



MASTER OF TECHNOLOGICAL FUTURES

Programme Handbook

Valid for all intakes starting in 2022

This student handbook provides applicants with an introduction to Tech Futures Lab¹ and the Master of Technological Futures² ('Programme').

It outlines the expectations and requirements of the Programme. A more detailed version of this handbook will be provided to all students upon enrolment.

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¹ The Mind Lab Education Limited Partnership trading as Tech Futures Lab. The Mind Lab is a Private Training Establishment (PTE) registered by the Tertiary Education Commission (TEC) to deliver qualifications approved by the New Zealand Qualifications Authority (NZQA) under the provision of the Education Act 1989.

² Kua whakamanahia tenei akoranga e Te Mana Tahu Matauranga o Aotearoa i raro i te wahanga 249 o te Ture Matauranga 1989, a, kua whakamanahia The Mind Lab Limited Partnership ki te whakarato i taua akoranga i raro i te wahanga 250 o te Ture. This programme is approved by the New Zealand Qualifications Authority under section 249 of the Education Act 1989, The Mind Lab Limited Partnership is accredited to provide it under section 250 of the Act.

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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. The Mind Lab is committed to helping implement contemporary practice in the teaching profession by reflecting new theoretical and practical frameworks of contemporary education.

Tech Futures Lab is a subsidiary of The Mind Lab. Established in 2016, Tech Futures Lab helps professionals and organisations to adapt, learn, lead and succeed in a fast-changing world. Tech Futures Lab was built on the vision of building business success and personal capability in New Zealand, to turn emerging opportunities into impactful realities, to advance and develop business capability, and to positively impact the economy, the environment, and communities for a brighter future.

PRINCIPLES AND VALUES UNDERPINNING RESEARCH AND STUDY

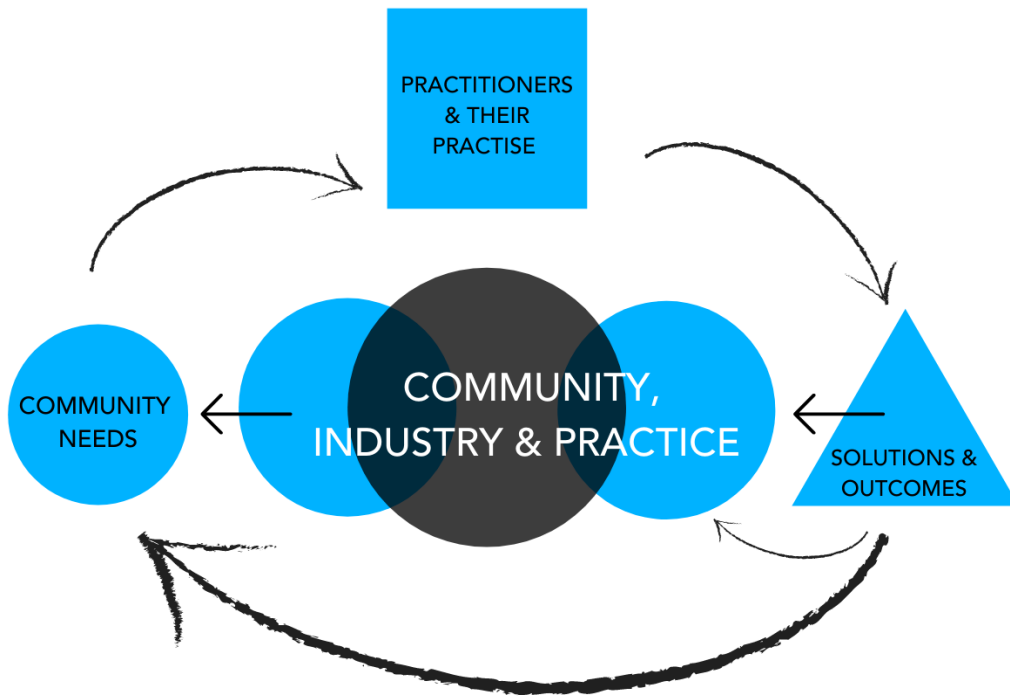
The principles and values of Te Ara Kōtihi (The Mind Lab and Tech Futures Lab's Teaching and Learning strategy) underpin the teaching and learning (including research) of the Master of Technological Futures Programme. These principles and values are intended to guide us as staff, Master's students, facilitators, practitioners, and researchers to ensure that we have our communities and colleagues at the heart of their professional practice, study and research. Positive relationships between people and places are at the center of our philosophy and values for teaching and learning.

Te Ara Kōtihi, Tech Futures Lab's Teaching and Learning strategy is underpinned by;

- **Manaaki:** that learners are interconnected with The Mind Lab teaching and learning community during their study
- **Rangatiratanga:** Leadership, accountability, agency and authority
- **Ako:** our way of reciprocal teaching and learning
- **Pono:** truth, honesty, integrity and transparency

Aligned to this strategy, the following principles are adapted to a practice and research context:

- **Rangatiratanga:** Authority and Responsibility of Community, the practitioner and the Researcher
- **Whakaritenga:** Legitimacy of the practice and research produced.
- **Kaitiakitanga:** Guardianship acknowledges the responsibility of the community and researcher to protect the knowledge shared with them.
- **Mahi Ngātahi:** Co-operation – Working with communities to ensure successful outcomes for all
- **Ngākau Mahaki:** Respect the rights of individuals and communities the practitioner and researcher works with, including their knowledge.



TECH FUTURES LAB

MASTER OF TECHNOLOGICAL FUTURES

The Master of Technological Futures Programme is an accelerated programme designed for business professionals. Tech Futures Lab provides unparalleled access to industry experts operating at the intersection of business, technology, and professional development. Successful students will have an NZQA accredited, level 9 Master's degree.

