2024
Workshop 4	19th February 2024
Part 2:	
Workshop 5	3rd April 2024
Workshop 6	15th May 2024
Part 3:	
Workshop 7	10th July 2024
Workshop 8	21st August 2024
Workshop 9	25th September 2024
Workshop 10	6th November 2024
Part-time Only	
Workshop 11	22nd January 2025
Workshop 12	5th March 2025
Workshop 13	16th April 2025

Assessments

The Programme provides students an opportunity to value learning for learning's sake, as well as to achieve a practical business outcome which contributes to their own professional development and that of a particular industry or sector. Individual and collaborative assessment is incorporated into the programme. Further detail on assessment can be provided by contacting mcor@themindlab.com.

A full schedule of assessments can be found in [Appendix A](#) of this document.

Assessment Strategy

Assessments in this Programme have been designed to support the learning process. There is no formal thesis in the Programme. Assessments should be thought of as learning tools, where students present and receive feedback on their work in order to improve it. As such

all assessment will be an authentic learning experience with feedback targeted to support the student to achieve and address gaps in competency.

Students on the Programme are assessed through both formative and summative assessments. Formative assessments are designed to provide students feedback from their peers and advisor (with no credits attached), while summative assessments are the academic assessments of the Programme which credits are awarded against. Assessments involve a written report and presentation, but may also include other outputs negotiated with advisors depending on the nature of a student's project. Further detail on assessments can be provided if requested. Please contact mcor@themindlab.com.

Te Reo Māori and New Zealand Sign Language

All students are offered the opportunity to submit any assessment in the official languages of New Zealand: New Zealand English, te reo Māori, and New Zealand Sign Language. All students are asked to indicate to the Programme Coordinator when starting the Programme (via the Programme email or Slack) if they intend to submit assessments in te reo Māori or New Zealand Sign Language. This is to enable The Mind Lab to meet its turnaround commitments.

Special Assessment Circumstances

If an unforeseen circumstance impairs a student's ability to submit an assessment on time, they are able to apply for a Special Assessment Circumstance (SAC) through *The Mind Lab Portal* or *Ako Mai*. Students have five working days from the assessment due date to apply and must provide relevant supporting evidence.

Academic Integrity

The Mind Lab is committed to maintaining and promoting the highest standards of academic integrity. All students are held to the same high standards. To help ensure that academic integrity is maintained, *The Mind Lab* uses *Turnitin* as a plagiarism detector tool. Turnitin is also used by markers to provide feedback to students on written submissions. All written assessments must be submitted to Turnitin to generate a Similarity Report.

What is Academic Integrity?

As stated in [The Mind Lab Code of Conduct](#), Academic Integrity refers to intellectual honesty with regard to the use of information.

This includes but is not limited to;

1. Proper acknowledgment of other people's (academics, professionals, peers, relatives, ancestors) work. Acknowledgment of those who have gone before. This is also important for those who come after (readers, peers, assessors) to be able to follow and even build on your work.
 - a. Use a consistent and clear process
 - b. Other people's work is not limited to their writing (which should be presented as a quote and only if the writing is reproduced faithfully), but also their

- ideas, findings, and conclusions.
- c. Do you need permission to reproduce this work?
- 2. Ensuring that your submissions, presentations, and assessments are your work.
 - a. You may have employed or commissioned an editor or proofreader. If you have, make this clear and acknowledge them with their permission.
 - b. Others may have contributed to your submission and these contributors also need acknowledgment e.g. a Programme coder, a colleague, or a collaborator.
 - c. If you are in doubt, get advice from Programme staff.

Enrolments

For International Students

International students who are interested in studying the MCOR should refer to our [International Student Prospectus](#). In this prospectus, there are details on:

- Who we are - The Mind Lab and Tech Futures Lab
- Studying and living in New Zealand (including visa requirements, English language requirements, safety, health and wellbeing)
- Learning with The Mind Lab (attendance and academic performance, complaints, and appeals, fees and refunds)
- Student Support

For more information and to contact us about studying as an International Students, please see our [website](#).

Application Process

Applications to the *Master of Change and Organisational Resilience* are made through *The Mind Lab* [enrolments site](#). This is where all required details and documentation for enrolment are provided by applicants to be processed, and the payment method is selected.

Verification of Enrolment

The Mind Lab Enrolments Team will verify applications as they come through and request further information from applicants if required. Applicants will receive an email notification confirming their enrolment is complete.

