



WAETURE TUKIPŪ | GENERIC REGULATIONS

POSTGRADUATE 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*.

These regulations apply to all postgraduate certificate qualifications at Unitec.

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

These regulations come into effect from Semester 1, 2019.

Ngā Ture Hei Whakaurunga | Admission Requirements

To be admitted to the qualification of postgraduate 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;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 Bachelor's degree in the same or similar discipline, with merit achievement deemed to be an average of B- or higher in all Level 7 courses;
OR
- b. a professional qualification in a relevant discipline, recognised as being equivalent to merit achievement in a Bachelor's degree.

Whakaurunga Motuhake | Special Admission

Applicants may be eligible for admission if they meet the special admission requirements outlined in the *Programme Regulations* for the postgraduate certificate.

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

Whakaemi Tūtukitanga | Credit Accumulation

- a. To be awarded a postgraduate certificate a student must have successfully completed a minimum of 60 credits, of which at least 40 must be at Level 8 or higher, with no credits below Level 7, and which satisfy all of the qualification's compulsory, pre- and co-requisite requirements.
- b. Unless otherwise specified in the *Programme Regulations* for the postgraduate certificate, students may be awarded credit through cross-credits.

Whakaurunga Takiwā | Enrolment periods

The maximum period for completion of a postgraduate certificate will normally be 18 months from the date of commencement of study.

In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment of no more than six months.

Tūkukitanga Whakamihi | Credit Recognition

- a. Subject to the provisions of the *Programme Regulations* for the postgraduate 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.
- c. Cross-credits will not be given for a research project, dissertation, or thesis in a postgraduate programme.

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*.

Whakaaetanga o nga akoranga ako | Approval of Courses of Study

- A student shall obtain approval from the relevant Academic Authority for the selection of courses to be undertaken.
- In exceptional circumstances, the relevant Academic Authority may recommend a personal programme of study that does not conform to that set out in the *Programme Regulations*. Such approval shall be noted in the approvals register of the committee responsible for that programme.

Waeture Aromatawai | Assessment Regulations

Students will be notified of the due dates for all summative assessment work at the start of each course.

Paparahi Aromatawai | Assessment basis

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

Ākoranga Taumata | Course grades

All students' summative assessment work will be graded as specified in the *Programme Regulations* for the postgraduate certificate.

Course grades are calculated by the mathematical aggregation of weighted summative assessment grades on the basis set out in Table 1 below.

Table 1: Course grades

Grade	Percentage	Result
A+	90 – 100	Pass
A	85 – 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 – 74	Pass
B-	65 – 69	Pass
C+	60 – 64	Pass
C	55 – 59	Pass
C-	50 – 54	Pass
D	40 – 49	Fail
E	0 – 39	Fail

Paearu taumata | Grade criteria

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

Table 2: 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> .

Tāpaetanga Tōmuri | Submission and late submission of work

Unless otherwise specified in the *Programme Regulations* for the postgraduate certificate, no late work will be accepted for marking.

Whakamātautau Anō | Re-submission or Re-assessment

- a. A piece of assessment that has been awarded a 'fail' grade may be re-submitted:
 - EITHER
 - i. only one failed assessment per course may be re-submitted;
 - OR
 - ii. no more than 30 per cent of the course value of assessment may be submitted for re-assessment.
- b. The maximum grade allowable for a re-assessed failed assessment is C-.
- c. An assignment may not be re-submitted more than once.
- d. If a 'fail' grade is awarded, the candidate shall receive a copy of the assessed work and the original shall be held.
- e. The candidate shall make a request for a re-submission to the relevant Academic Authority, in writing, within seven working days of the return of the assignment, and negotiate a re-submission date with the lecturer responsible for the assignment.

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:

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

Pāhi Rāhui | Restricted Passes

No restricted passes shall be awarded for a course in a postgraduate certificate.

Tono Pira | Appeals

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

Āhutatanga Tauwhirowhiro Ritenga | Transitional Arrangements

Where transitional arrangements or modified programmes of study apply these will be set out in the *Programme Regulations* for the postgraduate certificate.

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.