The Programme is applied, which means learning is demonstrated through a real-world project that delivers actual business outcomes – not a written thesis. Being project-based means applicants minimise their time out of work, and the focus of their project is entirely up to the individual. The Programme is flexible to suit applicants' individual goals and aspirations. The skills and knowledge students acquire will transfer into future roles and businesses.

APPLICATION FOR ADMISSION TO THE PROGRAMME

Applications to the Programme are made through the Tech Futures Lab [enrolments site](#). This is where all required details and documentation for enrolment are provided by applicants to be processed, and payment method selected.

Eligibility

- A bachelor's degree or Level 7 Graduate Diploma (or higher) AND relevant professional and/or technical experience that demonstrates an ability and potential to succeed.
OR
- Relevant professional and/or technical experience that demonstrates an ability and potential to succeed.

An applicant may be considered for special admission if they have:

- A graduate diploma qualification in the same or similar discipline, with a B grade average or better, and has a minimum of two years' appropriate work experience approved by the Programme Committee.
OR
- Special Admission by successful assessment of Prior Learning. This means that through demonstration of prior experience during the interview process and through other required documentation, you may be able to enter without the specified academic qualifications.

For International Students:

If you are an international student, and interested in studying the Master of Technological Futures, please check our [International Student Prospectus](#). In this prospectus, you can find 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](#).

Admission

For admission into the Programme all applicants will be interviewed (which may include academic and industry representatives as appropriate).

The following admission criteria will be applied:

- Commitment to professional development and gaining a competitive advantage in relation to business disruption and transformation according to the values and strategic directions of their industry, profession and/or community.
- Experience in a technical, business and/or community transformation role.

After the interview, Tech Futures Lab will:

- Officially offer the applicant a place on the Programme, OR
- Decline the applicant's application, providing the reasons why and an opportunity to discuss this if they wish.

Following an applicant's official acceptance of the offer of a place on the Programme, and providing the required documentation is in order, the applicant will be enrolled as a student on the Programme.

Verification of Enrolment

The Tech Futures 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.

Credit Recognition and Transfer and Assessment of Prior Learning

The Mind Lab and Tech Futures Lab have robust processes for the recognition of learning and award of credit by formal, informal and non-formal learning. For example, professional experience can be assessed to determine eligibility to enter the programme (see eligibility above).

However, it is important to note that the award of credits via Assessment of Prior Learning or direct cross crediting of courses from other programmes (offered at other institutions) does not usually apply to our work-based and highly-integrated programmes and courses. For instance, assessments are often integrated across courses. Applications will be assessed on a case-by-case basis.

Applicants who have completed a Postgraduate Certificate programme at The Mind Lab or at the Tech Futures Lab will be able to transfer a specified number of credits towards the Masters via cross-crediting. Please contact info@techfutureslab.com for more information about the pathways into the Masters programme.

THINKING ABOUT FUTURE STUDY

If you are considering continuing on to completing a Doctor of Philosophy after completing the Master of Technological Futures Programme, we encourage candidates to discuss these intentions with our Programme Lead as soon as possible. Though the Programme does not have a GPA or an Honours system as all assessments are measured against a competency-based format, we are able to support PhD applications.

FEES, SCHOLARSHIPS AND DISCOUNTS

This section of the Student Handbook outlines information about the Programme fees, scholarships that Tech Futures Lab provides, Studylink options and refund entitlements.

Tuition Fees

The tuition fee for the Programme in 2022 is \$15,611 (incl. GST). The fee for the Programme is due 7 days prior to the advertised start date of the Programme.

The Mind Lab and Tech Futures Lab comply with NZQA's 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](#).

Scholarships

The Mind Lab and Tech Futures Lab offers a range of scholarships for all programme intakes. Each of the scholarships listed below covers 100% of the fees for the Master of Technological Futures programme. Our scholarships are awarded on a first in first serve basis to those who meet the criteria and are fully enrolled and accept a place on the programme:

- **Tangata Whenua:** For learners who identify as Māori
- **Pacific Ako:** For those who identify as Pacific learners
- **Taipakeke:** For learners who are aged 60 years and over

How to apply for the scholarship

You can apply for a scholarship as part of your enrolment process, all you need to do is select the scholarship you are eligible for when it appears as part of your enrolment.

Candidates who have already completed their applications for 2022 prior to October 2021 will be given the opportunity to apply for a scholarship and contacted by our Enrolments Team.

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

StudyLink Student Loan

The process for applying can only be started once a student is fully enrolled in the Programme. To check eligibility for a Student Loan, or to apply for a Student Loan, students can visit www.studylink.govt.nz.

Tech Futures Lab takes no responsibility for the approval or otherwise of an applicant's application for a student loan. A student enrolled on the Programme remains liable for the Programme fees in accordance with our Terms and Conditions and Fees Policy.

Refund Entitlements

A student who has already enrolled in the Programme and decides to withdraw has different refund entitlements depending on when they withdraw.

At the time of application, students must agree to the [The Mind Lab Student Terms and Conditions](#) before we can process an enrolment into the Programme. These Terms and Conditions include all [withdrawal scenarios and refund entitlements](#) for the Master of Technological Futures. Some useful dates for consideration around enrolments, variations and withdrawals for the upcoming intakes are outlined in the table below.

Please see Key Enrolments Dates for each intake in Appendix 1 of this handbook.

PROGRAMME INFORMATION

This section of the Student Handbook details important Programme information including structure, delivery, an academic calendar and any other important information about the Programme itself.

Resources Required for Study

As this programme has blended delivery and onsite delivery models (especially the February 2022 intake), students will need to have access to a device and internet so they are able to access online materials and communication tools throughout the programme.

Programme Structure and Attendance Requirements

The Master of Technological Futures is offered as a full-time and part-time programme, structured into two parts: the Immersion Phase and the Project Phase.