Conditional Enrolment

There may be instances where an enrolment cannot be completed immediately and, on these occasions, a conditional offer may be granted (for example, enrolment into Part 3 of the Programme). The offer will outline a set of conditions that must be fulfilled before an enrolment can become unconditional.

Variations of Enrolment

If students encounter circumstances or challenges which are impacting their ability to continue with a Programme or course, they should contact the Programme Lead in the first instance to discuss what options for support are available. It may be possible to suspend enrolment for a period of time, or for students to withdraw from a course and re-enrol at a later date. Terms and conditions for variations to enrolment are outlined during the enrolment process.

Credit Recognition and Transfer and Assessment of Prior Learning

The Mind Lab has robust processes for the recognition of learning and award of credit by formal, informal (no formal curriculum, no credits earned), and non-formal (organised curriculum, no credits earned) learning. [The Mind Lab Recognition and Assessment of Prior Learning Policy and Procedures](#) apply to any process that evaluates formal learning (including cross-crediting and transfer of formal learning to *The Mind Lab* courses, Programmes and qualifications) and the Assessment of Prior Learning (APL) by informal and non-formal learning.

Owing to the work-based nature of the Programme and the highly-integrated nature of courses, it is important to note that Credit Recognition and Transfer, and Assessment of Prior Learning do not usually apply and applications will be assessed on a case-by-case basis. Please contact enrol@themindlab.com for more information.

Student ID Cards

All enrolled students can request a Student ID card by completing an online form provided on The Mind Lab Portal or in the Student Guide.

Withdrawals & Refunds

If you are already enrolled in the Programme and decide to withdraw, you have different refund entitlements depending on when you withdraw. These [withdrawal scenarios](#) include information as well as the implications on fees, scholarships and grades, relative to when a student chooses to withdraw.

On application, students must agree to the [The Mind Lab Student Terms and Conditions](#) before their enrolment into a Programme can be processed. These Terms and Conditions outline all refund entitlements for the *Master of Change and Organisational Resilience*. Please see Appendix B for all refund entitlement dates.

For further information about enrolments please see our [Admission, Enrolment, Exclusion and Withdrawal Policy and Procedures](#).

Tuition Fees, Scholarships, Discounts and Payments

Fees - Domestic Students

The tuition fee for the full Programme will depend on the pathway that you decide to take, but fees are up to \$12,999 (incl GST). The exact fee will be advised during the enrolment process and prior to invoicing.

For example, if you complete the Postgraduate Certificate in Leading Change for Good, and then enrol in the MCOR programme, your fees will be a combination of PGC-LCG and the remaining MCOR courses (and micro-credentials if relevant).

Pathway	Fees (incl. GST, NZD)
MCOR Part 1 (MCOR 8101,8102,8103,8104)	\$4,333
MCOR 45 credit project pathway	From \$4,333
MCOR 90 credit project pathway	\$8,666
Postgraduate Certificates	From \$3,365
Micro-credentials	\$450 per micro-credential

The fee for the Programme is due seven days prior to the advertised start date of the Programme.

The Mind Lab complies with NZQA Student Fee Protection Rules which protect the interests of domestic and international students. *The Mind Lab* has a [Static Trust Account](#) with the NZQA-approved fee protection supplier, Public Trust, that ensures the safe protection of student fees over the value of \$500.

For further information see [The Mind Lab Student Fee Protection Policy and Procedures](#).

StudyLink Student Loans

MCOR students are eligible to apply for StudyLink Student Loans. The process for applying can only be started once a student is fully enrolled. To check eligibility for a Student Loan, or to apply for a Student Loan, applicants can visit www.studylink.govt.nz.

The Mind Lab takes no responsibility for the approval or otherwise of an applicant's application for a student loan. A student enrolled remains liable for the fees in accordance with [The Mind Lab Terms and Conditions](#).

Scholarships & Discounts

Scholarships

The Mind Lab and Tech Futures Lab offers a range of scholarships for candidates. The nature of these scholarships for 2023 are being finalised and will be confirmed in late 2022. Should candidates be eligible for scholarships they will be contacted and further details on application for scholarships will be provided once scholarships are confirmed.

Please see the [Scholarships page](#) of The Mind Lab website for up to date details on funds remaining, application criteria and for details on how to apply.

Further information and the [terms and conditions for scholarship](#) can be found on our website.

