

New Zealand Certificate in Study and Career Preparation Level 4 [NZCSP4]

To be read in conjunction with Unitec’s Academic Statute and associated Policies and Procedures.

These programme regulations apply to the New Zealand Certificate in Study and Career Preparation (Level 4) [NZCSP4] programme, which leads to the award of New Zealand Certificate in Study and Career Preparation (Level 4) qualification (60 Credits) [2860-1].

These regulations come into effect from Semester 2, 2022.

1. Ngā Ture Hei Whakaurunga | Admission Requirements

Admission Requirements comply with Unitec’s Admission Requirements Guidelines.

To be eligible for admission to a pathway in this programme, all applicants must meet the following admission requirements:

- a. Requirements for either general admission to their chosen pathway; or
- b. Special admission, or discretionary admission
- c. English language requirements for their chosen pathway

1.1 Whakaurunga Whānui | Pathway Admission

To be admitted to a pathway in this programme all applicants must be at least 16 years of age on the date of the programme’s commencement for the semester in which they wish to enrol (or provide a completed Early Release Exemption form), have a minimum of 4 years’ secondary education and meet the following pathway-specific requirements:

Applied Science Pathway

Entry requirements

- A minimum total of 40 NCEA credits at level 2 in four subjects, including a minimum of 10 English credits at level 1 or higher and 12 science credits at level 1 or higher.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3), including FSTU 3921 Bioscience;
- or attend a Skills Review session, where students’ literacy and numeracy levels will be assessed with reference to entry criteria, so that we can recommend the programme most suited to students’ needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 6 with no band lower than 5.5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 4 (Academic).

Architecture Pathway

Entry Requirements

- A minimum total of 40 NCEA credits at level 2 in four approved subjects, including a minimum of 8 credits in English at level 2 or higher,
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3);

- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 3 (Applied).

Art & Design Pathway

Entry requirements

- A minimum total of 40 NCEA credits at level 2 in four subjects, including a minimum of 10 English credits at level 1 or higher.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 3 (Applied).

Business and Communications Pathway

Entry requirements

- A minimum total of 40 NCEA credits at level 2 in four subjects, including a minimum of 10 English credits at level 1 or higher.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 3 (Applied).

Construction Pathway

Entry requirements

- A minimum total of 48 NCEA credits at level 2 in four subjects, including at least 12 credits in Mathematics (preferably achievement standards in algebra, calculus or trigonometry); including a minimum of 10 English credits at level 1 or higher.

- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge: 120 credits in best 4 subjects at AS level plus a D grade or higher in IGCSE English and a D grade or higher in AS Maths);
- or equivalent credits from appropriate trades training and/or demonstrated skills and experience;
- or a B- average in the New Zealand Certificate in Study and Career Preparation (Level 3) Engineering pathway (FSTU 3926 Identity and Communication, FSTU 3922 Physics, FSTU3914 Maths Algebra, FSTU3912 Intro to Algebra);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 3 (Applied)

Engineering Pathway

Entry requirements

- A minimum total of 48 NCEA credits at level 2 in four subjects, including at least 12 credits in Mathematics (preferably achievement standards in algebra, calculus or trigonometry); including a minimum of 10 English credits at level 1 or higher.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualification (e.g. International Baccalaureate or Cambridge: 120 credits in best 4 subjects at AS level, plus a D grade or higher in IGCSE English and a D grade or higher in AS Maths);
- or equivalent credits from appropriate trades training and/or demonstrated skills and experience;
- or a B- average in the New Zealand Certificate in Study and Career Preparation (Level 3) Engineering pathway (FSTU 3926 Identity and Communication, FSTU 3922 Physics, FSTU3914 Maths Algebra, FSTU 3911 Science Maths);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an IELTS level 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 3 (Applied).

