

PROGRAMME REGULATIONS

Programme Schedule

Certificate in Liaison Interpreting

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

1. Programme Schedule

- 1.1 This schedule applies to the Certificate in Certificate in Liaison Interpreting (CertLiaisInterp) (Level 6, 60 credits).

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:

- be at least 18 years of age when they begin study on the programme
- have a minimum of 4 years secondary schooling
- provide evidence of an excellent/ native proficiency in a language other than English

Mother tongue or LOTE (Language Other Than English)

In order to demonstrate language competence in a mother tongue or LOTE, an applicant must:

- Have completed high school study in a mother tongue or LOTE as the language of instruction AND/OR
- Have a degree in a mother tongue or LOTE as a major AND/OR
- Be able to provide evidence or proof of oral and written language proficiency in a mother tongue or LOTE in the form of two reference letters from their community or someone of standing from an educational institution who speaks their language. These letters will be subject to verification.

English language requirements

In addition to Unitec's English Language Requirements, applicants are required to have achieved a minimum standard of English as follows:

- a. Successful study at NZQA Level 5 or above in English medium, OR
- b. An overall IELTS (Academic) score of at least 6.5 with no band score less than 6.0, OR
- c. An overall TOEFL pBT (Paper Based Test) score of 575 (plus essay TWE of 4.5) or an overall TOEFL iBT (Internet Based Test) score of 90 (plus writing score of 21), OR
- d. the Unitec Graduate Certificate in English as an Additional Language, or
- e. Evidence of achievement in English at a level equivalent to the above.

3. Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied. The criteria are not ranked in any order. Applicants who meet the greatest number of criteria will be the preferred applicants.

The applicant has:

- Work or other experience relevant to the programme.
- Academic qualifications in excess of those identified in the general or programme specific regulations
- English language and LOTE proficiency levels in excess of those identified in the general or programme specific regulations
- A letter of recommendation from a community organisation or workplace
- A language background that best meets the needs of the community's demographics and ethnic population.

4. Selection Process

All applicants will be interviewed.

Selection will be made by a subcommittee of the Discipline 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 Certificate in Liaison Interpreting

To be awarded the Certificate in Liaison Interpreting (CertLiaisInterp) (Level 6, 60 credits) a student must

- pass every component of each assessment and

- attend at least 80% of the course unless absenteeism is approved .

5.2 Course details

Table 1: Course Details: Compulsory and Elective Courses

Compulsory courses are shown in **bold**.

Elective courses are shown in *italics*.

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Level 6				
LANG6200	Liaison Interpreting	60		

6. Assessment

6.1 Assessment basis

6.2 Calculation of course grades

- a. Course grades for competency based assessment will be reported according to the following criteria:

Table 2: Course Grades

Grade	Status
M	Merit Pass
P	Pass
NC	Not Yet Competent

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

Table 2: Grade Criteria

Grade	Meaning	Criteria
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.

6.3 Conditions applying to restricted passes

Restricted passes are not available for courses in this programme.

6.4 Submission / Late submission of assessments

No late work will be accepted for marking unless a Special Assessment Circumstance form has been submitted to the course co-ordinator, as per the Academic Statute.

6.5 Resits and re-submissions

- a. A resit is permitted in this programme for the final 50% assessment, providing a request for a resit is made in writing within one week of receiving their final

assessment results and only if the fail grade is no less than, and including, 46%.
A resit will only merit a pass grade.

- b. Resubmission is available for coursework / online assignments.
- c. The maximum possible grade for a resubmission shall be 'P'.

7. Commencement

These regulations came into force in Semester 2, 2015.