



WAETURE TUKIPŪ | GENERIC REGULATIONS

GRADUATE 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 graduate certificate award containing the supplementary and specific regulations relating to that graduate certificate.

These regulations come into effect from Semester 1, 2019.

Ngā Ture Hei Whakaurunga | Admission Requirements

To be admitted to the qualification of graduate certificate applicants must meet:

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

Whakaurunga Whānui | General Admission

Applicants must have:

- a. a recognised degree;
OR
- b. a professional qualification in a relevant discipline;
OR
- c. the ability to demonstrate competencies equivalent to a graduate from qualifications (a) or (b) above.

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 start;
AND
- 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 graduate 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. 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).
- b. For English-language entry requirements for international students, please refer to Unitec's *Admission Requirement Procedure*.

Paearu Kōwhiri Tukanga | Selection Criteria and Process

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

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

Credits and courses

- a. To be awarded a graduate certificate a student must have successfully completed the required total of credits and courses specified in the *Programme Regulations* for the graduate 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 graduate certificate, students may be awarded credit through cross-credits.

Progress

Except in exceptional circumstances, and as approved by the relevant Academic Authority, no student may enrol for more than 80 credits in any one semester or more than 40 credits in a summer semester.

Tūkukitanga Whakamihi | Credit Recognition

- a. Subject to the provisions of the *Programme Regulations* for the graduate certificate, the relevant Academic Authority 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 relevant Academic Authority.

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*.

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 graduate certificate.

Summative Assessment Work

- 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 graduate certificate.
- All students' summative assessment work will be graded as specified in the *Programme Regulations* for the graduate certificate.
- Unless otherwise stated in the *Programme Regulations* for the graduate certificate, no re-sits or re-submissions of work submitted by a student for summative assessment will be allowed.
- 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

Course grades are calculated by the mathematical aggregation of weighted summative assessment grades on the basis set out in the *Programme Regulations* for the graduate certificate.

Paearu taumata | Grade criteria

Students may be awarded one of the following grades for a course as per the criteria described below.

Table 4: Grade criteria

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	A student has either withdrawn after 75% of the scheduled course duration; or has 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 is carried out by an external agency. No credits earned.
R	Restricted Pass	The student has been awarded a restricted pass subject to the relevant clause in this schedule. Credits earned.
W	Withdrawn	A student withdraws from a course after 10% of the course is completed and up to or at the 75% date of the course. No credits earned.

#	Estimated Grade	If any portion of summative assessment has been estimated, the final grade will be an estimated grade and recorded as such on the student's <i>Academic Record</i> .
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Āhuatanga aromatawai motuhake | Special assessment circumstances

Students whose performance in a summative assessment is being affected by reasons/factors beyond their control may apply for Special Assessment Circumstances under the following conditions:

- the student was unable to complete the summative assessment item;
OR
- the student's ability to complete the summative assessment, including preparation and/or performance, was impaired;
OR
- the student needs to request additional time to complete the summative assessment.

Pāhi Rāhui | Restricted Passes

- The relevant Academic Authority 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 graduate certificate.
- 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.
- The relevant Academic Authority may, at its discretion, prevent a student from using a restricted pass to meet the pre-requisite requirements of another course.

Tono Pīra | Appeals

Students may appeal the decisions made under these regulations in accordance with the relevant section of the *Assessment, Moderation, and Grades Policy*.

Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

- Where transitional arrangements or modified programmes of study apply these will be set out in the *Programme Regulations* for the graduate certificate.
- 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 relevant Academic Authority.

Whakaritenga Whānui | General Provisions

Whakamāramatanga ā-kaupapa | Definition of Terms

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

- 'Affected'** means influenced in some way. For time-constrained items such as tests, examinations, and presentations, this may include the inability to attend any or all of the assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.
- 'Factors beyond the control of the Student'** means any circumstance or situation, which the student could not have reasonably prevented, including, but not limited to, sickness or injury to the student, or bereavement.

- **‘Relevant Academic Authority’** refers to an individual or role-holder, or in some cases a committee, who have been delegated the authority to decide within a specific circumstance. A schedule of the various relevant academic authority delegations is maintained by the Programme Action and Quality Committee.