

Bachelor of Business [BBus]

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

These programme regulations apply to the Bachelor of Business [BBus] programme which leads to the Bachelor of Business (Level 7) qualification, with majors and double majors in Accountancy, Finance, Marketing and Management (360 credits) [CA2109-6].

These regulations come into effect from Semester 2, 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 14 credits at Level 3 or higher in each of two subjects from an approved subject list*, with a further 14 credits at Level 3 or higher taken from no more than two additional domains on the National Qualifications Framework, plus a minimum of 14 credits at Level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework, plus a minimum of 8 credits at Level 2 or higher in English or Te Reo Maori; 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;

Or

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

Or

Equivalent.

*[NZQA UE subject list as a guide](#)

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 for the degree is to commence may apply for discretionary admission.

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

- A minimum total of 60 NCEA credits at level 2 in their best 4 subjects or equivalent; or
- A maximum total of 12 in New Zealand Sixth Form Certificate in their best 4 subjects, or equivalent; or

	<ul style="list-style-type: none"> • Have the New Zealand Diploma in Business; or • Completed a minimum of 3 courses in the New Zealand Diploma in Business and achieved a minimum 'B' grade average from all courses completed; or • Completed a minimum of two courses in the New Zealand Diploma in Business (EAL stream) with an 'A' grade for each course; or • Completed an appropriate qualification at level 4 or higher. <p>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.</p> <p>1.4 Whakaurunga Tautui Programme Specific Requirements There are no additional programme-specific admission requirements</p> <p>1.5 Whakaurunga Reo Pākehā English Language Admission Requirements Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 2 in English (4 in Reading, 4 in Writing).</p> <p>International applicants must also provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated through the use of evidence of one of the kinds described in NZQA Rules on the Unitec English Language Requirements for International Students Web-page.</p>																																
<p>2. Paearu Kōwhiri Tukanga Selection Criteria & Process</p> <p><i>Selection Criteria and Processes comply with Unitec's Admission Requirements Guidelines.</i></p>	<p>2.1 Paearu Kōwhiri Selection Criteria When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied:</p> <ol style="list-style-type: none"> hold academic qualifications in excess of those stated; have work, or other experience, relevant to the courses in the programme; can demonstrate a strong commitment to succeed on the programme. <p>Applicants who meet the maximum number of listed criteria will be the preferred candidates.</p> <p>2.2 Tukanga Kōwhiri Selection Process 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>3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga Requirements for the Award of the Programme</p> <p><i>Requirements comply with Unitec's Programme Completion and Awards Policy and associated procedure.</i></p>	<p>3.1 Whakaemi Tūtukitanga Credit Accumulation To be awarded the Bachelor of Business with a single major, a student must successfully complete a minimum of 360 credits in the pattern set out in Table 1a – 1d from the courses set out in Table 2a – 2d depending on their chosen major and additional elective courses from Table 2e.</p> <p>Table 1a: Credit Requirements for BBus Accountancy Major</p> <table border="1" data-bbox="339 1592 1182 1868"> <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>150</td> <td></td> <td>150</td> </tr> <tr> <td>6</td> <td>105</td> <td></td> <td>105</td> </tr> <tr> <td>7</td> <td>75</td> <td></td> <td>90</td> </tr> <tr> <td>5, 6, 7</td> <td></td> <td>15</td> <td>15</td> </tr> <tr> <td></td> <td>345</td> <td>15</td> <td>360</td> </tr> </tbody> </table> <p>Table 1b: Credit Requirements for BBus Management Major</p> <table border="1" data-bbox="339 1935 1182 2020"> <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> </tbody> </table>	Level	Compulsory Credits	Elective Credits	Total Credits	5	150		150	6	105		105	7	75		90	5, 6, 7		15	15		345	15	360	Level	Compulsory Credits	Elective Credits	Total Credits	5	120		120
Level	Compulsory Credits	Elective Credits	Total Credits																														
5	150		150																														
6	105		105																														
7	75		90																														
5, 6, 7		15	15																														
	345	15	360																														
Level	Compulsory Credits	Elective Credits	Total Credits																														
5	120		120																														