The Master of Technological Futures can be studied either Part Time or Full Time.

- The full-time pathway runs for 52 teaching weeks.
 - During the Immersion Phase, the time commitment is ~26 hours per week.
 - During the Project Phase, the time commitment is ~37.5 hours per week.
- The part-time pathway runs for 75 teaching weeks
 - During the Immersion Phase, the time commitment is ~26 hours per week.
 - During the Project Phase, the time commitment is ~18 hours per week.

During the Immersion and Project Phases, both part-time and full-time students will be attending the same sessions and the same number of sessions offered on the Masters Programme.

2022 INTAKE INFORMATION

FEBRUARY INTAKE – BLENDED LEARNING

(Facilitated Live-Online and Onsite, Part Time and Full Time)

The Immersion Phase (Live-Online & Onsite)

The immersion Phase is an intensive dive into the world of exponential technologies defining the future of work and business.

- Sessions are facilitated live-online 8 hrs per week for 20 weeks. This includes 2 full day onsite (at Tech Futures Lab) workshops at the start of the Programme. After the onsite workshops, the live-online sessions will run on the following weekdays and times:
 - Monday & Tuesday - 10am-12pm
 - Wednesday & Thursday - 12pm -2pm
 - Live-online Q&A drop-in session - 30 minutes per week (optional)
- In addition to the session times above, the average time commitment is 16-18 hrs per week for self directed learning (which includes working on your assessments and researching your project interest area)

The Project Phase (Live-Online)

The Project Phase is focused on developing, implementing, and researching a real-world project. A project plan is developed and driven by students along with guidance from a dedicated team of advisors. In the Project Phase students will focus on implementing their project and testing results. The Project Phase involves a lot of independent, self-directed work.

Project Phase – Part Time (Live-Online)

- The total time spent on the Project Phase for part time is 52 weeks:
 - For the first 24 weeks you will have live-online sessions every week on Wednesdays from 10am - 12pm plus an average time commitment of 16-20 hours/week in self-directed study
 - For the remaining 28 weeks, the average time commitment is 16-20 hours/week in self-directed study (no sessions to attend).
 - Live-online Q&A drop-in session - 30 minutes per week (optional)
 - Plus ongoing support with your advisor

Project Phase – Full Time (Live-Online)

- The total time spent on the Project Phase for part time is 32 weeks:
 - For the first 24 weeks you will have live-online sessions every week on Wednesdays from 10am - 12pm plus an average time commitment of 37.5 hours/week in self-directed study
 - For the remaining 8 weeks, the average time commitment is 37.5 hours/week in self-directed study (no sessions to attend).
 - Live-online Q&A drop-in session - 30 minutes per week (optional)
 - Plus ongoing support with your advisor

JUNE & OCTOBER INTAKES - ONSITE LEARNING

(Facilitated Onsite, Part Time and Full Time)

The Immersion Phase (Onsite)

The immersion Phase is an intensive dive into the world of exponential technologies defining the future of work and business.

- On-site sessions (at Tech Futures Lab) will run from 9.00am – 5.00pm for three days per month (Thursday, Friday and Saturday) across five months (20 weeks)
- Live-online Q&A drop-in session - 30 minutes per week (optional)
- In addition to the session times above, the average time commitment is 16-18 hrs per week for self directed learning (which includes working on your assessments and researching your project interest area)

The Project Phase (Onsite)

The Project Phase is focused on developing, implementing, and researching a real-world project. A project plan is developed and driven by students along with guidance from a dedicated team of advisors. In the Project Phase students will focus on implementing their project and testing results. The Project Phase involves a lot of independent, self-directed work.

Project Phase - Part Time (Onsite)

- The total time spent on the Project Phase for part time is 52 weeks:
 - For the first 6 months (24 weeks) students spend 1 day per month (Friday) onsite (9:30am to 4pm), plus an average time commitment of 16-20 hours/week in self-directed study
 - For the remaining 28 weeks, the average time commitment is 16-20 hours/week in self-directed study.
 - Live-online Q&A drop-in session - 30 minutes per week (optional)
 - Plus ongoing support with your advisor

Project Phase - Full Time (Onsite)

- The total time spent on the Project Phase for part time is 32 weeks:
 - For the first 6 months (24 weeks) students spend 1 day/month (Friday) on site (9:30am to 4pm), plus an average time commitment of 37.5 hours/week in self-directed study
 - For the remaining 8 weeks, the average time commitment is 37.5 hours/week in self-directed study
 - Live-online Q&A drop-in session - 30 minutes per week (optional)
 - Plus ongoing support with your advisor

ATTENDANCE

Candidates are expected to attend all sessions offered in the Immersion and Project Phases of the Masters programme. It is an academic requirement of the programme to attend a minimum of 80 percent of the sessions offered. Attendance will be closely monitored and candidates will be notified should their attendance level fall below this requirement. This could potentially mean a candidate may not be able to continue with the Masters programme as there is a close correlation between attendance and a candidate's ability to meet the learning outcomes of the programme.

We understand though that sometimes unexpected events can come up which may be a barrier for you attending a session, but we ask that if you are unable to attend, please notify the Programme Lead or Programme Coordinator as soon as possible. These expectations include meeting assessment dates, presenting and contributing to cohort presentations.

Students must also develop a working relationship with an advisor/advisors which normally includes at least fortnightly check-in meetings (online), and attendance at the required assessment presentations for their cohort.

COURSE INFORMATION

Immersion Phase Courses

All students will be enrolled in the following courses:

CISC8800 Applied Practice in Context, 15 credits, Level 8

CISC8801 Research and Community, 15 credits, Level 8

CISC8802 Research Question, 15 credits, Level 8

CISC8888 Project Plan, 15 credits, Level 8

Note: These courses are taught simultaneously and credits are awarded with the summative assessment associated with CISC8888.

