

PROGRAMME REGULATION

Programme Schedule

Certificate in Business Administration and Computing Level 4

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

1. Regulations for the Certificate

These regulations apply to the Certificate in Business Administration and Computing Level 4 (CertBAd&C4) (Level 4, 60 credits).

2. Programme Specific Admission

2.1 Specific Admission

To be admitted to this programme, applicants must also meet the requirements set out in this schedule.

- All applicants must have the Unitec Certificate in Business Administration and Computing (Level 3), or equivalent.

3. Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied:

- a. have demonstrated the greatest work experience
- b. have demonstrated scholastic success.

Applicants who meet the maximum number of listed criteria will be the preferred candidates.

4. Selection Process

Selection will be made by a subcommittee of the Programme Committee set up for the purpose and with the delegated authority of that committee to offer places to applicants.

5. Requirements for the Award of the Qualification

5.1 Credits and courses

To be awarded a Unitec certificate students must have satisfied the following requirements:

- a. the successful completion of the required total of credits and courses specified in the regulations for the certificate, including the completion of all compulsory courses and any pre and co-requisites specified;
- b. Students must enrol in a minimum of 12 credits in any one calendar year from the date of first enrolment until the certificate is completed.

5.2 Certificate in Business Administration and Computing Level 4

To be awarded the Certificate in Business Administration and Computing Level 4 (Level 4, 60 credits), a student must successfully complete all courses listed in Table 1.

Table 1: Courses for Certificate in Business Administration and Computing Level 4

Level	Course No.	Course Name	Credits
Level 4			
4	ISCG4403	The Business Centre	15
4	ISCG4404	Financial Administration	15
4	ISCG4401	Advanced Business Applications	15
4	ISCG4402	Advanced Document Processing	15

6. Assessment of Prior Learning

Assessment of Prior Learning is available for all courses in this certificate.

7. Assessment

7.1 General

Assessment is achievement based.

7.2 Calculation of course grades

- a. Course grades using an 11-point grading scale are calculated by the mathematical aggregation of weighted assessments using the following conversion:

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

- b. Students may also be awarded one of the following grades where appropriate:

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
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 Restricted Pass

- a. The Programme Committee may at its discretion award a restricted pass to a student who has marginally failed a course and where this failure is compensated by at least a B average in all other courses.
- b. A restricted pass will not be awarded for a prerequisite or corequisite.

7.4 Coursework

The due dates for all summative assessment work will be notified in course information. No extensions will be granted except under the circumstances of Special Assessment.

7.5 Special Assessment Circumstances

A student would be expected to complete 50% of the summative assessment for a course, or to have missed no more than one summative assessment, to be eligible for consideration. Within any semester, a student may have only one **Special Assessment** per course, except in exceptional circumstances where permission may be granted by the Programme Leader.

8. Commencement

These regulations came into force in Semester 2, 2015.