

## ***Bachelor of Landscape Architecture [BLA]***

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

These programme regulations apply to the Bachelor of Landscape Architecture [BLA] programme, which leads to the award of Bachelor of Landscape Architecture (Level 7) qualification (480 Credits) [CA2190].

These regulations come into effect from Semester 1, 2022.

### **1. Ngā Ture Hei Whakaurunga | Admission Requirements**

*Admission Requirements comply with Unitec's Admission Requirements Guidelines.*

To be eligible for admission to this programme, all applicants must meet three admission requirements:

- a. Requirements for either general admission, special admission, or discretionary admission
- b. Any additional Programme specific requirements
- c. English language requirements

#### **1.1 Whakaurunga Whānui | General Admission**

To be admitted to 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), and meet the following requirements:

- A minimum of 42 credits at NCEA Level 3 or higher on the National Qualifications Framework, with
- a. 14 credits at Level 3 or higher in each of two subjects taken from an [approved subject list](#), with;
  - b. a further 14 credits at Level 3 or higher taken from no more than two additional domains on the National Qualifications Framework, plus;
  - c. a minimum of 14 credits at Level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework, plus;
  - d. a minimum of 8 credits at Level 2 or higher in English or Te Reo Māori (a minimum of 4 credits must be in Reading and a minimum of 4 credits must be in Writing);

*Or*

At least 3 'C' passes in the New Zealand University Bursaries Examinations taken from an [approved subject list](#);

*Or*

Successful completion of an approved qualification at Level 3 or above within a relevant pathway, where appropriate;

*Or*

Equivalent.

#### **1.2 Whakaurunga Motuhake | Special Admission**

Applicants must have:

- 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.

#### **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 is to commence may apply for discretionary admission.

Applicants may be granted Discretionary Admission if they have, for example:

- a. A minimum total of 72 NCEA credits at level 2 in their best 4 subjects, or equivalent.
- b. A maximum total of 12 in New Zealand Sixth Form Certificate in their best four subjects or equivalent.