Early Bird Discount

There is an early bird discount of 10% off the course fees for educators who apply 4 weeks before the start date of an intake. The final date for applications to receive the Early Bird Discount is 16th January, 2023.

Platforms

The Mind Lab uses a variety of platforms to engage and support a blended learning model. Here you will find a brief overview of the most frequently used platforms. More detailed information and instructions will be provided in your Student Guide.

Resources Required for Study

Students will need access to a laptop, a mobile/handheld device and a reliable connection to the internet so that they are able to access online materials and communication tools. Your device will need a camera and a microphone in order to participate in online sessions. Administration rights to a device may be required for the installation of apps.

Ako Mai

[Ako Mai](#) is *The Mind Lab's* new Learning Management System and the hub for all of your course content and learning. This is where you'll be able to log in to easily access all your course content and study resources, as well as upload your assessments and check your grades. It's your one-stop-shop for everything you need at *The Mind Lab*.

The Mind Lab eLibrary

The Mind Lab eLibrary contains links to a range of online resources for students, including the EBSCO and Proquest online databases and ebook libraries that *The Mind Lab*

subscribes to, along with other search engines and open access resources in educational research and scholarship. *The Mind Lab* eLibrary can be accessed via *Ako Mai*.

Zoom

The Mind Lab uses the [Zoom](#) platform to deliver online sessions, which are an integral part of engagement with the Programme. More information about online sessions will be provided at least two weeks prior to the start date of your Programme and will also be contained in the Student Guide.

Slack

This is our messaging and sharing platform for all students to communicate, discuss, question and critique over the course of the Programme. On [Slack](#) you will be engaging with your fellow students as well as the Academic Programme Team and Support Teams. It can be used in a browser, as a desktop app, or on your phone or tablet.

Turnitin

To ensure and maintain academic integrity *The Mind Lab* uses [Turnitin](#). All written submissions must be uploaded to [Turnitin](#) to generate a Similarity Report. Turnitin is used as a tool to support students in gaining insights into their academic writing and citation practice as well as a way for markers to provide feedback on written assessments. Please refer to the [The Mind Lab Code of Conduct](#) for more information about academic integrity.

Tuia Te Kupu

[Tuia Te Kupu](#) is *The Mind Lab's* online interactive journal club. This club gives candidates a forum to collaboratively and critically evaluate recent academic articles and information.

Student Support and Wellbeing

The Mind Lab is committed to creating an inclusive learning environment and to working alongside all students to support them through their studies. This support includes educational and learning support, as well as different types of non-educational support. Our teams work closely with each other to provide a friendly point of contact to help students navigate their learning journey. All of our Student Support and Wellbeing services can be accessed by calling (09) 964 4444 or emailing studentsupport@themindlab.com.

Health & Wellbeing

The Mind Lab students have access to a range of health and wellbeing services via [Whakarongorau Aotearoa](#) who run digital telehealth services, offering health, mental health and addictions support across digital channels. Referrals to other agencies are available for more personal/one-on-one advice and support. If a student feels there are any circumstances or impairments that impact on your learning, you are encouraged to speak to your Programme Lead or the National Academic Registrar.

Disability Services

The Mind Lab is committed to providing a range of resources and strategies to help students who have provided information and verification of impairment. Potential services available to students with impairments may include assistance with note-taking, assistance with academic study due to learning impairments such as dyslexia, sign language interpretation, and so on. The Programme Coordinator will reach out to students privately to see if they wish to discuss any impairment-related support with the Programme Lead. Students are also encouraged to reach out to the Programme teams so that they can be effectively supported throughout the Programme.

ManaakiFono: Māori & Pacific Support

The Mind Lab is a multicultural organisation that prioritises opportunities for promoting Māori and Pacific student success in all our Programmes. ManaakiFono is our main forum for academic and cultural support for our Maori and Pacific students. We can also provide support around te reo Māori, pastoral guidance and financial support in the form of scholarships and discounts.

Important Student Information

Below are some key policies and procedures relevant to all Programmes of study at The Mind Lab.

The Mind Lab Privacy Policy

[The Mind Lab Privacy Policy](#) provides details of how student and staff privacy will be maintained.

The Mind Lab Student Complaints and Appeals Policy

The Mind Lab takes all student concerns seriously and should any misconduct be identified, the processes outlined in the Student Complaints and Appeals Policy and Procedure, and Student Disciplinary Policy (both linked below) will be followed.

[The Mind Lab Student Complaints and Appeals Policy](#) outlines the procedures to be followed if an applicant or student makes a formal complaint, or makes an appeal against *The Mind Lab's* decision outcome.

