Master of Technological Futures Information Handbook

Valid for:
Part Time June 2020 intake (GEN12) Live Online
Part Time October 2020 intake (GEN13)

This student handbook provides applicants with an introduction to Tech Futures Lab[1] and the Master of Technological Futures ('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] Tech Futures Lab is an education facility of The Mind 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. All policies and procedures of The Mind Lab also apply to Tech Futures Lab. Terms and Conditions, Policies and Declarations that relate to The Mind Lab also relate to Tech Futures Lab unless expressly stated otherwise.

The Mind 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.

> **The Vision** of The Mind Lab is to lead New Zealand education, to share knowledge, to collaborate, and to build partnerships in order to achieve sustainable, impactful change.
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> **The Mind Lab** Mission is to transform New Zealand education to better align skills and capabilities to the demands of the contemporary world.

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

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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 payments 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.

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 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. Please contact info@techfutureslab.com for more information.

Fees, Scholarships and Discounts

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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 2020 is $15,441 (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 Standard 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

Tech Futures Lab has scholarships available for applicants who identify as

- Māori
- Pacific

There are at least 2 scholarships available in each category per intake. These scholarships cover 50% of the full tuition fee. Applicants must be fully enrolled in order for their scholarship application to be considered. See our website or contact Tech Futures Lab at admissions@techfutureslab.com for more information.

Fees Free

Depending on an applicant's study history, the Government's 'Fees Free' scheme may be available to a student's study on the Programme. If an applicant is considering applying for Fees Free, we ask applicants to indicate this during the interview process or email admissions@techfutureslab.com. At this point the Tech Futures Lab enrolments team will provide applicants with their National Student Number and instructions so they are able to check their eligibility. Once eligibility for this scheme is confirmed by the Tertiary Education Commission, the enrolments team will action this against a student's application for the Programme.

If you receive Fees Free approval to study and then withdraw, you may lose your entitlement to Fees Free in subsequent years.

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.

Key Enrolment Dates for Live Online June Part Time Intake 2020

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)	18.06.2020	05.07.2020	18.06.2020	02.12.2020
Research and Community Informed Practice (Technological Futures)	18.06.2020	05.07.2020	18.06.2020	02.12.2020
Research Question (Technological Futures)	18.06.2020	05.07.2020	18.06.2020	02.12.2020
Project Plan (Technological Futures)	18.06.2020	05.07.2020	18.06.2020	02.12.2020
30 credit Level 8 Technological Futures Project (Phase 1)	07.12.2020	17.12.2020	18. 02.2021	14.03.2021
90 credit Level 9 Technological Futures Project (Phase 2)	29.03.2021	24.04.2021	09.10.2021	12.12.2021
75 credit Level 8 Technological Futures Project (Phase 1)	07.12.2020	27.12.2020	02.05.2021	20.06.2021
45 credit Level 9 Technological Futures Project (Phase 2)	05.07.2021	21.07.2021	21.07.2021	12.12.2021

Key Enrolment Dates for October Part Time Intake 2020

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)	15.10.2020	02.11.2020	01.03.2021	16.04.2021
Research and Community Informed Practice (Technological Futures)	15.10.2020	02.11.2020	01.03.2021	16.04.2021
Research Question (Technological Futures)	15.10.2020	02.11.2020	01.03.2021	16.04.2021
Project Plan (Technological Futures)	15.10.2020	02.11.2020	01.03.2021	16.04.2021
30 credit Level 8 Technological Futures Project (Phase 1)	19.04.2021	27.04.2021	16.06.2021	11.07.2021
90 credit Level 9 Technological Futures Project (Phase 2)	26.07.2021	22.08.2021	15.02.2022	24.04.2022
75 credit Level 8 Technological Futures Project (Phase 1)	19.04.2021	07.05.2021	02.09.2021	17.10.2021
45 credit Level 9 Technological Futures Project (Phase 2)	01.11.2021	18.11.2021	12.03.2022	24.04.2022