6	45	30	75
7	75		75
5, 6, 7		90	90
	240	120	360

Table 1c: Credit Requirements for BBus Marketing Major

Level	Compulsory Credits	Elective Credits	Total Credits
5	120		120
6	60	15	75
7	75	30	105
5, 6, 7		60	60
	255	105	360

3.1.1 Double majors

- To be awarded the Bachelor of Business with a double major, a student must select two majors from those listed below and successfully complete:
 - all the compulsory courses for each major at levels 5, 6 and 7 as specified in Tables 2a – 2d,
 - the level 7 Internship Based Learning course BSNS7030 and a minimum of 45 credits at level 7 from each of the chosen majors.
- A student who has been awarded the degree with a single major may apply to the relevant Academic Authority for the endorsement of a double major if the requirements of that double major are completed within two years of the award of the degree with a single major. In exceptional circumstances the relevant Academic Authority may extend that time limit.

Table 2a: Course Details – Bachelor of Business (Accountancy)

Compulsory courses are shown in **bold** and Elective courses in *italics*.

Course Number	Course Name	Credits	Pre- requisites
Level 5			
BEBP5105	Organisations in a New Zealand Context	15	
BEBP5106	Business Environments	15	
BEBP5107	Business Functions	15	
BEBP5108	Principles of Change Management	15	
BEBP5605	Financial Accounting	15	BEBP5105, BEBP510, BEBP5107, BEBP5108
BEBP5606	Planning and Managing Financial Performance	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
BEBP5607	Preparation and Analysis of Financial Statements	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
BEBP5608	Tax and Managing Financial Risk	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
ACTY5270	Economic Principles	15	120 credits at Level 5 or above
ACTY5320	Law of Business Obligations	15	120 credits at Level 5 or above
Level 6			
ACTY6201	Financial Accounting	15	BEBP5605, BEBP5606, BEBP5607, BEBP5608
ACTY6206	Accounting Information Systems	15	BEBP5605, BEBP5606, BEBP5607, BEBP5608
ACTY6210	Taxation	15	BEBP5605, BEBP5606, BEBP5607, BEBP5608
ACTY6290	Business Finance	15	BEBP5605, BEBP5606, BEBP5607, BEBP5608, ACTY5270
ACTY6212	Management Accounting	15	BEBP5605, BEBP5606, BEBP5607, BEBP5608
ACTY6320	Law of Business Entities	15	BEBP5605, BEBP5606, BEBP5607, BEBP5608, ACTY5320
BSNS6371	Research Practice	15	120 credits at Level 5 or above

Plus one 15-credit BBus course at Level 5, 6 or 7.

Level 7

BSNS7162	Business Analytics	15	45 credits at Level 6 or above
ACTY7201	Advanced Financial Accounting	15	ACTY6201
ACTY7212	Advanced Management Accounting	15	ACTY6212
BSNS7030	Internship Based Learning	30	A minimum of 285 credits completed from the student's major
ACTY7209	Advanced Auditing	15	ACTY 6206, ACTY6201

Plus one 15-credit BBus course at Level 5, 6 or 7.

Table 2b: Course Details – Bachelor of Business (Management) Operations Management Stream

Compulsory courses are shown in **bold** and Elective courses in *italics*.

Course Number	Course Name	Credits	Pre-requisites
Level 5			
BEBP5105	Organisations in a New Zealand Context	15	
BEBP5106	Business Environments	15	
BEBP5107	Business Functions	15	
BEBP5108	Principles of Change Management	15	
BEBP5705	Organisational Planning	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
BEBP5706	Leadership	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
BEBP5707	Project Management	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
BEBP5708	Operational Management and Compliance	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
Level 6			
BSNS6371	Research Practice	15	120 credits at level 5 or above
BSNS6350	Operations Management	15	BEBP5705, BEBP5706, BEBP5707, BEBP5708
BSNS6352	Supply Chain Management	15	BEBP5705, BEBP5706, BEBP5707, BEBP5708
<i>Plus any two Level 6, 15-credit BBus courses as Electives (Total 30 credits)</i>			
Level 7			
BSNS7340	Organisational Strategies	15	45 credits at Level 6 or above
BSNS7162	Business Analytics	15	45 credits at Level 6 or above
BSNS7030	Internship Based Learning	30	A minimum of 285 credits completed from the student's major
BSNS7350	Applied Operations Management	15	BSNS6350 & BSNS6352
<i>Plus any six 15-credit BBus courses at Level 5, 6 or 7 (Total 90 credits)</i>			

Table 2c: Course Details – Bachelor of Business (Management) – Human Resource Management Stream

Compulsory courses are shown in **bold** and Elective courses in *italics*.