Complaints and appeals are submitted in writing, with evidence to academicmanagement@themindlab.com. An appropriate investigator is assigned by The Mind Lab Academic Team to review the complaint or appeal and conduct an investigation and identify a resolution. All groups involved in the investigation will be kept up to date throughout. Full details of the process can be found in TML Student Complaints and Appeals Policy and Procedures.

In the instance that a complaint is not resolved to your satisfaction by The Mind Lab, you can [raise your concern](#) in writing with the New Zealand Qualifications Authority (NZQA).

The Mind Lab Student Disciplinary Policy

[The Mind Lab Student Disciplinary Policy](#) outlines student disciplinary procedures which may be followed if disciplinary action is required. Possible consequences, if disciplinary action is required after an investigation into misconduct is undertaken, are outlined in this policy.

Appendices

Appendix A: Assessment Schedules

February 2023 Cohort 1

Part 1			
MCOR8101	1.1 Change Project Scenario Brief	Formative	26th March 2023
MCOR8102	(Collaborative Group)		
MCOR8101	1.2 Change Project Scenario	Summative	23rd April 2023
MCOR8102	Presentation (Collaborative Group)		
MCOR8103	1.3 Critical Friend Conversation	Formative	28th May 2023
MCOR8104	(Individual)		
MCOR8103	1.4 Portfolio and Reflection Narrative	Summative	2nd July 2023
MCOR8104	(Individual)		
Part 2			
MCOR8205	2.1 Project Brief (Individual)	Formative	13th August 2023
MCOR8206			
MCOR8205	2.2 Project Presentation (Individual)	Formative	17th September 2023
MCOR8206			
MCOR8205	2.3 Practice-Based Change Research	Summative	8th October 2023
MCOR8206	Proposal (Individual)		
Part 3 - Full-time			
MCOR9345 (45 Credits)	3.1 Project Update Presentation	Formative	21st January 2024
	(Individual)		
MCOR9390 (90 Credits)	3.2 Negotiated Project Outputs	Summative	31st March 2024
	(Individual)		
MCOR9390 (90 Credits)	3.1 Project Update Presentation	Formative	21st January 2024
	(Individual)		
MCOR9345 (45 Credits)	3.2 Negotiated Project Outputs	Summative	31st March 2024
	(Individual)		
Part 3 - Part-time			
MCOR9345 (45 Credits)	3.1 Project Update Presentation	Formative	31st March 2024
	(Individual)		
MCOR9345 (45 Credits)	3.2 Negotiated Project Outputs	Summative	25th August 2024
	(Individual)		

MCOR9390 (90 Credits)	3.1 Project Update Presentation (Individual)	Formative	31st March 2024
	3.2 Negotiated Project Outputs (Individual)	Summative	25th August 2024

February 2023 Cohort 2

Part 2

MCOR8205 MCOR8206	2.1 Project Brief (Individual)		12th March 2023
MCOR8205 MCOR8206	2.2 Project Presentation (Individual)		16th April 2023
MCOR8205 MCOR8206	2.3 Practice-Based Change Research Proposal (Individual)		7th May 2023

Part 3 - Full-time

MCOR9345 (45 Credits)	3.1 Project Update Presentation (Individual)		30th July 2023
	3.2 Negotiated Project Outputs (Individual)		8th October 2023
MCOR9390 (90 Credits)	3.1 Project Update Presentation (Individual)		30th July 2023
	3.2 Negotiated Project Outputs (Individual)		8th October 2023

Part 3 - Part-time

MCOR9345 (45 Credits)	3.1 Project Update Presentation (Individual)		30th July 2023
	3.2 Negotiated Project Outputs (Individual)		24th March 2024
MCOR9390 (90 Credits)	3.1 Project Update Presentation (Individual)		30th July 2023
	3.2 Negotiated Project Outputs (Individual)		24th March 2024

June 2023 Cohort 1

Part 1

MCOR8101	1.1 Change Project Scenario Brief (Collaborative Group)	Formative	23rd July 2023
MCOR8102			
MCOR8101	1.2 Change Project Scenario Presentation (Collaborative Group)	Summative	20th August 2023
MCOR8102			
MCOR8103	1.3 Critical Friend Conversation (Individual)	Formative	24th September 2023
MCOR8104			
MCOR8103	1.4 Portfolio and Reflection Narrative (Individual)	Summative	29th October 2023
MCOR8104			