Project Phase Courses:

Students can either be enrolled in Option A or B

Option A

CISC8830 30 credit Level 8
Technological Futures Project (Part 1)

CISC9890 90 credit Level 9

Option B

CISC8875 75 credit Level 8
Technological Futures Project (Part 1)

CISC9845 45 credit Level 9

PROGRAMME CALENDAR

Key Dates - Blended February Part Time & Full Time 2022																															
Immersion Phase 17.02.2022 - 06.07.2022	<p>2 hour Live-online sessions per day, 4 days per week</p> <ul style="list-style-type: none"> Monday & Tuesday - 10am-12pm Wednesday & Thursday - 12pm -2pm <p>2 x Full day face to face workshops at the lab 9am -5pm (see dates below)</p> <table border="1"> <tbody> <tr> <td>Week 1</td> <td>2 x Full day face to face workshops 17.02.22 & 18.02.22</td> </tr> <tr> <td>Week 2</td> <td>21.02.22, 22.02.22, 23.02.22 & 24.02.22</td> </tr> <tr> <td>Week 3</td> <td>28.02.22, 01.03.22, 02.03.22 & 03.03.22</td> </tr> <tr> <td>Week 4</td> <td>07.03.22, 08.03.22, 09.03.22 & 10.03.22</td> </tr> <tr> <td>Week 5</td> <td>14.03.22, 15.03.22, 16.03.22 & 17.03.22</td> </tr> <tr> <td>Week 6</td> <td>21.03.22, 22.03.22, 23.03.22 & 24.03.22</td> </tr> <tr> <td>Week 7</td> <td>28.03.22, 29.03.22, 30.03.22 & 31.03.22</td> </tr> <tr> <td>Week 8</td> <td>04.04.22, 05.04.22, 06.04.22 & 07.04.22</td> </tr> <tr> <td>Week 9</td> <td>11.04.22, 12.04.22, 13.04.22 & 14.04.22</td> </tr> <tr> <td>Week 10</td> <td>19.04.22, 20.04.22 & 21.04.22</td> </tr> <tr> <td>Week 11</td> <td>26.04.22, 27.04.22 & 28.04.22</td> </tr> <tr> <td>Week 12</td> <td>02.05.22, 03.05.22, 04.05.22 & 05.05.22</td> </tr> <tr> <td>Week 13</td> <td>09.05.22, 10.05.22, 11.05.22 & 12.05.22</td> </tr> <tr> <td>Week 14</td> <td>16.05.22, 17.05.22, 18.05.22 & 19.05.22</td> </tr> <tr> <td>Week 15</td> <td>23.05.22, 24.05.22, 25.05.22 & 26.05.22</td> </tr> </tbody> </table>	Week 1	2 x Full day face to face workshops 17.02.22 & 18.02.22	Week 2	21.02.22, 22.02.22, 23.02.22 & 24.02.22	Week 3	28.02.22, 01.03.22, 02.03.22 & 03.03.22	Week 4	07.03.22, 08.03.22, 09.03.22 & 10.03.22	Week 5	14.03.22, 15.03.22, 16.03.22 & 17.03.22	Week 6	21.03.22, 22.03.22, 23.03.22 & 24.03.22	Week 7	28.03.22, 29.03.22, 30.03.22 & 31.03.22	Week 8	04.04.22, 05.04.22, 06.04.22 & 07.04.22	Week 9	11.04.22, 12.04.22, 13.04.22 & 14.04.22	Week 10	19.04.22, 20.04.22 & 21.04.22	Week 11	26.04.22, 27.04.22 & 28.04.22	Week 12	02.05.22, 03.05.22, 04.05.22 & 05.05.22	Week 13	09.05.22, 10.05.22, 11.05.22 & 12.05.22	Week 14	16.05.22, 17.05.22, 18.05.22 & 19.05.22	Week 15	23.05.22, 24.05.22, 25.05.22 & 26.05.22
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<p>Project Phase (Part Time)</p> <p>Option A Part 1 28.07.2022 - 19.10.2022</p> <p>Option A Part 2 03.11.2022 - 26.07.2023</p> <p>Option B Part 1 28.07.2022 - 25.01.2023</p> <p>Option B Part 2 09.02.2023 - 26.07.2023</p> <p>Project Phase (Full Time)</p> <p>Option A Part 1 14.07.2022 - 07.09.2022</p> <p>Option A Part 2 15.09.2022 - 15.02.2023</p> <p>Option B Part 1 14.07.2022 - 23.11.2022</p> <p>Option B Part 2 01.12.2022 - 15.02.2023</p>	<p><i>Days online during Project Phase</i></p> <p>2 hour Live-online session every Wednesday 10am - 12pm.</p> <table border="1"> <tr> <td>Block 1</td> <td>27.07.22</td> </tr> <tr> <td>Block 2</td> <td>03.08.22</td> </tr> <tr> <td>Block 3</td> <td>10.08.22</td> </tr> <tr> <td>Block 4</td> <td>17.08.22</td> </tr> <tr> <td>Block 5</td> <td>24.08.22</td> </tr> <tr> <td>Block 6</td> <td>31.08.22</td> </tr> <tr> <td>Block 7</td> <td>07.09.22</td> </tr> <tr> <td>Block 8</td> <td>14.09.22</td> </tr> <tr> <td>Block 9</td> <td>21.09.22</td> </tr> <tr> <td>Block 10</td> <td>28.09.22</td> </tr> <tr> <td>Block 11</td> <td>05.10.22</td> </tr> <tr> <td>Block 12</td> <td>12.10.22</td> </tr> <tr> <td>Block 13</td> <td>19.10.22</td> </tr> <tr> <td>Block 14</td> <td>26.10.22</td> </tr> <tr> <td>Block 15</td> <td>02.11.22</td> </tr> <tr> <td>Block 16</td> <td>09.11.22</td> </tr> <tr> <td>Block 17</td> <td>16.11.22</td> </tr> </table>	Block 1	27.07.22	Block 2	03.08.22	Block 3	10.08.22	Block 4	17.08.22	Block 5	24.08.22	Block 6	31.08.22	Block 7	07.09.22	Block 8	14.09.22	Block 9	21.09.22	Block 10	28.09.22	Block 11	05.10.22	Block 12	12.10.22	Block 13	19.10.22	Block 14	26.10.22	Block 15	02.11.22	Block 16	09.11.22	Block 17	16.11.22
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Block 17	16.11.22																																		