Course Number	Course Name	Credits	Pre-Requisites
Level 5			
BEBP5105	Organisations in a New Zealand Context	15	
BEBP5106	Business Environments	15	
BEBP5107	Business Functions	15	
BEBP5108	Principles of Change Management	15	
BEBP5705	Organisational Planning	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
BEBP5706	Leadership	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
BEBP5707	Project Management	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
BEBP5708	Operational Management and Compliance	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108

Level 6			
BSNS6341	Talent Development & Management	15	BEBP5705, BEBP5706, BEBP5707, BEBP5708
BSNS6342	Organisational Behaviour	15	BEBP5705, BEBP5706, BEBP5707, BEBP5708
BSNS6371	Research Practice	15	120 credits at level 5 or above
<i>Plus any two Level 6, 15-credit BBus courses as Electives (Total 30 credits)</i>			
Level 7			
BSNS7162	Business Analytics	15	45 credits at Level 6 or above
BSNS7340	Organisational Strategies	15	45 credits at Level 6 or above
BSNS7140	Applied Human Resource Management	15	BSNS6341, BSNS6342
BSNS7030	Internship Based Learning	30	Minimum of 285 credits from the student's major
Electives			
<i>Plus any six BBus 15-credit courses at Level 5, 6 or 7 (Total 90 credits)</i>			

Table 2d: Course Details – Bachelor of Business (Marketing)

Compulsory courses are shown in **bold** and Elective courses in *italics*.

Course Number	Course Name	Credits	Pre- requisites
Level 5			
BEBP5105	Organisations in a New Zealand Context	15	
BEBP5106	Business Environments	15	
BEBP5107	Business Functions	15	
BEBP5108	Principles of Change Management	15	
BEBP5705	Organisational Planning	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
BEBP5706	Leadership	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
BEBP5707	Project Management	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
BEBP5708	Operational Management and Compliance	15	BEBP5105, BEBP5106, BEBP5107, BEBP5108
Level 6			
BSNS6100	Marketing Management	15	BEBP5705, BEBP5706, BEBP5707, BEBP5708
BSNS6363	Digital Marketing	15	BEBP5705, BEBP5706, BEBP5707, BEBP5708
BSNS6371	Research Practice	15	120 Level 5 credits or above
BSNS6372	Buyer Behaviour	15	BEBP5705, BEBP5706, BEBP5707, BEBP5708
<i>Plus any one BBus Level 6, 15-credit course as an Elective</i>			
Level 7			
BSNS7100	Advanced Marketing	15	BSNS6100, BSNS6372
BSNS7162	Business Analytics	15	45 credits at Level 6 or above
BSNS7340	Organisational Strategies	15	45 credits at Level 6 or above
BSNS7030	Internship Based Learning	30	A minimum of 285 credits completed from the student's major
<i>Plus any two 15-credit BBus courses as Electives from the following:</i>			
<i>BSNS7110</i>	<i>Google Certified (Web-based Advertising & Analytics)</i>	<i>15</i>	<i>45 credits at level 6 or above</i>
<i>BSNS7474</i>	<i>Social Media Marketing</i>	<i>15</i>	<i>45 credits at Level 6 or above</i>
<i>BSNS7575</i>	<i>Search Engine Optimisation</i>	<i>15</i>	<i>45 credits at level 6 or above</i>
<i>Plus any four 15-credit BBus courses at Level 5, 6 or 7 (Total 60 credits)</i>			

Table 2e: Additional Elective Courses

Elective courses in *italics*.