Health Pathway

Entry requirements

- A minimum total of 40 NCEA credits at level 2 in four subjects, including a minimum of 10 English credits at level 1 or higher and 12 science credits at level 1 or higher.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge)
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- or the New Zealand Certificate in Study and Career Preparation (Level 3) including FSTU 3921 Bioscience;
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 6 with no band lower than 5.5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 4 (Academic)

Screen Arts, Acting and Technical Production Pathway

Entry requirements

- An interview, audition and/or submission will be required for this pathway.
- A minimum total of 40 NCEA credits at level 2 in four subjects.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an IELTS level Academic 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 3 (Applied)

Social Work Pathway

Entry requirements

- A minimum total of 40 NCEA credits at level 2 in four subjects, including a minimum of 10 English credits at level 1 or higher.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an IELTS level 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 3 (Applied)

Sport, Recreation and Exercise Pathway

Entry requirements

- A minimum total of 40 NCEA credits at level 2 in four subjects, including a minimum of 10 English credits at level 1 or higher.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

	<p>English language requirements for International Students</p> <ul style="list-style-type: none"> • Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test); • or the New Zealand Certificate in English Language Level 3 (Applied) <p>1.2 Whakaurunga Motuhake Special Admission Applicants must have:</p> <ol style="list-style-type: none"> a. attained the age of 20 years on or before the first day of the semester in which study for the programme is to commence; and b. provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification. <p>1.3 Whakaurunga Kōwhiringa Discretionary Admission In exceptional cases an applicant who does not meet the general admission requirements and who has not reached the age of 20 on or before the first day of the semester in which study for the Certificate is to commence may apply for discretionary admission.</p> <p>In assessing whether to grant discretionary admission in exceptional cases, the primary focus will be on the applicant’s level of preparedness for study at the required level.</p> <p>1.4 Whakaurunga Reo Pākehā English Language Admission Requirements All applicants must meet the English Language Entry Requirements for their pathway as stated above.</p>												
<p>2. Paearu Kōwhiri Tukanga Selection Criteria & Process</p> <p><i>Selection Criteria and Processes comply with Unitec’s Admission Requirements Guidelines.</i></p>	<p>2.1 Paearu Kōwhiri Selection Criteria When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied:</p> <ul style="list-style-type: none"> • Demonstration of motivation to complete the programme • Demonstration of skills related to their chosen pathway • Evidence of potential to succeed. <p>Applicants who meet the maximum number of listed criteria will be the preferred candidates.</p> <p>2.2 Tukanga Kōwhiri Selection Process Selection will be made by Unitec staff members with the delegated authority to offer places to applicants. These staff members will select students on the basis of written information supplied on the enrolment form. At the discretion of the staff members, an interview (face-to-face or electronic) may be required. A list of delegated staff members is maintained by the Programme Academic Quality Committee (PAQC) responsible for the programme.</p> <p>At the discretion of the subcommittee, applicants may be required to attend an interview or audition, and/or present a portfolio of work in which they must demonstrate competency related to their chosen pathway.</p> <p>Applicants who do not have a prior learning record, or for whom their learning record does not provide enough information to place them in a course will undertake the Bridgepoint Skills Review. The assessments and/or the student’s prior learning record will determine which courses a student may enrol in.</p>												
<p>3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga Requirements for the Award of the Programme</p>	<p>3.1 Whakaemi Tūtukitanga Credit Accumulation To be awarded the New Zealand Certificate in Study and Career Preparation (Level 4), a student must successfully complete a minimum of 60 credits in the pattern set out in Table 1 from the courses set out in Table 2 as proscribed for their pathway.</p> <p>Table 1: Credit Requirements for New Zealand Certificate in Study and Career Preparation (Level 4)</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Compulsory Credits</th> <th>Elective Credits</th> <th>Total Credits</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>15</td> <td>30</td> <td>45</td> </tr> <tr> <td>3* or 4</td> <td></td> <td>15</td> <td>15</td> </tr> </tbody> </table>	Level	Compulsory Credits	Elective Credits	Total Credits	4	15	30	45	3* or 4		15	15
Level	Compulsory Credits	Elective Credits	Total Credits										
4	15	30	45										
3* or 4		15	15										