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.
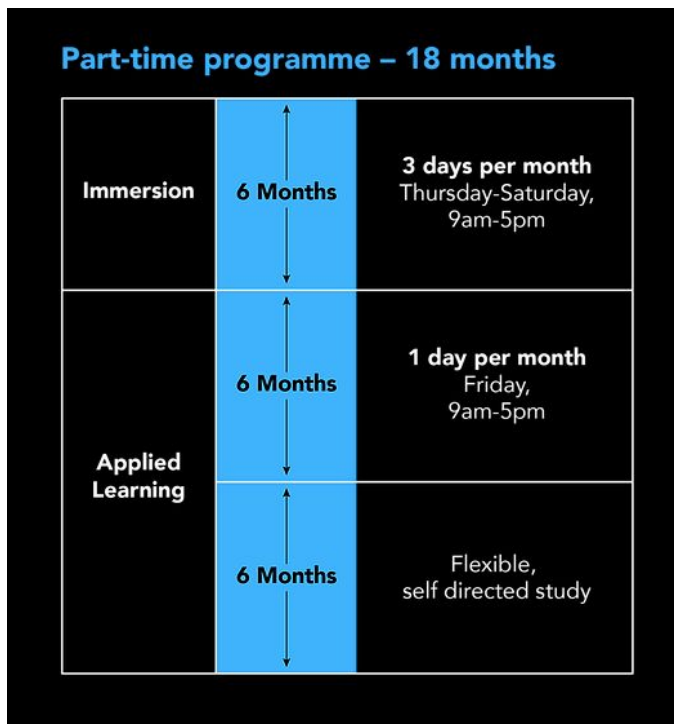
Programme Structure and Attendance Requirements

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

June Live Online Intake 2020

Immersion	6 Mths	**Live Online** - Mon & Tue, 10am-12pm - Wed & Thu, 3pm-5pm **Independent** - 16-18 hrs/per week
Applied Learning	6 Mths	**Live Online** - Thu, alternating weekly between 10am-2pm and 10am-11am **Independent** - 18-20 hrs/per week
	6 Mths	**Live Online** - Mon, monthly 4pm-6pm **Independent** - 20 hrs/per week

October Intake 2020

Part-time programme – 18 months

Immersion	6 Months	3 days per month Thursday-Saturday, 9am-5pm
Applied Learning	6 Months	1 day per month Friday, 9am-5pm
	6 Months	Flexible, self directed study

The Immersion Phase

The immersion Phase is an intensive dive into the world of exponential technologies defining the future of work and business. This part of the Programme is held at the Tech Futures Lab teaching site (for face to face programmes), or live online (for online programmes - June), which can be found on our website.

Part-time programme - June 2020 Live online
- Sessions facilitated live online 8 hrs per week for 24 weeks
  - Monday & Tuesday - 10am-12pm
  - Wednesday & Thursday - 3pm -5pm
- Between 16-18 hrs per week of self directed learning which includes working on your assessments and researching your project interest area

Part-time programme - October 2020
- On-site sessions will run from 9.00am-5.00pm for three days per month (Thursday, Friday and Saturday) for six months (24 weeks).
- Between 16-18 hrs per week of self directed learning which includes working on your assessments and researching your project interest area

Students are required to attend a minimum of 80% of scheduled sessions during the Immersion Phase. These expectations include meeting assessment dates, presenting and contributing to cohort presentations.

The Applied Learning Phase

The Applied Learning 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 Applied Learning Phase students will focus on implementing their project and testing results. The Applied Learning Phase involves a lot of independent, self-directed work.

Part-time programme - June live online

- The total time spent on the Applied Learning Phase is 49 weeks.
- For the first 6 months (24 weeks) you will have live online sessions every fortnight on Thursdays from 10am - 2pm
- Office Hour - 1 hour per fortnight on a Thursday 10am -11am
- Plus ongoing support with your advisor
- For the remaining 6 months (24 weeks), the average time commitment is 16-20 hours/week in self-directed study.

Part-time programme - October

- The total time spent on the Applied Learning Phase is 49 weeks.
- For the first 6 months (24 weeks) students spend 1 day/month (Friday) on site (9am to 5pm), with the remaining time spent in self-directed study to a total of 16-20 hours/week.
- For the remaining 6 months (24 weeks), the average time commitment is 16-20 hours/week in self-directed study.

Students must also develop a working relationship with an advisor/advisors which normally includes at least bi- weekly check-in meetings (online), monthly attendance at cohort 'Lightning Labs', and the required assessment presentations.

