

PROGRAMME REGULATIONS

Certificate in Animal Management

To be read in conjunction with Unitec [Generic Certificate Regulations](#).

1. Programme Schedule

This schedule applies to the Certificate in Animal Management (CertAnMgmt) (Level 4, 120 credits) with no endorsement and the Certificate in Animal Management (CertAnMgmt) (Level 4, 120 credits) with endorsements in:

- (Animal Clinical Care)
- (Canine Behaviour and Training)
- (Captive Wild Animals)

2. Programme Specific Admission

2.1 Specific Admission

To be admitted to this programme, all applicants must meet the following requirements in addition to the requirements set out in the Certificate Generic Regulations:

- a. Have a minimum of 12 credits at NCEA Level 1 Biology and/or Chemistry or other relevant science subjects; or
- b. Have completed the Unitec Certificate in Foundation Studies (Level 3): Whitinga or equivalent.

2.2 Applicants for the Certificate in Animal Management (Animal Clinical Care):

To be eligible for admission, applicants must meet the general, discretionary or special admission requirements. Applicants must also meet the English language requirements. Applicants may be interviewed.

All applicants must spend at least two days in a veterinary clinic before applying for this programme and should supply with their application a letter from the veterinary practice confirming their attendance.

2.3 Applicants for the Certificate in Animal Management (Canine Behaviour and Training):

Students selected for an interview onto the Certificate of Animal Management (Canine Behaviour and Training) must have arranged access to a suitable dog (as approved by Unitec) for the practical element of the programme and in order to achieve the overall qualification.

2.4 Applicants for the Certificate in Animal Management (Captive Wild Animals):

Candidates for the Certificate of Animal Management (Captive Wild Animals) must secure a work experience placement at a zoological park or parks (approved by Unitec) in order to fulfil the requirements of the course NSCI4730 Captive Wild Animal Practicum.

2.5 English language admission requirements

All domestic applicants who do not meet the English Language Requirements as set out in the Generic Certificate Regulations are required to sit an English assessment and attend an interview. The assessments and interview will be used to determine whether the applicant has a level of competency in English Language that is equivalent to the generic requirements. If an 'equivalent' level of competency is obtained the student will be considered to meet the English Language requirements for admission on the programme.

3. Selection Criteria

- a. If the number of applicants exceeds the number of places available, selection will be made according to a combination of the following criteria:
 - previous learning in biological sciences;
 - work experience in an animal related industry;
 - a commitment to complete the programme;
 - likelihood of success on the programme.
- b. Applicants who meet the maximum number of listed criteria will be the preferred candidates.

4. Selection Process

- a. The Programme Committee has delegated authority to the Programme Leader and Programme Coordinator to select students for admission to the programme.
- b. Applicants may be invited to attend an interview.

5. Requirements for the Award of the Qualification

5.1 Course details: Certificate in Animal Management

To be awarded the Certificate in Animal Management with no endorsement a student must have successfully completed 120 credits as set out in Table 1.

Table 1: Course Details: Certificate in Animal Management

All courses are compulsory.

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Level 4					
4	NSCI4700	Vertebrate Anatomy and Physiology	15	NIL	NIL
4	NSCI4701	Work Experience Practicum	15	NIL	NIL
4	NSCI4703	Animal Business Studies	15	NIL	NIL
4	NSCI4704	Conservation and Animal Management	15	NIL	NIL
4	NSCI4705	Animal Clinical Care	15	NIL	NIL
4	NSCI4733	Contemporary Issues in Animal Management	15	NIL	NIL
Level 5					
5	NSCI5738	Animal Husbandry	15	NIL	NIL
5	NSCI5702	Principles of Animal Behaviour	15	NIL	NIL

5.2 Course details: Certificate in Animal Management (Animal Clinical Care)

To be awarded the Certificate in Animal Management (Animal Clinical Care) a student must have successfully completed 120 credits as set out in Table 2.

Table 2: Course details: Certificate in Animal Management (Animal Clinical Care)

All courses are compulsory.

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Level 4					
4	NSCI4700	Vertebrate Anatomy and Physiology	15	NIL	NIL
4	NSCI4703	Animal Business Studies	15		
4	NSCI4705	Animal Clinical Care	15	NIL	NIL
4	NSCI4710	Clinical Animal Care Practicum	30	NIL	NSCI4705
4	NSCI4711	Veterinary Anaesthetic and Analgesic Procedures	15		NSCI4710 NSCI4700 NSCI4705
4	NSCI4733	Contemporary Issues in Animal Management	15	NIL	NIL
Level 5					
5	NSCI5738	Animal Husbandry	15	NIL	NIL

5.3 Course details: Certificate in Animal Management (Canine Behaviour and Training)

To be awarded the Certificate in Animal Management (Canine Behaviour and Training) a student must have successfully completed 120 credits as set out in Table 3.

Table 3: Course details: Certificate in Animal Management (Canine Behaviour and Training)

All courses are compulsory.

Level	Course No.	Course Name	Credits	Pre-requisites	Restrictions
Level 4					
4	NSCI4700	Vertebrate Anatomy & Physiology	15		
4	NSCI4701	Work Experience Practicum	15		
4	NSCI4723	Canine Training	45		
4	NSCI4722	Canine Behaviour	15		
4	NSCI4733	Contemporary Issues in Animal Management	15		
4	NSCI4738	Canine Health & Husbandry	15		NSCI5738-SA/SB

5.4 Certificate in Animal Management (Captive Wild Animals)

To be awarded the Certificate in Animal Management (Captive Wild Animals) a student must have successfully completed 120 credits as set out in Table 4.