|  | <p><b>1.4 Whakaurunga Tautui   Programme Specific Requirements</b><br/>There are no programme specific requirements.</p> <p><b>1.5 Whakaurunga Reo Pākehā   English Language Admission Requirements</b><br/>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 (four in reading; four in writing).</p> <p>International applicants and any Domestic applicant for whom English, Māori or NZ Sign is not their first language must also provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by an overall IELTS (Academic) band score of at least 6.5 with no band score lower than 6.0 or a TOEFL score of no less than 575; or equivalent.</p>   |                  |                    |                  |                |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |
|--|---|------------------|--------------------|------------------|----------------|---------------|--------------|---------|-----|---|-----|--|-----|-----------------|-----------------|-----------|-----|---|----|-----------------|---------------------------|--------------|--|----|----|--|--|--|------------|
| <p><b>2. Paearu Kōwhiri Tukanga   Selection Criteria &amp; Process</b></p> <p><i>Selection Criteria and Processes comply with Unitec's Admission Requirements Guidelines.</i></p>  | <p><b>2.1 Paearu Kōwhiri   Selection Criteria</b><br/>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>• Demonstrate visual, spatial and graphic ability;</li> <li>• Have a strong academic background;</li> <li>• Good communication skills;</li> <li>• Knowledge of landscape architecture;</li> <li>• A commitment to succeed in study;</li> <li>• Appropriate work experience.</li> </ul> <p>Applicants who meet the maximum number of listed criteria will be the preferred candidates</p> <p><b>2.2 Tukanga Kōwhiri   Selection Process</b><br/>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><b>3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga   Requirements for the Award of the Programme</b></p> <p><i>Requirements comply with Unitec's Programme Completion and Awards Policy and associated procedure.</i></p>   | <p><b>3.1 Whakaemi Tūtukitanga   Credit Accumulation</b><br/>To be awarded the Bachelor of Landscape Architecture, a student must successfully complete a minimum of 480 credits in the pattern set out in Table 1 from the courses set out in Table 2.</p> <p><b>Table 1: Credit Requirements for Bachelor of Landscape Architecture</b></p> <table border="1" data-bbox="357 1370 1275 1641"> <thead> <tr> <th>Level</th> <th>Compulsory Credits</th> <th>Elective Credits</th> <th>Total Credits</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>120</td> <td></td> <td>120</td> </tr> <tr> <td>6</td> <td>150</td> <td></td> <td>150</td> </tr> <tr> <td>7</td> <td>105</td> <td></td> <td>105</td> </tr> <tr> <td>8</td> <td>60</td> <td></td> <td>60</td> </tr> <tr> <td>5, 6, 7 or 8</td> <td></td> <td>45</td> <td>45</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>480</b></td> </tr> </tbody> </table> <p><b>3.1.1 Progression within the Programme</b><br/>Except with the permission of the relevant Academic Authority, students must complete all courses in a programme year according to the Study Plan before enrolling in any course in the next programme year.</p> | Level            | Compulsory Credits | Elective Credits | Total Credits  | 5             | 120          |         | 120 | 6 | 150 |  | 150 | 7               | 105             |           | 105 | 8 | 60 |                 | 60                        | 5, 6, 7 or 8 |  | 45 | 45 |  |  |  | <b>480</b> |
| Level  | Compulsory Credits  | Elective Credits | Total Credits      |                  |                |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |
| 5  | 120   |                  | 120                |                  |                |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |
| 6  | 150   |                  | 150                |                  |                |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |
| 7  | 105   |                  | 105                |                  |                |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |
| 8  | 60  |                  | 60                 |                  |                |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |
| 5, 6, 7 or 8   |   | 45               | 45                 |                  |                |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |
|  |   |                  | <b>480</b>         |                  |                |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |
| <p><b>Table 2: Course Details – Bachelor of Landscape Architecture</b><br/>Compulsory courses are shown in <b>bold</b> and Elective courses in <i>italics</i>.</p> <table border="1" data-bbox="134 1872 1469 2045"> <thead> <tr> <th>Course No</th> <th>Course Name</th> <th>Credits</th> <th>Pre-requisites</th> <th>Co-requisites</th> <th>Restrictions</th> </tr> </thead> <tbody> <tr> <td colspan="6">Level 5</td> </tr> <tr> <td><b>LAND5021</b></td> <td><b>Studio 1</b></td> <td><b>30</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>LAND5050</b></td> <td><b>Plants and Ecology</b></td> <td><b>15</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |   | Course No        | Course Name        | Credits          | Pre-requisites | Co-requisites | Restrictions | Level 5 |     |   |     |  |     | <b>LAND5021</b> | <b>Studio 1</b> | <b>30</b> |     |   |    | <b>LAND5050</b> | <b>Plants and Ecology</b> | <b>15</b>    |  |    |    |  |  |  |            |
| Course No  | Course Name   | Credits          | Pre-requisites     | Co-requisites    | Restrictions   |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |
| Level 5  |   |                  |                    |                  |                |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |
| <b>LAND5021</b>  | <b>Studio 1</b>   | <b>30</b>        |                    |                  |                |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |
| <b>LAND5050</b>  | <b>Plants and Ecology</b>   | <b>15</b>        |                    |                  |                |               |              |         |     |   |     |  |     |                 |                 |           |     |   |    |                 |                           |              |  |    |    |  |  |  |            |

|          |  |    |          |  |          |
|----------|--|----|----------|--|----------|
| LAND5111 | Landscape History                            | 15 |          |  | LAND5117 |
| LAND5113 | Representation                               | 15 |          |  | LAND4115 |
| LAND5215 | CAD Documentation                            | 15 |          |  |          |
| LAND5222 | Studio 2                                     | 30 | LAND5021 |  |          |
| LAND5013 | Visual Communication 2                       | 15 |          |  | LAND5116 |
| Level 6  |  |    |          |  |          |
| LAND6012 | Landscape of Aotearoa                        | 15 |          |  |          |
| LAND6115 | Contemporary Landscapes                      | 15 |          |  |          |
| LAND6224 | Studio 3                                     | 30 | LAND5222 |  |          |
| LAND6225 | Studio 5                                     | 30 | LAND6234 |  |          |
| LAND6230 | CAD Studio                                   | 15 |          |  |          |
| LAND6234 | Studio 4                                     | 30 | LAND6224 |  |          |
| LAND6338 | Landscape Planning Assessment and Management | 15 |          |  |          |
| LAND6000 | Negotiated Study                             | 30 |          |  |          |
| LAND6001 | Negotiated Study (Publication)               | 15 |          |  |          |
| LAND6013 | Life Drawing                                 | 15 |          |  |          |
| LAND6050 | Negotiated Study (Exchange)                  | 15 |          |  |          |
| LAND6401 | Landscape Ecology                            | 15 |          |  | LPSC6401 |
| Level 7  |  |    |          |  |          |
| LAND7115 | Landscape Theory                             | 15 |          |  |          |
| LAND7226 | Studio 6                                     | 30 | LAND6225 |  |          |
| LAND7227 | Studio 7                                     | 30 | LAND7226 |  |          |
| LAND7334 | Professional Practice                        | 15 |          |  |          |
| LAND7401 | Urban Ecology                                | 15 |          |  |          |
| LAND7001 | Negotiated Study (Study Tour)                | 15 |          |  |          |
| LAND7013 | Drawing                                      | 15 |          |  |          |
| LAND7050 | Negotiated Study (Exchange)                  | 15 |          |  |          |
| LAND7109 | History of Landscape Architecture B          | 15 |          |  | LPSC7109 |
| LAND7331 | Pacific Regional Studies                     | 15 |          |  | LPSC7331 |
| Level 8  |  |    |          |  |          |
| LAND8000 | Negotiated Study                             | 60 |          | LAND7227 and at least 30 additional credits at Level 7 |          |