Course Information

All students will be enrolled in the following courses.

Immersion Phase 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	Option B
CISC8830 30 credit Level 8 Technological Futures Project (Phase 1)	CISC8875 75 credit Level 8 Technological Futures Project (Phase 1)
CISC9890 90 credit Level 9 Technological Futures Project (Phase 2)	CISC9845 45 credit Level 9 Technological Futures Project (Phase 2)

Level 9 courses (phase 2 of Option A or Option B) are "ENR" courses, which means in exceptional circumstances a student can apply to suspend from the Programme and resume at a later date of no later than 1 year.

Programme Calendar

Live Online June Part Time 2020 Programme Key Dates	
Immersion Phase **All sessions are delivered fully online using leading communication and collaboration tools.**	Thursday 18th June - Orientation Day Followed by live online facilitated sessions, two hours per day, four days per week ● Monday & Tuesday - 10am-12pm ● Wednesday & Thursday - 3pm -5pm

Week 1	18th June - Orientation Day
Week 2	22.06.20, 23.06.20, 24.06.20 & 25.06.20
Week 3	29.06.20, 30.06.20, 01.07.20 & 02.07.20
Week 4	6.07.20, 7.07.20, 8.07.20 & 9.07.20
Week 5	13.07.20, 14.07.20, 15.07.20 & 16.07.20
Week 6	20.07.20, 21.07.20, 22.07.20 & 23.07.20
Week 7	27.07.20, 28.07.20, 29.07.20 & 30.07.20
Week 8	3.08.20, 4.08.20, 5.08.20 & 6.08.20
Week 9	10.08.20, 11.08.20, 12.08.20 & 13.08.20
Week 10	17.08.20, 18.08.20, 19.08.20 & 20.08.20
Week 11	24.08.20, 25.08.20, 26.08.20 & 27.08.20
Week 12	31.08.20, 1.09.20, 2.09.20 & 3.09.20
Week 13	7.09.20, 8.09.20, 9.09.20 & 10.09.20
Week 14	14.09.20, 15.09.20, 16.09.20 & 17.09.20
Week 15	21.09.20, 22.09.20, 23.09.20 & 24.09.20
Week 16	28.09.20, 29.09.20, 30.09.20 & 1.10.20

	Week 17	5.10.20, 6.10.20, 7.10.20 & 8.10.20
	Week 18	12.10.20, 13.10.20, 14.10.20 & 15.10.20
	Week 19	19.10.20, 20.10.20, 21.10.20 & 22.10.20
	Week 20	27.10.20, 28.10.20 & 29.10.20
	Week 21	2.11.20, 3.11.20, 4.11.20 & 5.11.20
	Week 22	9.11.20, 10.11.20, 11.11.20 & 12.11.20
	Week 23	16.11.20, 17.11.20, 18.11.20 & 19.11.20
	Week 24	23.11.20, 24.11.20, 25.11.20 & 26.11.20

Applied Learning Phase Option A Phase 1 07.12.20 - 14.03.21 Option A Phase 2 29.03.21 - 12.12.21 Option B Phase 1 07.12.20 - 20.06.21 Option B Phase 2 05.07.21 - 12.12.21	*Live online learning during Applied Learning Phase* For the first 6 months (24 weeks) you will have online sessions every fortnight on Thursdays from 10am - 2pm. Classes are: 10.12.2020 14.01.2021 28.01.2021 11.02.2021 25.02.2021 11.03.2021 25.03.2021 8.04.2021 22.04.2021 6.05.2021 20.05.2021 03.06.2021

Assessment Dates[2]	
Assessment 1 Report due *Assessment 1 Presentations*	29.07.2020 05.08.2020 & 06.08.2020
Assessment 2 Report due *Assessment 2 Presentations*	02.09.2020 09.09.2020 & 10.09.2020
Assessment 3 Report due *Assessment 3 Presentations*	07.10.2020 14.10.2020 & 15.10.2020
Assessment 4 Report due *Assessment 4 Presentations*	16.11.2020 23.11.2020, 24.11.2020, 25.11.2020 & 26.11. 2020
Option A Phase 1 Report due *Option A Phase 1 Presentations (additional session)*	03.03.2021 11.03.2021 and 12.03.2021
Option A Phase 2 Report due *Option A Phase 2 Presentations (additional onsite)*	01.12.2021 09.12.2021 and 10.12.2021
Option B Phase 1 Report due *Option B Phase 1 Presentations (additional onsite)*	09.06.2021 17.06.2021 and 18.06.2021
Option B Phase 2 Report due *Option B Phase 2 Presentations (additional onsite)*	01.12.2021 09.12.2021 and 10.12.2021
Lightning Labs are held on the first Monday of every month. Attendance required only during Applied Learning Phase	

[2] These assessment dates are subject to change up to the start date of the programme.