	<table border="1"> <tr> <td>Block 18</td> <td>23.11.22</td> </tr> <tr> <td>Block 19</td> <td>30.11.22</td> </tr> <tr> <td>Block 20</td> <td>07.12.22</td> </tr> </table>	Block 18	23.11.22	Block 19	30.11.22	Block 20	07.12.22
Block 18	23.11.22						
Block 19	30.11.22						
Block 20	07.12.22						
Assessment Dates³							
<i>Assessment 1 Report due</i> <i>Assessment 1 Presentations</i>	29.03.2022 04.04.2022, 05.04.2022, 06.04.2022						
<i>Assessment 2 Report due</i> <i>Assessment 2 Presentations</i>	26.04.2022 03.05.2022, 04.05.2022, 05.05.2022						
<i>Assessment 3 Report due</i> <i>Assessment 3 Presentations</i>	24.05.2022 30.05.2022, 31.05.2022, 01.06.2022						
<i>Assessment 4 Report due</i> <i>Assessment 4 Presentations</i>	27.06.2022 04.07.2022, 05.07.2022, 06.07.2022, 07.07.2022						
<i>Learning Agreement due</i> <i>Option A Part 1 Report due</i> <i>Option A Part 1 (Part Time) Presentations</i>	06.09.2022 11.10.2022 18.10.2022, 19.10.2022						
<i>Learning Agreement due</i> <i>Option A Part 2 Report due</i> <i>Option A Part 2 (Part Time) Presentations</i>	12.06.2023 18.07.2023 25.07.2023, 26.07.2023						
<i>Learning Agreement due</i> <i>Option B Part 1 Report due</i> <i>Option B Part 1 (Part Time) Presentations</i>	22.11.2022 17.01.2023 24.01.2023, 25.01.2023						
<i>Learning Agreement due</i> <i>Option B Part 2 Report due</i> <i>Option B Part 2 (Part Time) Presentations</i>	12.06.2023 18.07.2023 25.07.2023, 26.07.2023						
<i>Learning Agreement due</i> <i>Option A Part 1 Report due</i> <i>Option A Part 1 (Full Time) Presentations</i>	26.07.2022 30.08.2022 06.09.2022, 07.09.2022						

³ These assessment dates are subject to change up to the start date of the programme.

<i>Learning Agreement due</i> <i>Option A Part 2 Report due</i> <i>Option A Part 2 (Full Time)</i> <i>Presentations</i>	13.12.2022 07.02.2023 15.02.2023, 16.02.2023
<i>Learning Agreement due</i> <i>Option B Part 1 Report due</i> <i>Option B Part 1 (Full Time)</i> <i>Presentations</i>	11.10.2022 15.11.2022 22.11.2022, 23.11.2022
<i>Learning Agreement due</i> <i>Option B Part 2 Report due</i> <i>Option B Part 2 (Full Time)</i> <i>Presentations</i>	13.12.2022 07.02.2023 15.02.2023, 16.02.2023

Key Dates - onsite June Part Time & Full Time 2022	
Immersion Phase 16.06.2022 - 02.11.2022	Residency Block One 16.06.2022, 17.06.2022 & 18.06.2022 Residency Block Two 14.07.2022, 15.07.2022 & 16.07.2022 Residency Block Three 11.08.2022, 12.08.2022 & 13.08.2022 Residency Block Four 08.09.2022, 09.09.2022 & 10.09.2022 Residency Block Five 06.10.2022, 07.10.2022 & 08.10.2022 Assessment 4 Presentations 01.11.2022, 02.11.2022
Project Phase (Part Time) Option A Part 1 24.11.2022 - 15.02.2023 Option A Part 2 02.03.2023 - 22.11.2023 Option B Part 1 24.11.2022 - 24.05.2023 Option B Part 2 08.06.2023 - 22.11.2023	Days onsite during Project Phase Block One 02.12.2022 Block Two 20.01.2023 Block Three 17.02.2023 Block Four 17.03.2023 Block Five

Project Phase (Full Time) Option A Part 1 17.11.2022 – 11.01.2023 Option A Part 2 12.01.2023 – 14.06.2023 Option B Part 1 10.11.2022 – 22.03.2023 Option B Part 2 30.03.2023 – 14.06.2023	14.04.2023 Block Six 12.05.2023
Assessment Dates⁴	
<i>Assessment 1 Report due</i> <i>Assessment 1 Presentations</i>	03.08.2022 11.08.2022
<i>Assessment 2 Report due</i> <i>Assessment 2 Presentations</i>	31.08.2022 08.09.2022
<i>Assessment 3 Report due</i> <i>Assessment 3 Presentations</i>	28.09.2022 06.10.2022
<i>Assessment 4 Report due</i> <i>Assessment 4 Presentations</i>	25.10.2022 01.11.2022, 02.11.2022
<i>Learning Agreement due</i> <i>Option A Part 1 Report due</i> <i>Option A Part 1 (Part Time)</i> <i>Presentations (additional onsite)</i>	13.12.2022 07.02.2023 14.02.2023, 15.02.2023
<i>Learning Agreement due</i> <i>Option A Part 2 Report due</i> <i>Option A Part 2 (Part Time)</i> <i>Presentations (additional onsite)</i>	10.10.2023 14.11.2023 21.11.2023, 22.11.2023
<i>Learning Agreement due</i> <i>Option B Part 1 Report due</i> <i>Option B Part 1 (Part Time)</i> <i>Presentations (additional onsite)</i>	11.04.2023 16.05.2023 23.05.2023, 24.05.2023
<i>Learning Agreement due</i> <i>Option B Part 2 Report due</i> <i>Option B Part 2 (Part Time)</i>	10.10.2023 14.11.2023 21.11.2023, 22.11.2023

⁴ These assessment dates are subject to change up to the start date of the programme.