**Note:** Students can enrol in two other Unitec courses, as part of their elective choices, with the permission of the relevant Academic Authority.

### 3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

In order to graduate, a student must complete 300 work experience points and a research file containing 50 plants. These practical requirements must be completed in accordance with the following provisions:

- All work undertaken within Field 1: *Labour*, is awarded 1 point per hour of employment, e.g. 40 hours of employment equal 40 points.
- All work undertaken within Field 2: *Contributions to Landscape Community*, is awarded 2 points per hour of employment, e.g. 40 hours of employment equal 80 points.
- All work undertaken within Field 3: *Professional Practice*, is awarded 3 points per hour of employment, e.g. 40 hours of employment equal 120 points.

|  |   |
|--|---|
|  | <p>These provisions must be read in conjunction with the BLA work experience Handbook.</p> <p><b>3.3 Mahi Akoranga   A Wāhanga   Course Load per Semester</b><br/>The normal full-time course load is 60 credits per semester, or 75 credits with the approval of the relevant academic authority.</p> <p><b>3.4 Whakaurunga Takiwā   Enrolment Periods</b><br/>The normal enrolment period is four years (full-time study) or eight years (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.<br/>The maximum period to complete this Programme is 10 years.</p> <p><b>3.5 Whakawhiwhi Tāpiripiri   Additional Awards</b></p> <p><b>3.5.1 Awarding of Honours</b><br/>In order to achieve honours in the Bachelor of Landscape Architecture, a student must achieve a grade point average of 6.5 or higher across all level 7 and 8 compulsory courses.</p> <p><b>3.5.2 Senior Scholar Award</b><br/>To be eligible for consideration to receive a Senior Scholar Award a student must have:</p> <ol style="list-style-type: none"> <li>achieved a cumulative Grade Point Average (GPA) of 8.0 (there is no rounding) or better across all degree courses for which s/he has been assessed in the programme; and</li> <li>achieved at least 2/3 of the total credits for the degree through enrolment in Unitec courses (i.e. have achieved no more than 1/3 of the credits by cross credits from another institution or by the assessment of prior learning).</li> </ol> |
| <p><b>4. Tūtukitanga Whakamihī   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><br/>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> <ol style="list-style-type: none"> <li>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.</li> <li>The credit recognition may be: <ol style="list-style-type: none"> <li>specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or</li> <li>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> </li> <li>Cross credits will not be given for the level 8 Project course.</li> </ol> <p><b>4.2 Aromatawai Tōmua   Assessment of Prior Learning (APL)</b><br/>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>4.3 Ngā whakawhitinga   Credit Transfer</b><br/>There are no credit transfer arrangements for this programme.</p> <p><b>4.4 Ākonga Whakawhiti   Student Exchange</b><br/>Study at an international partner institution is available in this Programme. Credit Recognition is applied to the Unitec student's academic record upon their return to New Zealand.</p>  |
| <p><b>5. Waeture Aromatawai   Assessment Regulations</b></p> <p><i>Assessment Regulations comply with Unitec's Assessment,</i></p>   | <p><b>5.1 Paparahi Aromatawai   Assessment Basis</b><br/>Assessment in this programme is achievement based using an 11-point grading scale. Students must obtain at least 50% overall score in any achievement-based course in order to pass that course.</p> <p><b>5.2 Ākoranga Taumata   Course grades</b><br/>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.<br/><b>Table 3a: Achievement based 11-point assessment system</b></p>   |