Course No	Course Name	Credits	Pre- requisites	Restrictions
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Level 7				
ACTY7218	Negotiated Study – Accounting	15	240 credit including 60 credits at Level 6 or above and relevant Academic Authority approval	ALAF 7218
ACTY7318	Negotiated Study – Finance	15	240 credits including 60 credits at Level 6 or above and relevant Academic Authority approval	ALAF 7318
BSNS7348	Negotiated Study – Human Resource Management	15	240 credits including 60 credits at Level 6 or above and relevant Academic Authority approval	APMG 7348
BSNS7358	Negotiated Study Operations Management	15	240 credits including 60 credits at Level 6 or above and relevant Academic Authority approval	APMG 7358
BSNS7388	Negotiated Study Marketing	15	240 credits including 60 credits at Level 6 or above and relevant Academic Authority approval	APMG 7388

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

All Bachelor of Business students will undertake to find and complete an approved placement of a minimum of 220 hours in the workplace within the parameters agreed with the sponsoring organisation and academic staff member. The process of negotiating the project/work placement will be overseen by the course co-ordinator. All students must comply with the Work Based Learning: Internship Placement requirements for specific courses, as defined in the Student Handbook.

3.3 Mahi Akoranga | A Wāhanga | Course Load per Semester

The normal full-time course load is 60 credits per semester, or 75 credits with the approval of the relevant academic authority.

3.4 Whakaurunga Takiwā | Enrolment Periods

The normal enrolment period is three years (full-time study) or six 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. The maximum period to complete this Programme is 10 years.

3.5 Whakawhiwhi Tāpiripiri | Additional Awards

3.5.1 Senior Scholar Award

To be eligible for consideration to receive a Senior Scholar Award a student must have:

- 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
- 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).

4. Tūtukitanga Whakamihhi | Credit Recognition

Credit Recognition complies with Unitec's Assessment, Moderation and Grades Policy and associated procedure.

4.1 Whakawhiti Tūtukitanga | Cross Credit

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.

- 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.
- The credit recognition may be:
 - specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or
 - 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.
- Cross credits will not be given for an Internship Based Learning Course.

4.2 Aromatawai Tōmua | Assessment of Prior Learning (APL)

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.

4.3 Ngā whakawhitinga | Credit Transfer

There are no credit transfer arrangements for this programme.

4.4 Ākonga Whakawhiti | Student Exchange

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.

5. Waeture Aromatawai | Assessment Regulations

Assessment Regulations comply with Unitec’s Assessment, Moderation and Grades Policy and associated procedure.

5.1 Paparahi Aromatawai | Assessment Basis

Assessment in this programme uses both achievement-based (Table 3a) and competency-based (Table 3b) grading scales for courses.

Internship Based Learning courses are competency based. Students must achieve all of the outcomes in competency-based assessment in order to pass those courses.

All other courses are achievement based using an 11-point grading scale. Students must obtain at least 50% overall score in order to pass that course.

In order to achieve a passing grade for a course in which there is a final examination, all students must achieve at least 40% in the final examination for that course.

5.2 Ākoranga Taumata | Course grades

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.

Table 3a: Achievement based 11-point assessment system

Grade	Meaning	Result	Percentage
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

For Internship Based Learning courses the grades will be determined according to the following criteria. Participants must achieve all of the outcomes in order to pass competency-based assessment.

Table 3b: Competency based 3-point assessment system

Grade	Meaning	Result
M	Merit Pass	Credits Earned
P	Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

5.3 Paearu Taumata | Grade Criteria

Students may be awarded one of the following grades for a course:

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 Sem 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>6. Aromatawai Mahinga Assessment Procedures</p> <p><i>Assessment Procedures comply with Unitec's Assessment Moderation and Grades Policy and associated procedure.</i></p>	<p>6.1 Ākoranga Aromatawai Course Assessment 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> <p>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.</p> <p>6.2 Aromatawai Roto 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.</p> <p>6.3 Tāpaetanga Tōmuri Submission and late submission of work</p> <ol style="list-style-type: none"> The due dates for all summative assessment work will be notified at the commencement of each course. 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. Applications for extensions must be made by according to procedure noted in Student Handbooks and course documentation. Any extension will be carried out within a specified time period as agreed with the relevant academic authority and no further extensions will be granted. 		

- e. No assignment will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the participants will receive a 'zero' grade for that assignment. If the assignment is compulsory, then the participants will receive a Did Not Complete (DNC) grade for the entire course.

6.4 Whakamātautau Anō | Resubmission or Reassessment

Resubmission/reassessment is only available for Internship Based Learning courses. **No other courses allow resubmission or reassessment.**

A student may apply to undertake a resubmission/reassessment for a failed assessment in Internship Based Learning courses within 5 days of receiving their marked assessment.

