



PROGRAMME REGULATIONS PROCEDURE

1 Purpose

This document outlines the procedure for the development and review of all programme-related regulations.

2 Scope

This procedure applies to all programmes delivered by Unitec.

3 Procedure

1. Each programme will be supported by a set of *Programme Regulations* (formerly also known as Programme Schedules) detailing the formal requirements for the delivery and completion of the programme and its constituent courses.

These requirements include:

- a. requirements for admission, including minimum English-language entry requirements;
- b. selection criteria and procedures to be employed for the acceptance of Students into the Programme;
- c. requirements for the award of the qualification including:
 - i. the minimum number of credits to be studied at Unitec before the qualification will be awarded;
 - ii. details of compulsory and elective courses at each level including pre- and co-requisite courses (if any);
 - iii. work experience requirements for the award of the qualification (if any);
 - iv. normal progression within the programme;
 - v. maximum course-load per semester;
 - vi. maximum and minimum enrolment periods for programme-completion;
 - vii. provisions for exit or milestone awards (if any).
- d. conditions applying to the award of credits on the basis of credit recognition and credit transfer;
- e. assessment regulations including:
 - i. the assessment basis employed and the criteria for the award of grades;
 - ii. conditions for awarding an administrative grade including a Did Not Complete (DNC) grade
- f. assessment requirements including:
 - i. provisions for assessment in Te Reo Māori
 - ii. provisions for submission and late submission of assessment;
 - iii. provisions for resubmission or reassessment;
 - iv. provisions for impaired performance;

- v. the availability and/or conditions for awarding a restricted pass;
 - vi. provisions for repeating courses;
 - vii. conditions for exclusions and suspensions;
 - viii. conditions applying to examinations (if any);
 - ix. provisions for appeals;
 - g. any transitional arrangements that are applicable because of a change in regulations;
 - h. any other general provisions that affect the programme.
2. *Programme Regulations* will be approved as part of the programme approval or change process.
 3. Each programme is responsible for ensuring all required programme and course conditions are adhered to.
 4. *Programme Regulations* shall be made available to students at the start of the programme.
 5. Students enrolled in a programme shall be notified in writing of any subsequently-approved changes made to regulations during the course of the programme.

3.1 Processes

3.1.1 Writing *Programme Regulations* for New Programmes

3.1.1.1 Development

Programme Regulations are developed as part of the programme approval process by the Programme Development Team in collaboration with Te Korowai Kahurangi using the appropriate programme regulation template. See References section for relevant [Programme Regulations templates](#)

3.1.2 Amending Existing *Programme Regulations*

3.1.2.1 Development

Amendments to existing *Programme Regulations* are necessitated as a result of programme improvements.

3.1.2.2 Approval

Such amendments are: endorsed by the relevant Programme Action and Quality Committee and approved by the Academic Approvals Committee.

Changes may need approval from the Academic Board and/or the NZQA.

3.1.2.3 Implementation

Once approved, Te Korowai Kahurangi updates *Programme Regulations* with amendments from the effective date.

3.1.3 Publishing Regulations

1. Te Korowai Kahurangi publishes a definitive set of regulations before the start of the semester.
2. The *Programme Regulations'* commencement date is only updated if the document has been amended with approved changes.
3. If a programme has had no approved changes by the time the definitive set of regulations is published, the current version of the *Programme Regulations* applies.

3.1.4 Storage

1. Te Korowai Kahurangi records all approved changes made to Programme Regulations.
2. Changes are tracked and recorded within working versions, including information on when the change was approved and by which committee.
3. Replaced versions are saved in archive folders that can be accessed by all staff in the Academic e-Library.
4. Where there is an apparent conflict between information contained in Generic Regulations or Programme Regulations and any other information published by Unitec about a programme, the information in the current regulations stored in the Academic e-Library shall prevail.

3.1.5 Changes affecting existing students

1. Students have the right to graduate under the regulations that were in force at the time at which they **began** study in the programme, unless specific transition arrangements are approved.
2. If a change in regulations is seen by an existing student to disadvantage her/him, that student may challenge decisions being made under any new regulations. Students may be given the choice under which regulations they complete their programme of study.

4 Responsibilities/Delegations

Role	Responsibilities
Programme Development Team	<ul style="list-style-type: none"> • Develop <i>Programme Regulations</i> for new programmes.
Te Korowai Kahurangi	<ul style="list-style-type: none"> • Provides advice, guidance, and support for developing <i>Programme Regulations</i>. • Provides advice on approvals required and change-category type for amendments to existing regulations. • Publishes new and amended regulations. • Updates existing regulations with approved amendments. • Extract approved regulations from <i>Programme Approval Documents</i> and publish as required.
Programme Action and Quality Committee	<ul style="list-style-type: none"> • Prepare memos with notifications of amendments to existing regulations.
Academic Leader	<ul style="list-style-type: none"> • Prepare and submit memos with notifications of amendments to existing regulations.
Academic Approvals Committee	<ul style="list-style-type: none"> • Endorses amendments to <i>Generic Regulations</i>.
Academic Board	<ul style="list-style-type: none"> • Approves new and amended regulations.
External agencies	<ul style="list-style-type: none"> • Approve new regulations.

5 Definitions

Unless otherwise specified, definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not in the *Policy Framework Glossary*, ask the Policy Framework Manager to consider adding it.

6 Reference Documents

- *Academic Development and Approval Policy;*
- *Changes and Improvements Procedure;*
- *Admission Requirements Guidelines.*

7 Document Details

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	May 2001	First edition
	April 2013	
	December 2015	Formal review: changed from policy to procedure
	May 2016	Minor review: align with organisational re-structure
	August 2018	Update as part of policy review project
	October 2019	Update to align with revision to Admission, Enrolment and Fees Policy
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Contact Person		
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AMENDMENT HISTORY

Version	Issue Date	Reason for Revision	Approved by
2.3	13/11/2019	Updated to align with revision to Admission, Enrolment and Fees Policy. Updated to remove the requirement for Generic Regulations and prepare for consolidation of Programme Specific Regulations	Academic Board