Requirements comply with Unitec's Programme Completion and Awards Policy and associated procedure.				60
	*Health Pathway only			

Table 2: Course Details – New Zealand Certificate in Study and Career Preparation (Level 4)

Compulsory courses are shown in bold and Elective courses in italics.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 4					
Applied Science Pathway					
BPED4001	Identity and Communication	15			
BPED4002	Collaborative Project	15			
BPED4004	Bioscience 4	15			
BPED4006	Applied Maths	15			
Architecture Pathway					
BPED4001	Identity and Communication	15			
BECI4101	Art and Design Studio	15			
BECI4102	Processes, Procedures, Materials and Technology (PPMT)	15			
<i>BECI4901</i>	<i>Collaborative Project</i>	<i>15</i>			
<i>BPED4006</i>	<i>Applied Maths</i>	<i>15</i>			
Art and Design Pathway					
BPED4001	Identity and Communication	15			
BECI4101	Art and Design Studio	15			
BECI4102	Processes, Procedures, Materials and Technology (PPMT)	15			
BECI4901	Collaborative Project	15			
Business and Communication Pathway					
BPED4001	Identity and Communication	15			
BEBP4201	Business Concepts and Communication	15			
<i>BEBP4202</i>	<i>Using Business Software</i>	<i>15</i>			
BEBP4203	Collaborative Project	15			
<i>BECS4704</i>	<i>Exploring Leadership</i>	<i>15</i>			
Construction Pathway					
BPED4007	Literacy 4	15			
BPED4006	Applied Maths	15			
CIBC4001	Construction Industry Environment	15			
CIBC4002	Materials and Structural Principles	15			
Engineering Pathway**					
BPED4007	Literacy 4	15			
BEEN4102	Engineering Maths	15			
ENGGDE4101	Engineering Fundamentals	15			
<i>ENGGDE4103</i>	<i>Technical Literacy</i>	<i>15</i>			
<i>ENGGDE4201</i>	<i>Materials (Civil)</i>	<i>15</i>			
<i>ENGGDE4202</i>	<i>Land Surveying 1</i>	<i>15</i>			

ENGGDE4401	Electrical Principles	15			
Health Pathway					
BPED4001	Identity and Communication	15			
BPED4004	Bioscience 4	15			
BEHC4403	Human Biology for Healthcare	15			
BPED4003	Maths for Nursing and Healthcare	15			
FSTU3913*	Nursing Maths	15			
Screen Arts, Acting and Technical Production Pathway					
BPED4001	Identity and Communication	15			
BECI4803	Acting and Technical Production	15			
BECI4302	Moving Images	15			
BECI4901	Collaborative Project	15			
Social Work					
BPED4001	Identity and Communication	15			
BECS4704	Exploring Leadership	15			
BPED4002	Collaborative Project	15			
BECS4703	Health and Wellbeing 4	15			
BPED4005	Psychology 4	15			
Sport, Recreation and Exercise Pathway					
BPED4001	Identity and Communication	15			
BECS4704	Exploring Leadership	15			
BPED4002	Collaborative Project	15			
BECS4703	Health and Wellbeing 4	15			
BPED4005	Psychology 4	15			

* Level 3 elective course available for Health Pathway only

****Additional information for the Engineering Pathway**

Elective courses will be offered in accordance with individual semester offerings and timetable restrictions. Any students wishing to study part time will need to enrol in BPED4007 Literacy 4 and either ENGGDE4101 Engineering Fundamentals or ENGGDE4102 Engineering Mathematics, before completing the other elective they require to complete the qualification.