The following conditions apply:

- a. only one reassessment or resubmission per Internship Based Learning course.
- b. Any approved resubmission/reassessment will be carried out within a specified time period as agreed with the relevant academic authority.
- c. In all cases for resubmission, the original marked assignment will accompany resubmitted assignments. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.
- d. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.
- e. Assignments that are handed in late are not eligible for resubmission or reassessment.

6.5 Āhuratanga Aromatawai Motuhake | Affected Performance Consideration

A student may apply for Affected Performance Consideration (APC) if:

- 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
- 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

Restricted passes are not available in this programme.

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.

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.

d. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.

6.9 Examination Regulations

All formal examinations in this programme are governed by the Unitec Examinations Regulations;

6.10 Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.

7. Whakaritenga Whānui | General Provisions

7.1 Whakamāramatanga ā-kaupapa | Definition of Terms

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

- ‘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.

7.2 Āhuetanga Tauwhirowhiro Ritenga | Transitional Arrangements

7.2.1 Transitional arrangements for students enrolled in the Bachelor of Business Management or Marketing majors prior to Semester 1, 2016

Compulsory Courses for Bachelor of Business – Management major– Operations Management

15 Credit Courses to be replaced/superseded as per new transitional arrangements	New Transitional Arrangement Requirements to be met and/or Courses to be completed
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BSNS5400 Business Fundamentals	Any Elective course from the Bachelor of Business programme
BSNS7351 Project Management	From Semester 1 2016, ISCG7411 Project Management Methodology

Compulsory Courses for Bachelor of Business – Management major– Human Resource Management

15 Credit Courses to be replaced/superseded as per new transitional arrangements	New Transitional Arrangement Requirements to be met and/or Courses to be completed
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BSNS5400 Business Fundamentals	Any Elective course from the Bachelor of Business programme
BSNS7341 Global Issues in Human Resource Management	BSNS7140 Applied Human Resource Management
BSNS7351 Project Management	From Semester 1 2016, ISCG7411 Project Management Methodology

Compulsory Courses for Bachelor of Business – Marketing Major

15 Credit Courses to be replaced/superseded as per new transitional arrangements	New Transitional Arrangement Requirements to be met and/or Courses to be completed
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BSNS5400 Business Fundamentals	Any Elective course from the Bachelor of Business programme
BSNS6370 Marketing Planning	BSNS6100 Marketing Management
BSNS6373 Sales Management	BSNS6374 Integrated Marketing Communication
BSNS7370 Marketing Strategy	BSNS7100 Advanced Marketing

These transitional arrangements expire at the end of December 2024.

7.2.3 Transitional arrangements for students enrolled in the Bachelor of Business Management or Marketing majors prior to Semester 1, 2018

Compulsory Courses for Bachelor of Business – Marketing Major

15 Credit Courses to be replaced/superseded as per new transitional arrangements

New Transitional Arrangement Requirements to be met and/or Courses to be completed

BSNS6162 Managing Projects

BSNS6363 Digital Marketing

These transitional arrangements expire at the end of December 2026.

7.2.4 Transitional Arrangements – Bachelor of Business 2022

For all students enrolled in the Bachelor of Business before 2022, credits will be awarded as per the following:

- Students who have completed Semester 1 courses in the current Bachelor of Business (4 courses) will transition directly to Semester 2 in the new Bachelor of Business, and enrol in the four specialisation courses depending on their major:
 - Accounting: BEBP5605, BEBP5606, BEBP5607, BEBP5608
 - Management and Marketing: BEBP5705, BEBP5706, BEBP5707, BEBP5708
- Students who have completed Year 1 courses in the current Bachelor of Business (8 courses) will transition directly into Year 2 in the new Bachelor of Business, and enrol in the specialist courses relating to their major.

For all remaining students, study plans for transition will be advised on a case by case basis using credits as shown in the table below.