| <i>Moderation and Grades Policy and associated procedure.</i>   | <b>Grade</b>    | <b>Meaning</b>   | <b>Result</b>   | <b>Percentage</b> |                    |  |     |            |   |     |          |   |     |                  |   |    |                  |  |     |                     |   |   |                 |   |   |           |   |   |                 |  |   |
|---|-----------------|--|---|-------------------|--------------------|--|-----|------------|---|-----|----------|---|-----|------------------|---|----|------------------|--|-----|---------------------|---|---|-----------------|---|---|-----------|---|---|-----------------|--|---|
|   | 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><br/>Students may be awarded one of the following grades for a course:<br/><b>Table 4: Grade Criteria</b></p> <table border="1"> <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> <tr> <td>ES</td> <td>Student Exchange</td> <td>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>NGA</td> <td>No Grade Associated</td> <td>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>R</td> <td>Restricted Pass</td> <td>The student has been awarded a restricted pass subject to Relevant clause in this schedule. Credits earned.</td> </tr> <tr> <td>W</td> <td>Withdrawn</td> <td>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>#</td> <td>Estimated Grade</td> <td>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> </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. | 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><b>6.1 Ākoranga Aromatawai   Course Assessment</b><br/>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> |
|   | 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.   |                   |                    |  |     |            |   |     |          |   |     |                  |   |    |                  |  |     |                     |   |   |                 |   |   |           |   |   |                 |  |   |
|   | 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. |   |                   |                    |  |     |            |   |     |          |   |     |                  |   |    |                  |  |     |                     |   |   |                 |   |   |           |   |   |                 |  |   |

Assessment Procedures comply with Unitec's Assessment Moderation and Grades Policy and associated procedure.

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.

**6.1.1 Group Work**

Where a course has an assessed group work component, a student must achieve a minimum grade of C in at least one individual assessment event.

**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.

**6.3 Tāpaetanga Tōmuri | Submission and late submission of work**

- a. The due dates for all summative assessment work will be notified at the commencement of each course.
- b. 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.
- c. Applications for extensions must be made by according to procedure noted in Student Handbooks and course documentation.
- d. Assignments handed in up to 14 days late will be marked, but will incur the penalties outlined below:

| Late submission       | Penalty  |
|-----------------------|--|
| up to 24 hours late   | Overall grade for the work assessed will be dropped one grade (e.g. B will be registered as B-)  |
| from 2 to 7 days late | Overall grade for the work assessed will be dropped two grade (e.g. B will be registered as C+)  |
| from 8 - 14 days late | Overall grade for the work assessed will be dropped four grade (e.g. B will be registered as C-) |

- e. Work submitted more than 14 days after the due date may not be accepted for marking, and, if accepted, cannot achieve a grade higher than C-.
- f. No assignments will be accepted later than 3 weeks 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.

**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. no more than 50 per cent of the course value of assessment may be submitted for re-assessment;
  - 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.

#### **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 subject to 3.2 above.

- 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:
  - set conditions for future performance in other courses
  - prevent a student from using a restricted pass to meet the prerequisite requirements of another course.
- c. 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.

No restricted pass shall be awarded for a level 8 course.

#### **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. Level 8 courses may only be repeated only once.

#### **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.

|  | <p>d. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.</p> <p><b>6.9 Examination Regulations</b><br/>All formal examinations in this programme are governed by the Unitec Examinations Regulations;</p> <p><b>6.10 Tono Pira   Appeals</b><br/>Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.</p>  |                |                |   |                       |   |         |         |         |                                |     |       |            |           |   |  |         |             |                |                |                       |   |         |         |         |                                |     |       |            |           |   |
|--|--|----------------|----------------|---|-----------------------|---|---------|---------|---------|--------------------------------|-----|-------|------------|-----------|---|--|---------|-------------|----------------|----------------|-----------------------|---|---------|---------|---------|--------------------------------|-----|-------|------------|-----------|---|
| <p><b>7. Whakaritenga Whānui   General Provisions</b></p>  | <p><b>7.1 Whakamāramatanga ā-kaupapa   Definition of Terms</b><br/>In these regulations, unless the context otherwise requires, the following definitions shall apply:</p> <ul style="list-style-type: none"> <li>• ‘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.</li> </ul> |                |                |   |                       |   |         |         |         |                                |     |       |            |           |   |  |         |             |                |                |                       |   |         |         |         |                                |     |       |            |           |   |
| <p><b>8 Āhuatanga Tauwhirowhiro Ritenga   Transitional Arrangements</b><br/>There are no current transitional arrangements</p>   |  |                |                |   |                       |   |         |         |         |                                |     |       |            |           |   |  |         |             |                |                |                       |   |         |         |         |                                |     |       |            |           |   |
| <p><b>9. Kupu Āpiti   Schedules or Appendices</b></p>  |  |                |                |   |                       |   |         |         |         |                                |     |       |            |           |   |  |         |             |                |                |                       |   |         |         |         |                                |     |       |            |           |   |
| <p><b>10. Regulation Version Control</b></p>   |  |                |                |   |                       |   |         |         |         |                                |     |       |            |           |   |  |         |             |                |                |                       |   |         |         |         |                                |     |       |            |           |   |
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