	<p>3.2 Mahi Waehanga Pāhekoheko Integrated and Work-based components There are no integrated and work-based components in this programme.</p> <p>3.3 Mahi Akoranga A Wāhanga Course Load per Semester The normal full-time course load is 60 credits per semester.</p> <p>3.4 Whakaurunga Takiwā Enrolment Periods The normal enrolment period is one semester (full-time study) or two semesters (part-time study). Students who are prevented by ill health, or other cause, from completing the programme requirements within the maximum period of enrolment, the relevant academic authority may approve suspension of enrolment for up to a maximum of one semester. The maximum period to complete this Programme is two years.</p>
<p>4. Tūtukitanga Whakamihi Credit Recognition</p> <p><i>Credit Recognition complies with</i></p>	<p>4.1 Whakawhiti Tūtukitanga Cross Credit Credits will not be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the programme.</p> <p>c. A student may be awarded credits or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme.</p> <p>d. The credit recognition may be:</p> <p>i. specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or</p>

<p><i>Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p>ii. unspecified, where the previous study has taken place in a programme with a similar philosophy but there is no exact match in the programme's courses.</p> <p>4.2 Aromatawai Tōmua Assessment of Prior Learning (APL) Assessment of Prior Learning is available for all courses in this programme. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Procedure.</p> <p>4.3 Ngā whakawhitinga Credit Transfer There are no credit transfer arrangements for this programme.</p>																																																
<p>5. Waeture Aromatawai Assessment Regulations</p> <p><i>Assessment Regulations comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p>5.1 Paparahi Aromatawai Assessment Basis Assessment in this programme is achievement based using an 11-point grading scale for courses. Students must obtain at least 50% overall score in any achievement-based course in order to pass that course.</p> <p>5.2 Ākoranga Taumata Course grades Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales. Participants must obtain at least 50% overall score in order to pass achievement-based assessment.</p> <p>Table 3: Achievement based 11-point assessment system</p> <table border="1" data-bbox="363 813 1136 1288"> <thead> <tr> <th>Grade</th> <th>Meaning</th> <th>Result</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>Distinction</td> <td>Credits Earned</td> <td>90 – 100</td> </tr> <tr> <td>A</td> <td>Distinction</td> <td>Credits Earned</td> <td>85 – 89</td> </tr> <tr> <td>A-</td> <td>Distinction</td> <td>Credits Earned</td> <td>80 – 84</td> </tr> <tr> <td>B+</td> <td>Merit</td> <td>Credits Earned</td> <td>75 – 79</td> </tr> <tr> <td>B</td> <td>Merit</td> <td>Credits Earned</td> <td>70 – 74</td> </tr> <tr> <td>B-</td> <td>Merit</td> <td>Credits Earned</td> <td>65 – 69</td> </tr> <tr> <td>C+</td> <td>Pass</td> <td>Credits Earned</td> <td>60 – 64</td> </tr> <tr> <td>C</td> <td>Pass</td> <td>Credits Earned</td> <td>55 – 59</td> </tr> <tr> <td>C-</td> <td>Pass</td> <td>Credits Earned</td> <td>50 – 54</td> </tr> <tr> <td>D</td> <td>Fail</td> <td>No Credits Earned</td> <td>40 – 49</td> </tr> <tr> <td>E</td> <td>Fail</td> <td>No Credits Earned</td> <td>0 – 39</td> </tr> </tbody> </table>	Grade	Meaning	Result	Percentage	A+	Distinction	Credits Earned	90 – 100	A	Distinction	Credits Earned	85 – 89	A-	Distinction	Credits Earned	80 – 84	B+	Merit	Credits Earned	75 – 79	B	Merit	Credits Earned	70 – 74	B-	Merit	Credits Earned	65 – 69	C+	Pass	Credits Earned	60 – 64	C	Pass	Credits Earned	55 – 59	C-	Pass	Credits Earned	50 – 54	D	Fail	No Credits Earned	40 – 49	E	Fail	No Credits Earned	0 – 39
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	<p>5.3 Paearu Taumata Grade Criteria Students may be awarded one of the following grades for a course:</p> <p>Table 4: Grade Criteria</p> <table border="1" data-bbox="363 1391 1385 1960"> <thead> <tr> <th>Grade</th> <th>Meaning</th> <th>Criteria</th> </tr> </thead> <tbody> <tr> <td>CR</td> <td>Credit Recognition</td> <td>The student has applied for and been awarded a credit recognition from another qualification</td> </tr> <tr> <td>CTG</td> <td>Continuing</td> <td>The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No Credits earned</td> </tr> <tr> <td>DEF</td> <td>Deferred</td> <td>The student has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, any Deferred Grade remaining on a student's record beyond a duration equal to that of the original course will be changed to the grade to which the Student would otherwise be entitled. No Credits earned.