

## ***New Zealand Diploma in Interior Design (Commercial) [NZDI6]***

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

These programme regulations apply to the New Zealand Diploma in Interior Design (Commercial) [NZDI6] programme, which leads to the award of New Zealand Diploma in Interior Design (Commercial) (Level 6) qualification, (120 Credits) [NZ3666-1].

These regulations come into effect from **Semester 2, 2021**.

<p><b>1. Ngā Ture Hei Whakaurunga   Admission Requirements</b></p> <p><i>Admission Requirements comply with Unitec’s Admission Requirements Guidelines.</i></p>	<p>To be eligible for admission to this programme, all applicants must meet three admission requirements:</p> <ol style="list-style-type: none"> <li>Requirements for either general admission, special admission, or discretionary admission</li> <li>Any additional Programme specific requirements</li> <li>English language requirements</li> </ol> <p><b>1.1 Whakaurunga Whānui   General Admission</b> To be admitted to this programme all applicants must hold the <i>New Zealand Diploma in Interior Design (Residential)</i> (Level 5, 120 credits) [Ref: 3665].</p> <p><b>1.2 Whakaurunga Motuhake   Special Admission</b> Applicants must have:</p> <ol style="list-style-type: none"> <li>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</li> <li>provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification.</li> </ol> <p><b>1.3 Whakaurunga Kōwhiringa   Discretionary Admission</b> 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. 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><b>1.4 Whakaurunga Tautui   Programme Specific Requirements</b> All applicants must pass an <i>Ishihara Test for Colour Vision [Pseudoisochromatic Plate Ishihara Compatible Colour Vision (PIPIC)]</i> administered by programme staff.</p> <p><b>1.5 Whakaurunga Reo Pākehā   English Language Admission Requirements</b> All applicants must provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by the equivalence of eight credits at NCEA Level 2 in English, with four credits in reading and four credits in writing.</p> <p>Domestic applicants for whom English, Māori or NZ Sign is not their first language and who cannot provide evidence of the above, and <b>ALL</b> International applicants must also provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by an equivalent described in <a href="#">NZQA Rules</a> and on the Unitec <a href="#">English Language Requirements for International Students</a> Web-page.</p>
<p><b>2. Paearu Kōwhiri Tukanga   Selection Criteria &amp; Process</b></p>	<p><b>2.1 Paearu Kōwhiri   Selection Criteria</b> 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"> <li>ability in interior design and potential to benefit from the programme;</li> <li>commitment to the field of interior design;</li> </ul>

*Selection Criteria and Processes comply with Unitec's Admission Requirements Guidelines.*

- evidence of oral presentation skills;
- evidence of ability in spatial awareness;
- motivation to complete the programme; and
- evidence of previous learning, life and/or work experience, and other skills likely to contribute to successful programme completion.

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

**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.

**3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Programme**

*Requirements comply with Unitec's Programme Completion and Awards Policy and associated procedure.*

**3.1 Whakaemi Tūtukitanga | Credit Accumulation**  
 To be awarded the *New Zealand Diploma in Interior Design (Commercial)* a student must successfully complete a minimum of 120 credits in the pattern set out in Table 1 from the courses set out in Table 2.

**Table 1: Credit Requirements for New Zealand Diploma in Interior Design (Commercial)**

Level	Compulsory Credits	Elective Credits	Total Credits
6	120	0	120

**Table 2: Course Details – New Zealand Diploma in Interior Design (Commercial)**  
 All courses are compulsory and shown in **bold**

Course No	Course Name	Credits	Pre-requisites	Co-requisites	Restrictions
Level 5					
<b>CIAR6500</b>	<b>Commercial Components</b>	<b>15</b>			
<b>CIAR6501</b>	<b>Commercial Design Studio 1</b>	<b>15</b>		<b>CIAR6504</b>	
<b>CIAR6502</b>	<b>Commercial Design Studio 2</b>	<b>15</b>	<b>CIAR6501 &amp; CIAR6504</b>	<b>CIAR6500</b>	
<b>CIAR6503</b>	<b>Construction Technology</b>	<b>15</b>			
<b>CIAR6504</b>	<b>Digital Presentation 1</b>	<b>15</b>			
<b>CIAR6505</b>	<b>Digital Presentation 2</b>	<b>15</b>	<b>CIAR6504</b>		
<b>CIAR6506</b>	<b>Professional Practice</b>	<b>15</b>			
<b>CIAR6507</b>	<b>Project Co-ordination in Commercial Design</b>	<b>15</b>	<b>CIAR6506</b>		

**3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components**  
 All students must comply with work-based learning requirements defined in the relevant work-based training agreement reached between the student, the employer/supervisor, and Unitec.