<i>Presentations (additional onsite)</i>	
<i>Learning Agreement due</i> <i>Option A Part 1 Report due</i> <i>Option A Part 1 (Full Time)</i> <i>Presentations (additional onsite)</i>	15.11.2022 10.01.2023 17.01.2023, 18.01.2023
<i>Learning Agreement due</i> <i>Option A Part 2 Report due</i> <i>Option A Part 2 (Full Time)</i> <i>Presentations (additional onsite)</i>	02.05.2023 06.06.2023 13.06.2023, 14.06.2023
<i>Learning Agreement due</i> <i>Option B Part 1 Report due</i> <i>Option B Part 1 (Full Time)</i> <i>Presentations (additional onsite)</i>	07.02.2023 14.03.2023 21.03.2023, 22.03.2023
<i>Learning Agreement due</i> <i>Option B Part 2 Report due</i> <i>Option B Part 2 (Full Time)</i> <i>Presentations (additional onsite)</i>	02.05.2023 06.06.2023 13.06.2023, 14.06.2023

Key Dates - Onsite October Part Time & Full Time 2022	
Immersion Phase 20.10.2022 - 08.03.2023	Residency Block One 20.10.2022, 21.10.2022 & 22.10.2022 Residency Block Two 17.11.2022, 18.11.2022 & 19.11.2022 Residency Block Three 15.12.2022, 16.12.2022 & 17.12.2022 Residency Block Four 02.02.2023, 03.02.2023 & 04.02.2023 Residency Block Five 02.03.2023, 03.03.2023 & 04.03.2023 Assessment 4 Presentations 29.03.2023, 30.03.2023
Project Phase (Part Time) Option A Part 1 30.03.2023 - 21.06.2023 Option A Part 2	Days onsite during Project Phase Block One 14.04.2023 Block Two 12.05.2023

<p>13.07.2023 – 27.03.2024</p> <p>Option B Part 1 30.03.2023 – 27.09.2023</p> <p>Option B Part 2 19.10.2023 – 27.03.2024</p> <p>Project Phase (Full Time)</p> <p>Option A Part 1 16.03.2023 – 10.05.2023</p> <p>Option A Part 2 18.05.2023 – 18.10.2023</p> <p>Option B Part 1 16.03.2023 – 26.07.2023</p> <p>Option B Part 2 03.08.2023 – 18.10.2023</p>	<p>Block Three 09.06.2023</p> <p>Block Four 07.07.2023</p> <p>Block Five 04.08.2023</p> <p>Block Six 01.09.2023</p>
Assessment Dates⁵	
<p><i>Assessment 1 Report due</i></p> <p><i>Assessment 1 Presentations</i></p>	<p>07.12.2022</p> <p>15.12.2022</p>
<p><i>Assessment 2 Report due</i></p> <p><i>Assessment 2 Presentations</i></p>	<p>25.01.2023</p> <p>02.02.2023</p>
<p><i>Assessment 3 Report due</i></p> <p><i>Assessment 3 Presentations</i></p>	<p>22.02.2023</p> <p>02.03.2023</p>
<p><i>Assessment 4 Report due</i></p> <p><i>Assessment 4 Presentations</i></p>	<p>22.03.2023</p> <p>29.03.2023, 30.03.2023</p>
<p><i>Learning Agreement due</i></p> <p><i>Option A Part 1 Report due</i></p> <p><i>Option A Part 1 (Part Time)</i></p> <p><i>Presentations (additional onsite)</i></p>	<p>09.05.2023</p> <p>13.06.2023</p> <p>20.06.2023, 21.06.2023</p>
<p><i>Learning Agreement due</i></p> <p><i>Option A Part 2 Report due</i></p> <p><i>Option A Part 2 (Part Time)</i></p> <p><i>Presentations (additional onsite)</i></p>	<p>13.02.2024</p> <p>19.03.2024</p> <p>26.03.2024, 27.03.2024</p>

⁵ These assessment dates are subject to change up to the start date of the programme.

<i>Learning Agreement due Option B Part 1 Report due Option B Part 1 (Part Time) Presentations (additional onsite)</i>	15.08.2023 19.09.2023 26.09.2023, 27.09.2023
<i>Learning Agreement due Option B Part 2 Report due Option B Part 2 (Part Time) Presentations (additional onsite)</i>	13.02.2024 19.03.2024 26.03.2024, 27.03.2024
<i>Learning Agreement due Option A Part 1 Report due Option A Part 1 (Full Time) Presentations (additional onsite)</i>	28.03.2023 02.05.2023 09.05.2023, 10.05.2023
<i>Learning Agreement due Option A Part 2 Report due Option A Part 2 (Full Time) Presentations (additional onsite)</i>	05.09.2023 10.10.2023 17.10.2023, 18.10.2023
<i>Learning Agreement due Option B Part 1 Report due Option B Part 1 (Full Time) Presentations (additional onsite)</i>	13.06.2023 18.07.2023 25.07.2023, 26.07.2023
<i>Learning Agreement due Option B Part 2 Report due Option B Part 2 (Full Time) Presentations (additional onsite)</i>	05.09.2023 10.10.2023 17.10.2023, 18.10.2023

ASSESSMENT

Assessment Strategy

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

Further detail on assessments can be provided if requested. Please contact info@techfutureslab.com.