Credit recognition for individual courses:

Level 5, 15 Credit Courses to be replaced/superseded as per new transitional arrangements	New Transitional Arrangement Requirements to be met and/or Courses to be completed
ACTY5200 Accounting for Business	BEBP5607 Preparation & Analysis of Financial Statements (Level 5, 15 credits)
ACTY5206 Accounting Applications	BEBP5605 Financial Accounting (Level 5, 15 credits)
BSNS5600 Introduction to Professional Practice (Part 1)	BEBP5105 Organisations in New Zealand Context (Level 5, 15 credits)
ACTY5700 Introduction to Professional Practice (Part 2)	BEBP5106 Business Environments (Level 5, 15 credits)
BSNS5390 Management Today	BEBP5107 Business Functions (Level 5, 15 credits)
BSNS5350 Introduction to Operations Management	BEBP5708 Operational Management and Compliance (Level 5, 15 credits)
BSNS5341 Introduction to Human Resource Management	15 credits towards electives in the new programme of study
BSNS5340 Marketing Fundamentals	15 credits towards electives in the new programme of study
ACTY5230 Information Systems and Applications	15 credits towards electives in the new programme of study
ACTY5401 Business Statistics	15 credits towards electives in the new programme of study (Management and Marketing majors) OR no need to do BSNS6371 (Accounting major)
ACTY5290 Principles of Managerial Finance	15 credits towards electives in the new programme of study (Management and Marketing majors) OR no need to do ACTY6290 (Accounting major)

7.3 Hōtaka Whakarerekē O Ngā Āhuetanga Ako | Modified Programmes of Study

Modified programmes of study allow transitioning students to achieve the award of this qualification by undertaking a modified set of courses which may differ from those specified in 3.1 above. Students will be considered on a case by case basis and required to complete a modified programme of study as approved. The modified programme of study may include a negotiated study course at an appropriate level. Any modified programmes of study are described in Schedule A below.

8. Kupu Āpiti | Schedules or Appendices

Schedule A: Hōtaka Whakarerekē O Ngā Āhuetanga Ako | Modified Programmes of Study

A1.1 Modified Programme of Study for the Unitec Bachelor of Business / Shandong Economics University Diploma Joint programme

Admission to Bachelor of Business from SDUFE Diploma in Accounting

Students will have met the entry criteria for the Bachelor of Business programme of study at Unitec in the following circumstances:

- students who receive a pass grade in the following course: LANGNZ469 Academic Skills for Business Studies, or equivalent (on the first attempt);

And

- achieve a pass grade in at least two of the following courses:
 - ACTY5200 Accounting for Business
 - ACTY5206 Accounting Applications
 - ACTY6212 Management Accounting

Credit Recognition

Students will be eligible for credit recognition as stated in the credit recognition schedule contained in the agreement.

Students require a minimum B grade in LANGNZ469 Academic Skills for Business to receive 15 unspecified credits at Level 5.

Examination Resits

Students who achieve a fail grade in any of the following courses are eligible to take one resit of the final examination:

- ACTY5200 Accounting for Business,
- ACTY5206 Accounting Applications, and
- ACTY6212 Management Accounting

The maximum mark awarded for the course passed under the resit condition is 50%. The resit examination must be taken within six months of sitting the original examination.

A1.2 Modified Programme of Study for the Unitec Bachelor of Business / Shandong Economics University Degree Joint programme

Admission to Bachelor of Business from SDUFE Bachelor of Accountancy

Students will have met the entry criteria for the Bachelor of Business programme of study at Unitec in the following circumstances:

- students who receive a pass grade in the following course: BSNS 5600 Introduction to Professional Practice (Part 1) (on the first attempt);

And

- achieve a pass grade in at least two of the following courses:
 - ACTY5200 Accounting for Business
 - ACTY5206 Accounting Applications
 - ACTY6201 Financial Accounting
 - ACTY6212 Management Accounting
 - ACTY6290 Business Finance
- students who fail in any of the above courses will require a longer timeframe to complete their Bachelor of Business degree at Unitec.

Credit Recognition

Students who have met the entry criteria will be eligible for credit recognition as stated in the credit recognition schedule contained in the agreement.

Examination Resits

Students who achieve a fail grade in any of the following courses are eligible to take one resit of the final examination:

- ACTY5200 Accounting for Business,
- ACTY5206 Accounting Applications

- ACTY6201 Financial Accounting
- ACTY6212 Management Accounting
- ACTY6290 Business Finance
- BSNS5600 Introduction to Professional Practice (Part 1)

The maximum mark awarded for the course passed under the resit condition is 50%. The resit examination must be taken within six months of sitting the original examination.