**3.3 Mahi Akoranga I A Wāhanga | Course Load per Semester**  
 The normal full-time course load is 60 credits per semester, or 75 credits with the approval of the relevant academic authority. The normal part-time course-load is 30 credits per semester.

**3.4 Whakaurunga Takiwā | Enrolment Periods**

	<p>The normal enrolment period is one year (full-time study) or 18 months (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 year.</p> <p>The maximum period to complete this Programme is six years.</p>																																																
<p><b>4. Tūtukitanga Whakamihi   Credit Recognition</b></p> <p><i>Credit Recognition complies with Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p><b>4.1 Whakawhiti Tūtukitanga   Cross Credit</b></p> <p>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>a. 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>b. The credit recognition may be:</p> <ol style="list-style-type: none"> <li>i. specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or</li> <li>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.</li> </ol> <p><b>4.2 Aromatawai Tōmua   Assessment of Prior Learning (APL)</b></p> <p>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><b>5. Waeture Aromatawai   Assessment Regulations</b></p> <p><i>Assessment Regulations comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p><b>5.1 Paparahi Aromatawai   Assessment Basis</b></p> <p>Assessment in this programme is achievement based using an 11-point grading scale for courses.</p> <p>Students must achieve a minimum threshold grade for each assessment as described in course descriptors, and obtain at least 50% overall score in any achievement-based course in order to pass the course.</p> <p><b>5.2 Ākoranga Taumata   Course grades</b></p> <p>Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales.</p> <p><b>Table 3: Achievement based 11-point assessment system</b></p> <table border="1" data-bbox="365 1167 1137 1648"> <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
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																																														
	<p><b>5.3 Paearu Taumata   Grade Criteria</b></p> <p>Students may be awarded one of the following grades for a course:</p> <p><b>Table 4: Grade Criteria</b></p> <table border="1" data-bbox="357 1744 1385 1962"> <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> </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																																							
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																																															

	<table border="1"> <tr> <td data-bbox="349 192 478 405">DEF</td> <td data-bbox="478 192 730 405">Deferred</td> <td data-bbox="730 192 1485 405">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 data-bbox="349 405 478 551">DNC</td> <td data-bbox="478 405 730 551">Did not Complete</td> <td data-bbox="730 405 1485 551">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> <tr> <td data-bbox="349 551 478 663">ES</td> <td data-bbox="478 551 730 663">Student Exchange</td> <td data-bbox="730 551 1485 663">The Student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No Credits earned.</td> </tr> <tr> <td data-bbox="349 663 478 775">NGA</td> <td data-bbox="478 663 730 775">No Grade Associated</td> <td data-bbox="730 663 1485 775">Course assessment and reporting of results are not required for this course or are carried out by an external agency. No Credits earned</td> </tr> <tr> <td data-bbox="349 775 478 864">R</td> <td data-bbox="478 775 730 864">Restricted Pass</td> <td data-bbox="730 775 1485 864">The student has been awarded a restricted pass subject to Relevant clause in this schedule. Credits earned.</td> </tr> <tr> <td data-bbox="349 864 478 999">W</td> <td data-bbox="478 864 730 999">Withdrawn</td> <td data-bbox="730 864 1485 999">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.</td> </tr> <tr> <td data-bbox="349 999 478 1108">#</td> <td data-bbox="478 999 730 1108">Estimated Grade</td> <td data-bbox="730 999 1485 1108">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.</td> </tr> </table>	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.	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.
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.																				
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><b>6. Aromatawai Mahinga   Assessment Procedures</b></p> <p><i>Assessment Procedures comply with Unitec's Assessment Moderation and Grades Policy and associated procedure.</i></p>	<p><b>6.1 Ākoranga Aromatawai   Course Assessment</b>  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><b>6.2 Aromatawai I Roto I Te Reo   Assessment in Te Reo</b>  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><b>6.3 Tāpaetanga Tōmuri   Submission and late submission of work</b></p> <ol style="list-style-type: none"> <li>The due dates for all summative assessment work will be notified at the commencement of each course.</li> <li>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.</li> <li>Applications for extensions must be made by according to procedure noted in Student Handbooks and course documentation.</li> <li>Any extension will be carried out within a specified time period as agreed with the relevant academic authority and no further extensions will be granted.</li> <li>No assessment 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 assessment. If the assessment is compulsory, then the participants will receive a Did Not Complete (DNC) grade for the entire course.</li> </ol>																					