Part 2

MCOR8205	2.1 Project Brief (Individual)	Formative	10th December 2023
MCOR8206			
MCOR8205	2.2 Project Presentation (Individual)	Formative	4th February 2024
MCOR8206			
MCOR8205	2.3 Practice-Based Change Research Proposal (Individual)	Summative	25th February 2024
MCOR8206			

Part 3 - Full-time

MCOR9345 (45 Credits)	3.1 Project Update Presentation (Individual)	Formative	12th May 2024
	3.2 Negotiated Project Outputs (Individual)	Summative	28th July 2024
MCOR9390 (90 Credits)	3.1 Project Update Presentation (Individual)	Formative	12th May 2024
	3.2 Negotiated Project Outputs (Individual)	Summative	28th July 2024

Part 3 - Part-time

MCOR9345 (45 Credits)	3.1 Project Update Presentation (Individual)	Formative	28th July 2024
	3.2 Negotiated Project Outputs (Individual)	Summative	15th December
MCOR9390 (90 Credits)	3.1 Project Update Presentation (Individual)	Formative	28th July 2024
	3.2 Negotiated Project Outputs (Individual)	Summative	15th December

October 2023 Cohort 1

Part 1

MCOR8101	1.1 Change Project Scenario Brief (Collaborative Group)	Formative	19th November 2023
MCOR8102			
MCOR8101	1.2 Change Project Scenario Presentation (Collaborative Group)	Summative	17th December 2023
MCOR8102			
MCOR8103	1.3 Critical Friend Conversation (Individual)	Formative	11th February 2024
MCOR8104			
MCOR8103	1.4 Portfolio and Reflection Narrative (Individual)	Summative	17th March 2024
MCOR8104			

Part 2

MCOR8205	2.1 Project Brief (Individual)	Formative	28th April 2024
MCOR8206			
MCOR8205	2.2 Project Presentation (Individual)	Formative	2nd June 2024
MCOR8206			
MCOR8205	2.3 Practice-Based Change Research Proposal (Individual)	Summative	23rd June 2024
MCOR8206			

Part 3 - Full-time

MCOR9345 (45 Credits)	3.1 Project Update Presentation (Individual)	Formative	15th September 2025
	3.2 Negotiated Project Outputs (Individual)	Summative	24th November 2025
MCOR9390 (90 Credits)	3.1 Project Update Presentation (Individual)	Formative	15th September 2025
	3.2 Negotiated Project Outputs (Individual)	Summative	24th November 2025

Part 3 - Part-time

MCOR9345 (45 Credits)	3.1 Project Update Presentation (Individual)	Formative	24th November 2025
	3.2 Negotiated Project Outputs (Individual)	Summative	11th May 2025
MCOR9390 (90 Credits)	3.1 Project Update Presentation (Individual)	Formative	24th November 2025
	3.2 Negotiated Project Outputs (Individual)	Summative	11th May 2025

February 2023 (Starting Part 1)

Course Code	Course Name	Start Date	10% Date	75% Date	End Date
MCOR8101	Technology, Ethics and Change	13 Feb 2023	20 Feb 2023	06 Apr 2023	23 Apr 2023
MCOR8102	Organisational Complexity, Change and Resilience	13 Feb 2023	20 Feb 2023	06 Apr 2023	23 Apr 2023
MCOR8103	People and Capability through Organisational Change	24 Apr 2023	01 May 2023	15 Jun 2023	02 Jul 2023
MCOR8104	Leadership, Culture and Change	24 Apr 2023	01 May 2023	15 Jun 2023	02 Jul 2023
MCOR8205	Applied Research Methods, Stakeholder Engagement, and Ethics	17 Jul 2023	25 Jul 2023	17 Sep 2023	08 Oct 2023
MCOR8206	Practice-Based Change Research Proposal	17 Jul 2023	25 Jul 2023	17 Sep 2023	08 Oct 2023
Full-time					
MCOR9345	Practice-Based Change Strategy (45 Credits)	23 Oct 2023	08 Nov 2023	20 Feb 2024	31 Mar 2024
MCOR9390	Practice-Based Change Research Project (90 Credits)	23 Oct 2023	08 Nov 2023	20 Feb 2024	31 Mar 2024
Part-time					
MCOR9345	Practice-Based Change Strategy (45 Credits)	23 Oct 2023	23 Nov 2023	09 Jun 2024	25 Aug 2024
MCOR9390	Practice-Based Change Research Project (90 Credits)	23 Oct 2023	23 Nov 2023	09 Jun 2024	25 Aug 2024

