

PROGRAMME REGULATIONS

New Zealand Diploma in Landscape (Design) (Level 5)

To be read in conjunction with the Unitec Academic Statute, Academic and Programme Management policy, and other relevant policies.

1. Introduction

These programme regulations apply to New Zealand Diploma in Landscape (Design) (Level 5), leading to the qualification New Zealand Diploma in Landscape (Level 5) with strands in Design and Construction (120 credits).

These regulations come into effect from *Semester 1, 2019*.

2. Admission Requirements

2.1 Admission

2.1.1 To be admitted to this programme, all applicants must meet Unitec's language entry requirements (see 2.5)

AND

2.1.2 Meet admission requirements under one of the following provisions:

a. General Admission (see 2.2)

OR

b. Special Admission (see 2.3)

OR

c. Discretionary Admission (see 2.4)

2.2 General Admission

To be admitted to this programme, applicants must

- have gained a total of 48 credits in best four subjects at Level 2
- Or
- have completed New Zealand Certificate in Horticulture Services (Level 4)
- Or
- provide evidence of equivalent knowledge and skills

2.3 Special Admission

Applicants may be granted Special Admission if they have

- a. attained the age of 20 years on or before the first day of the semester in which study for the Diploma 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.

2.4 Discretionary Admission

2.4.1 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 Certificate is to commence may apply for discretionary admission.

2.4.2 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 level 5 required by the New Zealand Diploma in Landscape (Design).

2.5 English Language Admission Requirements

2.5.1 General English Language requirements

Domestic applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 2 in English.

2.5.2 English Language entry requirements for international students.

International applicants must meet the English Language Entry Requirements stated in the Unitec Admission Requirement Policy.

3. Selection Criteria & Selection Process

3.1 Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available a selection process will be implemented, which may involve an interview (remotely or in person). Those who are judged (eg on motivation, commitment and/or relevant prior knowledge or experience) as having the strongest chance of succeeding in the programme will be selected.

3.2 Selection Process

Selection will be made by a subcommittee set up for the purpose with the delegated authority to offer places to applicants. The subcommittee will select students on the basis of written information supplied on the enrolment form and any information gained from an interview.

4. Requirements for the Award of the Qualification

4.1 Credit Accumulation

- a. To be awarded the *New Zealand Diploma in Landscape (Design) (Level 5)*, a student must successfully complete all courses listed in Table 1 below and accumulate a minimum of 120 credits.
- b. Students may be awarded credit through cross credits (as specified in clause 5 below),

4.2 Progress through the Diploma

4.2.1 No student may enrol for more than 80 credits in any one semester or more than 36 credits in a summer semester.

4.2.2 Except in exceptional circumstances, the maximum time for completion of the Diploma is five years from the date of first enrolment.

Table 1: Course Schedule for the New Zealand Diploma in Landscape (Design) (Level 5)

Course no.	Course name	Level	Credits	Pre-requisites	Co-requisites
LAND4113	Design Studio	4	15	none	none
LAND5213	Representation	5	15	none	none
LAND5214	Design Studio Extended	5	15	none	none
LAND5401	Plants & Ecology	5	15	none	none
LAND5111	Landscape History	5	15	none	none
LAND5215	CAD Documentation	5	15	none	none
LAND5222	Studio Two	5	30	none	none

5. Credit Recognition

5.1 Cross Credit

5.1.1 Cross credits and credit transfer decision will be made on a case-by-case basis in accordance with the Unitec Credit Recognition Policy

5.2 Assessment of Prior Learning (APL)

Assessment of Prior Learning (APL) is available for all courses. APL decisions will be made on a case-by-case basis as per Unitec Assessment of Prior Learning Policy and procedures.

6 Assessment Regulations

6.1 General

The student must obtain at least 50% overall to pass a course.

6.2 Summative Assessment Work

6.2.1 The due dates for all summative assessment work will be notified to students at the commencement of each course, and made available online via Moodle. A late-submission policy exists

Granting of an extension of time for assessments, without penalty, is managed through the SAC process, covered in section 6.7 of these regulations. This refers to situations in which the student is unable to meet deadlines due to extenuating circumstances.

6.3 Resits and resubmissions will be considered as follows:

- Students who receive a fail grade may be permitted to resubmit an assessment at the discretion of the Course Co-ordinator.
- Resubmissions are not available for work that fails due to lateness.
- Only one resit or resubmission is available for any assessment.
- The maximum possible grade for a resit or resubmission shall be C-.

6.4 Assessment in Te Reo

Students wishing to complete assessments using Te Reo Māori may do so as per Unitec Assessment in Te Reo Māori Policy.

6.5 Assessment basis

All summative assessment events are achievement-based, using an 11-point grading scale.

6.6 Course grades / Calculation of course grades

Course grades are calculated by the mathematical aggregation of weighed assessment marks. The following course grades (Table 2, Table 3) will be awarded to students who obtained the designated marks:

Table 2: Course Grades

Grade	Percentage	Results
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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

Table 3: Administrative Grades

Grade	Meaning	Criteria
CR	Credit Recognition	Credit earned through Cross Credit from another qualification and/or through the Assessment of Prior Learning.
DEF	Deferred	Where a student can, with the approval of the Programme Framework Committee, complete a course assessment beyond the scheduled date. Unless an exception to this is approved by the Programme Framework Committee, 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.
R	Restricted Pass	The student has been awarded a restricted pass subject to clause 7.6 of this schedule
W	Withdrawn	W is recorded if a 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.
DNC	Did Not Complete	DNC 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.

6.7 Special Assessment Circumstances

Students whose performance in a summative assessment being affected by factors beyond the control of the student may apply for Special Assessment Circumstances in accordance with the relevant section of the Academic and programme Management Policy.

6.8 Conditions applying to restricted passes

A 'restricted pass' may be awarded for a course that was narrowly failed and where the marginal failure is compensated by good overall performance.

Except in exceptional circumstances, no more than one restricted pass may be awarded to any student in this programme.

6.9 Repeating Courses

Students may fail a course twice. Beyond this (ie for a 3rd time enrolment), permission must be sought from the Framework Programme Committee, acting on recommendation of the Academic Leader.

6.10 Appeals

Students may appeal the decisions made under these regulations in accordance with the relevant section of the Academic and Programme Management Policy.

7 Transition Arrangements

Students who are studying towards the Unitec Diploma in Landscape design (Level 5) will be able to transition to this new programme through credit recognition. The credit recognition applications will be reviewed on a case by case basis, with no student being disadvantaged.

This provision applies for those students who have not yet completed the programme. The replacing programme will operate until the end of Semester 1, 2018. The last opportunity to graduate with the Diploma in Landscape Design (Level 5) (240 credits) will be 31 December 2018.