Table 4: Course details: Certificate in Animal Management (Captive Wild Animals)

All courses are compulsory.

Level	Course No.	Course Name	Credits	Pre-requisites	Restrictions
Level 4					
4	NSCI4700	Vertebrate Anatomy & Physiology	15		
4	NSCI4730	Captive Wild Animal Practicum	30		
4	NSCI4731	The Captive Wild Animal Industry	15		
4	NSCI4704	Conservation and Animal Management	15		
4	NSCI4732	Captive Wild Animal Behaviour, Training and Enrichment	15		
4	NSCI4733	Contemporary Issues in Animal Management	15		
Level 5					
5	NSCI5741	Principles of Captive Wild Animal Husbandry	15		

5.5 Certificate in Animal Management (*non-endorsed*)

The Programme Committee may recommend that a student is awarded the CAM (non-endorsed) qualification by completing 120 credits comprising any courses listed in these regulations.

5.6 Progress through the Certificate

- a. Except in exceptional circumstances no student may enrol in courses with a combined total of more than 75 credits in any one semester.
- b. Except in exceptional circumstances the maximum time for completion of the Certificate is three years from the date of first enrolment.

6. Credit Recognition and Exemptions

Specified and unspecified cross credits will be determined on a case-by-case basis in accordance with the generic Certificate Regulations.

7. Assessment

7.1 Assessment basis

All written assessment is achievement based using an 11 point grading scale.

7.2 Calculation of course grades

- a. All student work will be graded using grade related criteria.
- b. The final course grade will be determined by the mathematical aggregation of weighted grades achieved in all summative assessments and reported according to the following scale:

Table 5: 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

- c. Students may be awarded one of the following grades for a course if they meet the criteria described.

Table 6: Grade Criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
DEF	Deferred	The course result has been deferred
CTG	Course	For any course that runs for more than one semester

Grade	Meaning	Criteria
	Continuing	where the student has not yet completed the final summative assessment
R	Restricted Pass	The student has been awarded a restricted pass subject to the definitions within this schedule
W	Withdrawn	If a student withdraws from a course after the 10% date of the course is completed and up to or at the 75% date of the course. No credits earned.
DNC	Did not complete	A student has either withdrawn after the 75% date of the course has been taught or not attempted a compulsory item of assessment within a course. No Credits earned.

7.3 Conditions applying to restricted passes

- a. The Programme Committee may award a 'restricted pass' in a course which was narrowly failed and where the Programme Committee considers that marginal failure is compensated by good overall performance.
- b. Except in exceptional circumstances, no more than one restricted pass may be awarded to any student in this programme.

7.4 Submission and late submission of work

Extensions and Late Submissions

Normally, a Special Assessment Circumstances Form is required for the consideration of extensions. However, shorter extensions may be granted for up to 2 weeks at the discretion of the lecturer who set the assignment if arrangements are made in advance of the hand in date and upon presentation of reasonable evidence. The lecturer may request evidence of work done to date if close to the submission date. A written record of any extensions will be kept by the staff member.

Students who submit items of assessment after the due date and who have not previously arranged an extension may have up to 3 days' grace. However the assignment grade will be capped at a C- or equivalent mark value. No assignment will be marked if later than 3 days.

Word limits

For assessments which specify a word limit, a penalty of 10% may be imposed if the word limit is exceeded by a substantial amount (15% or more).

7.5 Re-sits and resubmissions

Eligibility

Unless in exceptional circumstances, one resit or resubmitted assessment item will be considered per course if by scoring sufficient marks in the single resit or resubmission, a minimum C- grade is achieved in the course overall. Resubmissions will only be considered for assessment items which have been submitted in the first place.

Marks and Grades

Resit/resubmission mark stands but overall course grade is capped at a C grade. A fee will be charged to the student for each resit.

7.6 Assessment in Te Reo Māori

Students wishing to complete assessments using Te Reo Māori must inform their Course Co-ordinator within the first week of the first semester in which the course is delivered. The method of assessment to be used in such circumstances will be approved by the Programme Committee.

7.7 Health and Safety requirements

Students may be exposed to chemical, biological and mechanical hazards as part of their practical experience. As an employee with any organisation sponsoring practical experience, students are required to comply with requirements as to the Health and Safety Employment Act.

It is recommended that all students ensure that they have current tetanus vaccinations.

8. Modified Programme of Study

Students who have successfully completed the Certificate in Animal Management with one endorsement and who wish to enrol on the programme in another endorsement may, at the discretion of the programme committee, be granted up to a maximum of 45 credits from the original programme. The programme committee will determine an appropriate programme of study.

9. Transitional Arrangements

9.1 Transitional arrangement 2015 for Certificate in Animal Management – Canine Behaviour and Training endorsement

NSCI5738-SA/SB will be available for completion purposes only as permitted by the Programme Committee. Students previously enrolled in the Certificate in Animal Management – Canine Behaviour & Training may enrol in either NSCI5738-SA/SB or NSCI4738-SA/SB in order to complete the programme as NSCI5738-SA/SB will still exist under the CAM-GT suite of courses.

This transitional arrangement will expire on 31 December 2015.

10. Commencement

These regulations came into force in Semester 2, 2015.