Assessment Outcomes

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. Assessment is made against the outcome of the project itself, as well as the student's learning. The Programme does not train, or test, students in specific technological fields. Students become future-focused problem solvers. This may involve becoming conversant with a particular technology or theory but the underlying skill developed is the ability to form, test and adapt solutions to a problem.

All assessments in the Programme are measured against a competency-based format. Final outcomes against all assessments, and therefore courses, that students can receive are a **Not Yet Competent** or a **Competent** grade. All assessment outcomes are determined by an Assessment and Moderation Panel.

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 dialect, te reo Māori, and New Zealand Sign Language. We ask students to indicate to the Programme Lead when starting the Programme if they intend to submit assessments in Te Reo Māori or New Zealand Sign Language, to ensure there is available resourcing to support their learning.

Special Assessment Circumstance (SAC)

If an unforeseen circumstance impairs the ability of a candidate from doing well on an assessment (including submitting an assessment on time and/or giving a presentation), candidates are able to apply for a Special Assessment Circumstance with relevant evidence within 5 working days of the assessment item due date.

TECH FUTURES LAB STAFF

Please visit www.techfutureslab.com for more information on Our Team, or contact info@techfutureslab.com.

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. All of our student support service teams work closely with each other and with the academic programme teams, to provide a friendly point of contact in person, online or on the phone to help students navigate their learning journey.

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. Students are encouraged to contact us to privately discuss any impairment-related requirements and establish what would be most beneficial in the context of the programme requirements and delivery model, so that students can be effectively supported throughout the programme.

Health & Wellbeing

The Mind Lab students have access to a range of health and wellbeing services via [Homecare Medical](#), 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.

Maori & Pacific Support

The Mind Lab is a multicultural organisation that prioritises opportunities for promoting Māori and Pacific student success in all our programmes. Support for Māori and Pacific students include academic support, cultural support, te reo Māori support, pastoral guidance and financial support in the form of scholarships and discounts.

Variations on 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 an

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 enrolments process.

The Mind Lab HQ

Our Headquarters are located in Auckland, at 99 Khyber Pass Road, Grafton, 1023. This is where the face-to-face classes will be held, and a 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. Whilst the Covid-19 Protection Framework is in place, all those coming onsite (learners, staff and others) will be required to provide a proof of vaccination through their My Vaccine Pass.

- There will be online variations of all face-to-face sessions offered, and your Programme teams will give you details on the online learning option as and when these come up.
- No students will be turned away from enrolling in 2022, or disadvantaged if they choose to learn online, as our programmes are primarily taught online. We will do our best to ensure the learning experience is as similar as possible for those learning online.
- For those coming onsite capacity of our learning space will be determined based on 1m distancing and public health measures such as scanning in, signing our H&S register and wearing face masks will be required and closely monitored.

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.

IMPORTANT STUDENT INFORMATION

Programme Regulations for the Master of Technological Futures can be accessed [here](#).

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

The Mind Lab Code of Conduct

[The Mind Lab Code of Conduct](#) is designed to promote the upholding of professional standards and academic integrity. It covers the personal conduct of all staff, students and contractors.

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.

The Mind Policies and Procedures

[The Mind Lab Admission, Enrolment, Exclusion and Withdrawal Policy and Procedures](#) provides a framework and a set of principles relating to admission, enrolment, variation of enrolment, exclusion and withdrawal of students within academic provision offered at The Mind Lab.

About The Mind Lab Governance and Management

The Mind Lab is governed by an Independent Board, and *The Mind Lab Academic Board* is accountable to *The Mind Lab Board* for ensuring processes exist to facilitate, manage, evaluate, and monitor all aspects of the *Quality Management System* including the *Academic Quality of Programmes*.



All Governing Members of *The Mind Lab* have provided a verified statutory declaration to NZQA and no conflicts of interest have been declared

APPENDIX 1

Key Enrolment Dates for Blended February Intake 2022 (Part Time)

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
Applied Practice in the Context of Emerging and Disruptive Technologies (Technological Futures)	17 Feb 2022	03 Mar 2022	02 Jun 2022	07 Jul 2022
Research and Community Informed Practice (Technological Futures)	17 Feb 2022	03 Mar 2022	02 Jun 2022	07 Jul 2022
Research Question (Technological Futures)	17 Feb 2022	03 Mar 2022	02 Jun 2022	07 Jul 2022
Project Plan (Technological Futures)	17 Feb 2022	03 Mar 2022	02 Jun 2022	07 Jul 2022
30 credit Level 8 Technological Futures Project (Part 1)	28 Jul 2022	05 Aug 2022	29 Sep 2022	19 Oct 2022
90 credit Level 9 Technological Futures Project (Part 2)	03 Nov 2022	30 Nov 2022	21 May 2023	26 Jul 2023
75 credit Level 8 Technological Futures Project (Part 1)	28 Jul 2022	15 Aug 2022	11 Dec 2022	25 Jan 2023
45 credit Level 9 Technological Futures Project (Part 2)	09 Feb 2023	26 Feb 2023	15 Jun 2023	26 Jul 2023

Key Enrolment Dates for Blended February Intake 2022 (Full Time)

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
Applied Practice in the Context of Emerging and Disruptive Technologies (Technological Futures)	17 Feb 2022	03 Mar 2022	02 Jun 2022	07 Jul 2022
Research and Community Informed Practice (Technological Futures)	17 Feb 2022	03 Mar 2022	03 Jun 2022	07 Jul 2022
Research Question (Technological Futures)	17 Feb 2022	03 Mar 2022	04 Jun 2022	07 Jul 2022
Project Plan (Technological Futures)	17 Feb 2022	03 Mar 2022	05 Jun 2022	07 Jul 2022