February 2023 (Starting Part 2)

MCOR8205	Applied Research Methods, Stakeholder Engagement, and Ethics	13 Feb 2023	21 Feb 2023	16 Apr 2023	07 May 2023
MCOR8206	Practice-Based Change Research Proposal	13 Feb 2023	21 Feb 2023	16 Apr 2023	07 May 2023
Full-time					
MCOR9345	Practice-Based Change Strategy (45 Credits)	22 May 2023	05 Jun 2023	03 Sep 2023	08 Oct 2023
MCOR9390	Practice-Based Change Research Project (90 Credits)	22 May 2023	05 Jun 2023	03 Sep 2023	08 Oct 2023
Part-time					

MCOR9345	Practice-Based Change Strategy (45 Credits)	22 May 2023	22 Jun 2023	07 Jan 2024	24 Mar 2024
MCOR9390	Practice-Based Change Research Project (90 Credits)	22 May 2023	22 Jun 2023	07 Jan 2024	24 Mar 2024

July 2023

Course Code	Course Name	Start Date	10% Date	75% Date	End Date
MCOR8101	Technology, Ethics and Change	12 Jun 2023	19 Jun 2023	03 Aug 2023	20 Aug 2023
MCOR8102	Organisational Complexity, Change and Resilience	12 Jun 2023	19 Jun 2023	03 Aug 2023	20 Aug 2023
MCOR8103	People and Capability through Organisational Change	21 Aug 2023	28 Aug 2023	12 Oct 2023	29 Oct 2023
MCOR8104	Leadership, Culture and Change	21 Aug 2023	28 Aug 2023	12 Oct 2023	29 Oct 2023
MCOR8205	Applied Research Methods, Stakeholder Engagement, and Ethics	13 Nov 2023	23 Nov 2023	30 Jan 2024	25 Feb 2024
MCOR8206	Practice-Based Change Research Proposal	13 Nov 2023	23 Nov 2023	30 Jan 2024	25 Feb 2024
Full-time					
MCOR9345	Practice-Based Change Strategy (45 Credits)	11 Mar 2024	25 Mar 2024	23 Jun 2024	28 Jul 2024
MCOR9390	Practice-Based Change Research Project (90 Credits)	11 Mar 2024	25 Mar 2024	23 Jun 2024	28 Jul 2024
Part-time					
MCOR9345	Practice-Based Change Strategy (45 Credits)	11 Mar 2024	14 May 2024	07 Jul 2025	15 Dec 2025
MCOR9390	Practice-Based Change Research Project (90 Credits)	11 Mar 2024	14 May 2024	07 Jul 2025	15 Dec 2025

October 2023

Course Code	Course Name	Start Date	10% Date	75% Date	End Date
MCOR8101	Technology, Ethics and Change	09 Oct 2023	16 Oct 2023	30 Nov 2023	17 Dec 2023
MCOR8102	Organisational Complexity,	09 Oct 2023	16 Oct 2023	30 Nov 2023	17 Dec 2023

	Change and Resilience				
MCOR8103	People and Capability through Organisational Change	08 Jan 2024	15 Jan 2024	29 Feb 2024	17 Mar 2024
MCOR8104	Leadership, Culture and Change	08 Jan 2024	15 Jan 2024	29 Feb 2024	17 Mar 2024
MCOR8205	Applied Research Methods, Stakeholder Engagement, and Ethics	01 Apr 2024	09 Apr 2024	02 Jun 2024	23 Jun 2024
MCOR8206	Practice-Based Change Research Proposal	01 Apr 2024	09 Apr 2024	02 Jun 2024	23 Jun 2024
Full-time					
MCOR9345	Practice-Based Change Strategy (45 Credits)	08 Jul 2024	22 Jul 2024	20 Oct 2024	24 Nov 2024
MCOR9390	Practice-Based Change Research Project (90 Credits)	08 Jul 2024	22 Jul 2024	20 Oct 2024	24 Nov 2024
Part-time					
MCOR9345	Practice-Based Change Strategy (45 Credits)	08 Jul 2024	08 Aug 2024	23 Feb 2025	11 May 2025
MCOR9390	Practice-Based Change Research Project (90 Credits)	08 Jul 2024	08 Aug 2024	23 Feb 2025	11 May 2025