</td> </tr> <tr> <td>DNC</td> <td>Did not Complete</td> <td>The grade DNC (Did Not Complete) is recorded if a student has either withdrawn after 75% of the scheduled Course duration; or not attempted a compulsory item of Assessment within a Course. No Credits earned.</td> </tr> </tbody> </table>	Grade	Meaning	Criteria	CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification	CTG	Continuing	The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No Credits earned	DEF	Deferred	The student has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, any Deferred Grade remaining on a student's record beyond a duration equal to that of the original course will be changed to the grade to which the Student would otherwise be entitled. No Credits earned.	DNC	Did not Complete	The grade DNC (Did Not Complete) is recorded if a student has either withdrawn after 75% of the scheduled Course duration; or not attempted a compulsory item of Assessment within a Course. No Credits earned.																																	
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	ES	Student Exchange	The Student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No Credits earned.
	NGA	No Grade Associated	Course assessment and reporting of results are not required for this course or are carried out by an external agency. No Credits earned
	R	Restricted Pass	The student has been awarded a restricted pass subject to Relevant clause in this schedule. Credits earned.
	W	Withdrawn	The student withdraws from a Course after 10% of the scheduled Course duration and up to, or at, the date at which 75% of the scheduled Course has passed. No credits earned.
	#	Estimated Grade	If any portion of Summative Assessment has been estimated, the final grade will be an estimated grade, and annotated “#” on the Student’s Academic Record.
<p>6. Aromatawai Mahinga Assessment Procedures</p> <p><i>Assessment Procedures comply with Unitec’s Assessment Moderation and Grades Policy and associated procedure.</i></p>	<p>6.1 Ākoranga Aromatawai Course Assessment Courses employ both formative and summative assessment activities. Formative assessments do not contribute to the final grade for a given course. All summative assessment elements are compulsory unless otherwise approved and noted in course information.</p> <p>Students must attempt all compulsory assessment activities in order to pass and receive credit for any course. Students who do not attempt a compulsory item of assessment may be awarded a ‘Did Not Complete’(DNC) for the whole course and may not earn any credits.</p> <p>6.2 Aromatawai I Roto I Te Reo Assessment in Te Reo All students have the right to submit any summative assessment task in Te reo Māori. The process for submission of summative assessment work in Te reo Māori is governed by the Unitec Assessment in Te Reo Māori procedure and detailed in course material.</p> <p>6.3 Tāpaetanga Tōmuri Submission and late submission of work</p> <ol style="list-style-type: none"> e. The due dates for all summative assessment work will be notified at the commencement of each course. f. Any assessment that is submitted late (and does not have a prior approved extension) will be penalised by a deduction of 10% per day of the participants assignment mark, up to five (5) days, inclusive of weekends. g. Applications for extensions must be made in writing (either electronically, or in hard copy) to the course lecturer on or before the due date. A record of this extension is to be forwarded to the relevant academic authority, as described in Student Handbooks and course documentation. h. Any extension that is granted will have the following conditions: <ul style="list-style-type: none"> • For assessments/assignments, students will be given up to three consecutive days (72 hours) to complete the assignment/assessment and the assignment/assessment will be marked as usual. • For tests/examinations, the extension will be set at an appointed time or at the next opportunity, as instructed by the lecturers. i. No assignment will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the participants will receive a ‘zero’ grade for that assignment. If the assignment is compulsory, then the participants will receive a Did Not Complete (DNC) grade for the entire course. <p>6.4 Whakamātautau Anō Resubmission or Reassessment A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment. The following conditions apply:</p> <ol style="list-style-type: none"> a. only one resubmission of each failed assessment event. 		