October Part Time 2020 Programme Key Dates	
Immersion Phase	Residency Block One 15.10.2020, 16.10.2020 &17.10.2020 Residency Block Two 12.11.2020, 13.11.2020 & 14.11.2020 Residency Block Three 10.12.2020, 11.12.2020 &12.12.2020 Residency Block Four 28.01.2021, 29.01.2021 & 30.01.2021 Residency Block Five 04.03.2021, 05.03.2021 & 06.03.2021 Residency Block Six 08.04.2021, 09.04.2021 & 10.04.2021
Applied Learning Phase	Option A Phase 1 19.04.2021 - 11.07.2021 Option A Phase 2 26.07.2021 - 24.04.2022 Option B Phase 1 19.04.2021 - 17.10.2021 Option B Phase 2 01.11.2021 - 24.04.2022 *Days onsite during Applied Learning Phase* Block One 07.05.2021 Block Two 04.06.2021 Block Three 02.07.2021 Block Four 06.08.2021 Block Five 03.09.2021 Block Six

	01.10.2021
Assessment Dates[3]	
Assessment 1 Report due *Assessment 1 Presentations*	02.12.2020 10.12.2020
Assessment 2 Report due *Assessment 2 Presentations*	20.01.2021 28.01.2021
Assessment 3 Report due *Assessment 3 Presentations*	24.02.2021 04.03.2021
Assessment 4 Report due *Assessment 4 Presentations*	31.03.2021 08.04.2021
Option A Phase 1 Report due *Option A Phase 1 Presentations (additional onsite)*	29.06.2021 06.07.2021 - 07.07.2021
Option A Phase 2 Report due *Option A Phase 2 Presentations (additional onsite)*	13.04.2022 21.04.2022 &22.04.2022
Option B Phase 1 Report due *Option B Phase 1 Presentations (additional onsite)*	06.10.2021 14.10.2021 & 15.10.2021
Option B Phase 2 Report due *Option B Phase 2 Presentations (additional onsite)*	13.04.2022 21.04.2022 &22.04.2022
Lightning Labs (can be attended in person at Tech Futures Lab or via Zoom) Held on the first Monday of every month. Attendance required only during Applied Learning Phase	

Resources Required for Study

As this programme has blended delivery and online delivery only for June 20 cohort, 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.

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

Assessment

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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.

Due dates for assessments are provided above. 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 student from doing well on an assessment (including submitting assessment on time and/or giving a presentation), students are able to apply for a Special Assessment Circumstance with relevant evidence within 7 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 Tech Futures Lab team is committed to creating an inclusive learning environment and to working alongside all students to support them through their studies on this Programme. This support includes educational and learning support, as well as different types of non-educational support.

The Tech Futures Lab team is available to all students. Students can also contact their allocated advisor with any queries or concerns.

If a student has any impairments that impact their learning, we encourage them to speak to the Programme Lead so that appropriate support systems can be put in place to assist them.

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.

Student ID Cards and Benefits

All students can request a Student ID card once they are fully enrolled in the Programme. Students enrolled on the Programme are eligible for Auckland Transport Student Discounts, and stickers can be collected from the Tech Futures Lab office once a student has their ID card.

Important Student Information

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

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

Should any misconduct be identified, the processes outlined in the Complaints and Appeals, and Student Disciplinary, policies 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 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 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 Lab Assessment, Feedback and Moderation Policy provides the benchmark for robust assessment and moderation practice at The Mind Lab.

The Mind Lab Privacy Policy provides details of how student and staff privacy will be maintained.

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 Fees

The Mind Lab complies with NZQA's Student Fee Protection Rules which protect the interests of domestic and international students. *The Mind Lab* has a Standard 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*.

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.