#### **6.4 Whakamātautau Anō | Resubmission or Reassessment**

A student may be granted permission to undertake:

- a. a resubmission/reassessment for a failed assessment item within a course with the following conditions:
  - i. an application for a resubmission/reassessment must be made within 5 days of receiving their marked assessment;
  - ii. only one reassessment or resubmission per course;
  - iii. any approved resubmission/reassessment will be carried out within a specified time period as agreed with the relevant academic authority;
  - iv. in all cases for resubmission, the original marked assessment will accompany resubmitted assessment. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked, and the original grade will stand;
  - v. the maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade;
  - vi. assessments that are handed in late are not eligible for resubmission or reassessment.

**Or**

- b. a reassessment for a failed course if they gained a mark of 40% or more in that course with the following conditions:
  - i. permission is granted on the recommendation of the relevant academic committee;
  - ii. any reassessment will be developed to reflect the learning outcomes of the course and their respective weightings;
  - iii. only one opportunity to undertake a reassessment of a course;
  - iv. the reassessment must be taken within one month of the course end date;
  - v. a student passing the reassessment will gain the minimum grade available as a pass in the course;
  - vi. assessments that are handed in late are not eligible for reassessment.

#### **6.5 Āhuatanga Aromatawai Motuhake | Affected Performance Consideration**

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

- a. 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
- b. 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.

- a. A restricted pass is awarded at the discretion of the relevant academic authority and may not be applied for directly by a student.
- b. The relevant academic authority may, at their discretion, use a restricted pass to:
  - c. set conditions for future performance in other courses
  - d. prevent a student from using a restricted pass to meet the prerequisite requirements of another course.
- e. 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.

- a. 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.
- b. 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.
- c. 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.
- d. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.

**6.9 Examination Regulations**

All formal examinations in this programme are governed by the Unitec Examinations Regulations;

**6.10 Tono Pira | Appeals**

Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.

**7. Whakaritenga Whānui | General Provisions**

**7.1 Whakamāramatanga ā-kaupapa | Definition of Terms**

In these regulations, unless the context otherwise requires, the following definitions shall apply:

- ‘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 is maintained by the Programme Academic Quality Committee responsible for the Programme.

**8 Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements**

Students currently enrolled in the Level 6 *Diploma of Applied Interior Design* and who have not yet met the requirements of that qualification may transition into the *New Zealand Diploma in Interior Design (Commercial)* via cross-credit.

Cross-crediting of previous study shall be administered according to the relevant clause in these regulations.

Table 7 below specifies the courses from the Diploma of Applied Interior Design that may be credited towards the New Zealand Diploma in Interior Design (Commercial).

*Table 7: Equivalent courses for transition into the NZDiplntDes (Commercial)*

Diploma in Applied Interior Design			New Zealand Diploma in Interior Design (Residential)		
CODE	COURSE	CREDITS	CODE	COURSE	CREDITS
DEVS6951	Commercial Components	15	CIAR6500	Commercial Components	15
DEVS6956	Commercial Design Studio 1	15	CIAR6501	Commercial Design Studio 1	15
DEVS6957	Commercial Design Studio 2	15	CIAR6502	Commercial Design Studio 2	15
DEVS6950	Technology: Commercial Construction and Services	15	CIAR6503	Construction Technology	15
DEVS6953	Visual communication 3	15	CIAR6504	Digital Presentation 1	15
DEVS6954	Visual Communication 4	15	CIAR6505	Digital Presentation 2	15
			CIAR6506	Professional Practice†	15
DEVS6960	Professional practice 2	15	CIAR6507	Project Co-ordination in Commercial Design	15

† = As a new course, CIAR6506 has no equivalent in the existing Diploma in Applied Interior Design.

**9. Regulation Version Control**

<i>Ver No.</i>	<i>Approved by</i>	<i>Date of Change</i>	<i>Effective from</i>	<i>Description of change</i>
1	Various	Various	Various	As noted in last published version [2019]
1.2	AACSC	20/07/2021	2021-Sem2	Revised format. Change all courses to 11 point grading system.