30 credit Level 8 Technological Futures Project (Part 1)	14 Jul 2022	19 Jul 2022	25 Aug 2022	07 Sep 2022
90 credit Level 9 Technological Futures Project (Part 2)	15 Sep 2022	30 Sep 2022	08 Jan 2023	15 Feb 2023
75 credit Level 8 Technological Futures Project (Part 1)	14 Jul 2022	27 Jul 2022	22 Oct 2022	23 Nov 2022
45 credit Level 9 Technological Futures Project (Part 2)	01 Dec 2022	09 Dec 2022	28 Jan 2023	15 Feb 2023

Key Enrolment Dates for Onsite June Intake 2022 (Part Time)

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
Applied Practice in the Context of Emerging and Disruptive Technologies (Technological Futures)	16 Jun 2022	30 Jun 2022	29 Sep 2022	02 Nov 2022
Research and Community Informed Practice (Technological Futures)	16 Jun 2022	30 Jun 2022	29 Sep 2022	02 Nov 2022
Research Question (Technological Futures)	16 Jun 2022	30 Jun 2022	29 Sep 2022	02 Nov 2022
Project Plan (Technological Futures)	16 Jun 2022	30 Jun 2022	29 Sep 2022	02 Nov 2022
30 credit Level 8 Technological Futures Project (Part 1)	24 Nov 2022	02 Dec 2022	26 Jan 2023	15 Feb 2023
90 credit Level 9 Technological Futures Project (Part 2)	02 Mar 2023	29 Mar 2023	17 Sep 2023	22 Nov 2023
75 credit Level 8 Technological Futures Project (Part 1)	24 Nov 2022	12 Dec 2022	09 Apr 2023	24 May 2023
45 credit Level 9 Technological Futures Project (Part 2)	08 Jun 2023	25 Jun 2023	12 Oct 2023	22 Nov 2023

Key Enrolment Dates for Onsite June Intake 2022 (Full Time)

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
Applied Practice in the Context of Emerging and Disruptive Technologies (Technological	16 Jun 2022	30 Jun 2022	29 Sep 2022	02 Nov 2022

Futures)				
Research and Community Informed Practice (Technological Futures)	16 Jun 2022	30 Jun 2022	29 Sep 2022	02 Nov 2022
Research Question (Technological Futures)	16 Jun 2022	30 Jun 2022	29 Sep 2022	02 Nov 2022
Project Plan (Technological Futures)	16 Jun 2022	30 Jun 2022	29 Sep 2022	02 Nov 2022
30 credit Level 8 Technological Futures Project (Part 1)	17 Nov 2022	22 Nov 2022	21 Dec 2022	11 Jan 2023
90 credit Level 9 Technological Futures Project (Part 2)	12 Jan 2023	27 Jan 2023	07 May 2023	14 Jun 2023
75 credit Level 8 Technological Futures Project (Part 1)	10 Nov 2022	23 Nov 2022	18 Feb 2023	22 Mar 2023
45 credit Level 9 Technological Futures Project (Part 2)	30 Mar 2023	07 Apr 2023	27 May 2023	14 Jun 2023

Key Enrolment Dates for Onsite October Intake 2022 (Part Time)

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
Applied Practice in the Context of Emerging and Disruptive Technologies (Technological Futures)	20 Oct 2022	03 Nov 2022	02 Feb 2023	08 Mar 2023
Research and Community Informed Practice (Technological Futures)	20 Oct 2022	03 Nov 2022	02 Feb 2023	08 Mar 2023
Research Question (Technological Futures)	20 Oct 2022	03 Nov 2022	02 Feb 2023	08 Mar 2023
Project Plan (Technological Futures)	20 Oct 2022	03 Nov 2022	02 Feb 2023	08 Mar 2023
30 credit Level 8 Technological Futures Project (Part 1)	30 Mar 2023	06 Apr 2023	01 Jun 2023	21 Jun 2023
90 credit Level 9 Technological Futures Project (Part 2)	13 Jul 2023	08 Aug 2023	23 Jan 2024	27 Mar 2024
75 credit Level 8 Technological Futures Project (Part 1)	30 Mar 2023	17 Apr 2023	13 Aug 2023	27 Sep 2023
45 credit Level 9 Technological Futures Project (Part 2)	19 Oct 2023	04 Nov 2023	17 Feb 2024	27 Mar 2024

Key Enrolment Dates for Onsite October Intake 2022 (Full Time)

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
Applied Practice in the Context of Emerging and Disruptive Technologies (Technological Futures)	20 Oct 2022	03 Nov 2022	02 Feb 2023	08 Mar 2023
Research and Community Informed Practice (Technological Futures)	20 Oct 2022	03 Nov 2022	02 Feb 2023	08 Mar 2023
Research Question (Technological Futures)	20 Oct 2022	03 Nov 2022	02 Feb 2023	08 Mar 2023
Project Plan (Technological Futures)	20 Oct 2022	03 Nov 2022	02 Feb 2023	08 Mar 2023
30 credit Level 8 Technological Futures Project (Part 1)	16 Mar 2023	22 Mar 2023	27 Apr 2023	10 May 2023
90 credit Level 9 Technological Futures Project (Part 2)	18 May 2023	02 Jun 2023	10 Sep 2023	18 Oct 2023
75 credit Level 8 Technological Futures Project (Part 1)	16 Mar 2023	29 Mar 2023	24 Jun 2023	26 Jul 2023
45 credit Level 9 Technological Futures Project (Part 2)	03 Aug 2023	11 Aug 2023	30 Sep 2023	18 Oct 2023