



# WAETURE HŌTAKA | GENERIC REGULATIONS

## CERTIFICATE REGULATIONS

To be read in conjunction with: Unitec's *Academic Statute and associated Policies and Procedures* and other relevant policies; and the relevant *Programme Regulations*.

In these regulations, the term "Programme Regulations" means the schedule to these *Generic Regulations* for each certificate award containing the supplementary and specific regulations relating to that certificate.

These regulations come into effect from Semester 1, 2019.

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### Ngā Ture Hei Whakaurunga | Admission Requirements

To be admitted to the qualification of certificate applicants must:

- a. Meet Unitec's English-language entry requirements.  
AND
- b. Meet admission requirements under one of the following provisions:
  - i. general admission;  
OR
  - ii. special admission;  
OR
  - iii. discretionary admission.AND
- c. Meet any programme-specific admission requirements set out in the respective *Programme Regulations*.  
AND
- d. Meet any programme-specific selection criteria.

#### Whakaurunga Whānui | General Admission

- a. All applicants must be at least 16 years of age on the date of the programme's start for the semester in which they wish to enrol (or provide a completed *Early Release Exemption Form*).
- b. For Level 1 and Level 2 certificate programmes there are no academic entry requirements.
- c. For Level 3 certificate programmes applicants must have:
  - i. a minimum of three years' secondary education;  
OR
  - ii. a Unitec Certificate in Foundation Studies: Whitinga (Level 2);
- a.

- OR
- iii. equivalent.
- d. For Level 4 certificate programmes applicants must have:
  - i. a minimum of four years' secondary education, and a minimum of 12 NCEA credits at Level 1 in each of at least two subjects;
  - OR
  - ii. a pass in two subjects in *New Zealand School Certificate*;
  - OR
  - iii. *Unitec Certificate in Foundation Studies: Whitinga* (Level 2) in a relevant pathway;
  - OR
  - iv. equivalent.
- e. For Level 5 Certificate programmes applicants must have:
  - i. a total of at least 48 NCEA credits at level 2 in best 4 subjects;
  - OR
  - ii. a maximum total of 20 in the best four *Sixth Form Certificate* subjects;
  - OR
  - iii. *Unitec Certificate in Foundation Studies: Whitinga* (Level 3) in a relevant pathway;
  - OR
  - iv. equivalent.
- f. For Level 6 Certificate programmes applicants must have:
  - i. a total of at least 60 NCEA credits at level 2 in best 4 subjects;
  - OR
  - ii. a maximum total of 16 in best four *Sixth Form Certificate* subjects;
  - OR
  - iii. *Unitec Certificate in Foundation Studies: Whitinga* (Level 3) in a relevant pathway;
  - OR
  - iv. equivalent.

### **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 certificate is to start; and have
- b. provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification.

### **Whakaurunga Kōwhiringa | Discretionary Admission**

- a. 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 start may apply for discretionary admission.
- b. 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.

## Whakaurunga Reo Pākehā | English Language Admission Requirements

- a. For Level 3 programmes:
  - i. Applicants must have achieved a minimum standard of English as demonstrated by a minimum of eight credits at NCEA Level 1 in English.
- b. For Level 4 programmes
  - i. Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.
- c. For Level 5 programmes
  - i. Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.
- d. For Level 6 programmes
  - i. Applicants must have achieved a minimum standard of English as demonstrated by a minimum of eight credits at NCEA Level 2 in English (four in reading, four in writing).
- e. For English-language entry requirements for international students, please refer to Unitec's *Admission Requirement Procedure*.

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## Paearu Kōwhiri Tukanga | Selection Criteria and Process

Any selection criteria will be specified in the *Programme Regulations*.

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## Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Qualification

### Credits and courses

- a. To be awarded a certificate a student must have successfully completed the required total of credits and courses specified in the *Programme Regulations* for the certificate, including the completion of all compulsory courses and any specified pre- and co-requisites.
- b. Unless otherwise specified in the *Programme Regulations* for the certificate, students may be awarded credit through cross-credits (as specified in clause 5 below).

### Progress through the Certificate

- a. Except in exceptional circumstances, no student may enrol for more than 80 credits in any one semester or more than 36 credits in a summer semester.
- b. Except in exceptional circumstances, the maximum time for completion of a certificate is five years from the date of first enrolment.

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## Tūkukitanga Whakamihi | Credit Recognition

- a. Subject to the provisions of the *Programme Regulations* for the qualification, the Programme Action and Quality Committee may award a student cross-credits in recognition of successful equivalent study, at the same or a higher level in the context of another programme.
- b. Credit recognition is achieved by the award of cross-credits. Credit recognition may be recognised by the granting of:
  - i. **specified credits**, where there is direct equivalence of the learning outcomes of a successfully-completed course and a course in the programme; or
  - ii. **unspecified credits**, 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. Unspecified

credits will be awarded at the discretion of, and at a level decided by, the Programme Action and Quality Committee.

### **Aromatawai Tōmua | Assessment of Prior Learning (APL)**

Unless otherwise specified in the *Programme Regulations*, prior learning can be assessed and recognised for all courses and graduate outcomes according to Unitec's *Assessment of Prior Learning Procedure*.

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## **Waeture Aromatawai | Assessment Regulations**

### **Paparahi Aromatawai | Assessment basis**

All assessment is standards-based, and may be achievement- or competency-based as specified in the *Programme Regulations* for the qualification.

### **Summative Assessment Work**

- a. Students will be notified of the due dates for all summative assessment work at the start of each course. No late work will be accepted for marking unless specified in the *Programme Regulations* for the qualification.
- b. All students' summative assessment work will be graded as specified in the *Programme Regulations* for the qualification.
- c. Unless otherwise stated in the *Programme Regulations* for the qualification, no re-sits or re-submissions of work submitted by a student for summative assessment will be allowed.
- d. The maximum grade a student can receive for re-sits or re-submissions of summative assessment work is the minimum possible passing grade.

### **Ākoranga Taumata | Course grades**

- a. Course grades are calculated by the mathematical aggregation of weighted summative assessment grades on the basis set out in the *Programme Regulations* for the qualification.
- b. The grade Did Not Complete (DNC) is recorded if a student has either withdrawn after 75 per cent of the scheduled course duration or they have not attempted a compulsory item of assessment within a Course.

### **Pāhi Rāhui | Restricted Passes**

- a. The Programme Action and Quality Committee may award a 'restricted pass' in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance. The conditions that apply to a restricted pass shall be included in the *Programme Regulations* for the qualification.
- b. A student may decline the award of a restricted pass by notifying the office of the Executive Faculty Dean in writing not later than 20 working days from mailing of the results.
- c. The Programme Action and Quality Committee may, at its discretion, prevent a student from using a restricted pass to meet the pre-requisite requirements of another course.

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## **Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements**

- a. Where transitional arrangements or modified programmes of study apply these will be set out in the *Programme Regulations* for the qualification.
- b. Where transitional arrangements do not exist or have expired in the *Programme Regulations* the student will be required to complete a modified programme of study as approved by the Programme Action and Quality Committee.