- b. Any approved resubmission/reassessment will be carried out within a specified time period as agreed with the relevant academic authority.
- c. In all cases for resubmission, the original marked assignment will accompany resubmitted assignments. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.
- d. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.
- e. Assignments that are handed in late are not eligible for resubmission or reassessment.

6.5 Āhukatanga Aromatawai Motuhake | Affected Performance Consideration

A student may apply for Affected Performance Consideration (APC) if:

- The student is unable to attend an examination, compulsory assessment or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances
- The student's preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control

Applications for APC are made by a student within 5 working days of the affected assessment event. Decisions to approve an APC and to apply any remedy are made according to the Assessment and Grading Procedures and Regulations.

6.6 Pāhi Rāhui | Restricted Pass

A restricted pass may be awarded in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance.

- j. A restricted pass is awarded at the discretion of the relevant academic authority and may not be applied for directly by a student.
- k. The relevant academic authority may, at their discretion, use a restricted pass to:
 - set conditions for future performance in other courses
 - prevent a student from using a restricted pass to meet the prerequisite requirements of another course.
- l. A student may decline the award of a restricted pass by notifying the relevant academic authority in writing not later than 20 working days from notification of the results.

6.7 Tuaruatanga | Repeating Courses

Students who are repeating a Level 1–8 course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant academic authority, students may not be required to repeat an equivalent assessment item that they had previously passed. This should be negotiated within the first two weeks of the commencement of the course and will specify any course grade that will be carried over.

Students may enrol and repeat a course that they have failed only once. Permission to enrol for a third time is governed by Exclusion provisions below.

6.8 Whakakorenga | Exclusions

No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant academic authority.

- m. Any Student who fails to achieve at least 50 per cent of the credits that he or she is enrolled in in any 12-month period may be excluded by the relevant Academic Authority from re-enrolling in any further courses. The decision whether students can re-enrol in further courses will be based on a student's likelihood of succeeding in further study and will be made by the relevant Head of School.
- n. When calculating the 12-month period in a. above, Unitec reserves the right to include any relevant time spent by the Student studying at another tertiary institution.
- o. A Student who has not achieved a Pass Grade in the same Course on two occasions shall not be enrolled again for that Course except with the permission of the relevant Academic Authority.
- p. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.

	<p>6.9 Examination Regulations There are no formal examinations in this programme.</p> <p>6.10 Tono Pira Appeals Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.</p>
<p>7. Whakaritenga Whānui General Provisions</p>	<p>7.1 Whakamāramatanga ā-kaupapa Definition of Terms In these regulations, unless the context otherwise requires, the following definitions shall apply:</p> <ul style="list-style-type: none"> • ‘Relevant academic authority’ refers to an individual or role holder, or in some cases a committee, who have been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant academic authority delegations are maintained by the Programme Academic Quality Committee responsible for the Programme. <p>7.2 Āhuratanga Tauwhirowhiro Ritenga Transitional Arrangements There are no active transition arrangements for this programme.</p> <p>7.3 Hōtaka Whakarerekē O Ngā Āhuratanga Ako Modified Programmes of Study Modified programmes of study allow transitioning students, or a specific group of students under a specific circumstance, to achieve the award of this qualification by undertaking a modified set of courses which may differ from those specified in 3.1 above. Any modified programme of study is approved by the relevant academic authority and noted in appendix to these regulations.</p>