PROGRAMME REGULATIONS

Programme Schedule

Diploma in Veterinary Nursing

To be read in conjunction with the Diploma Generic Regulations.

1. Programme Schedule

This Programme Schedule applies to the UNITEC Diploma in Veterinary Nursing (DipVetN) (Level 6, 240 credits) and the exit award Certificate in Animal Management (Animal Clinical Care).

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 Diploma Generic Regulations:

a. be at least 16 years of age when the programme begins (or provide a completed Early Release Exemption form, which you can obtain from your local Ministry of Education office); and

b. have completed 60 NCEA credits at level 2; including at least 12 NCEA credits in a relevant science subject at level 1 or above; or

c. have an appropriate qualification at level 3 or higher.

3. Selection

In circumstances where there are more applicants meeting the admission criteria than there are places available, the following selection processes will be used.
3.1 **Selection criteria**
Preference will be given to applicants who:

a. hold academic qualifications at or above the minimum requirement for diploma entry,

b. hold academic qualifications in science;

c. have work, or other experience, in veterinary clinical or related animal organisation;

d. can demonstrate a strong commitment to succeed on the programme.

These criteria are not ranked in any order. Applicants who meet the greatest number of criteria will be the preferred applicants.

3.2 **Selection process**
Selections will be made by a sub-committee of the Programme Committee set up for the purpose and with the delegated authority of that Committee to offer places to students.

The sub-committee will select applicants on the basis of written information supplied on the enrolment form and an interview.

4. **Requirements for the Award of the Qualification**

4.1 **Diploma in Veterinary Nursing**
To be awarded the Diploma in Veterinary Nursing a student must successfully complete 240 credits according to the information set out in Table 1 and the courses shown in Table 2. All courses are compulsory, the second year of study can be completed part time as described in Table 3 below. Students entering the level 6 Unitec DipVetN who successfully complete the first year but are unable to continue may be awarded an exit award of the CAM (ACC).

**Table 1: Credit Accumulation**

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>90 credits</td>
</tr>
<tr>
<td>Level 5</td>
<td>45 credits</td>
</tr>
<tr>
<td>Level 6</td>
<td>105 credits</td>
</tr>
<tr>
<td>Total</td>
<td>240 credits</td>
</tr>
</tbody>
</table>

4.2 **Course details**

**Table 2: Course Details:**

Compulsory courses are shown in **bold**.

<table>
<thead>
<tr>
<th>Level</th>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
<th>Pre-requisites</th>
<th>Co-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 – All courses are Compulsory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>NSCI4700</td>
<td>Vertebrate Anatomy</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physiology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level</td>
<td>Course No.</td>
<td>Course Name</td>
<td>Credits</td>
<td>Pre-requisites</td>
<td>Co-requisites</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>---------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>NSCI4705</td>
<td>Animal Clinical Care</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>NSCI4710</td>
<td>Clinical Animal Care Practicum</td>
<td>30</td>
<td>NSCI4705</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>NSCI4711</td>
<td>Veterinary Anaesthetic and Analgesic Procedures</td>
<td>15</td>
<td>NSCI4700,</td>
<td>NSCI4710, NSCI4705</td>
</tr>
<tr>
<td>4</td>
<td>NSCI4703</td>
<td>Animal Business Studies</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>NSCI4733</td>
<td>Contemporary Issues in Animal Management</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Level 5</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>NSCI5738</td>
<td>Animal Husbandry</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total credits for Year 1</strong></td>
<td>120</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Year 2 – All courses are Compulsory (Part time study option available)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Level 5</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>NSCI5504</td>
<td>Veterinary Laboratory Procedures</td>
<td>15</td>
<td>NSCI4700 or NSCI5102</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Level 6</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>NSCI6100</td>
<td>Veterinary Medical &amp; Surgical Care</td>
<td>15</td>
<td>NSCI4705 and NSCI4733 or NSCI 5734</td>
<td>NSCI6101</td>
</tr>
<tr>
<td>6</td>
<td>NSCI6101</td>
<td>Veterinary Medical &amp; Surgical Care Practicum</td>
<td>30</td>
<td>NSCI4700 and NSCI4705 and NSCI4710 and NSCI4711</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>NSCI6102</td>
<td>Animal Disease &amp; Pharmacology</td>
<td>15</td>
<td>NSCI4700 or NSCI5102 and NSCI4733 or NSCI5734</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>NSCI6103</td>
<td>Veterinary Imaging</td>
<td>15</td>
<td>NSCI4700 or NSCI5102</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>NSCI6731</td>
<td>Companion Animal Behaviour²</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>NSCI6732</td>
<td>Animal Health and Welfare</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total credits for Year 2</strong></td>
<td>120</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total credits</strong></td>
<td>240</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table 3: Course Details for Part Time study:

Compulsory courses are shown in bold.

<table>
<thead>
<tr>
<th>Level</th>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
<th>Pre-requisites</th>
<th>Co-requisites</th>
<th>Part time Yr 1</th>
<th>Part time Yr 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>NSCI 5504</td>
<td>Veterinary Laboratory Procedures</td>
<td>15</td>
<td>NSCI4700 or NSCI5102</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Level 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>NSCI 6731</td>
<td>Companion Animal Behaviour</td>
<td>15</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>NSCI 6103</td>
<td>Veterinary Imaging</td>
<td>15</td>
<td>NSCI4700 or NSCI5102</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>NSCI 6100</td>
<td>Veterinary Medical and Surgical Care</td>
<td>15</td>
<td>NSCI4705</td>
<td>NSCI6101</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>6</td>
<td>NSCI 6101</td>
<td>Veterinary Medical and Surgical Care</td>
<td>30</td>
<td>NSCI4710</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>6</td>
<td>NSCI6732</td>
<td>Animal Health and Welfare</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>6</td>
<td>NSCI 6102</td>
<td>Animal Disease and Pharmacology</td>
<td>15</td>
<td>NSCI4700 or NSCI5102</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

4.3 Attendance

Students must attend 100% of the Clinical Practicum. Attendance at practical assessments is as directed on the relevant course information. Students are required to produce a Special Assessment Circumstances (SAC) and relevant evidence for all practical coursework that is missed.

4.4 Practical Requirement

Year 1: (shift work may apply).

- On Site: students must complete a minimum of 120 hours at Vet Care Unitec and complete a minimum of 80 hours in an external clinic of their choice, by the end of the academic year.
- Distance: students must complete a minimum of 40 hours at Vet Care Unitec and complete a minimum of 160 hours in an external clinic of their choice, by the end of the academic year.

Year 2: (shift work may apply)

- On Site: students must complete a minimum of 120 hours at the Veterinary Specialist Group (VSG), as well as 120 hours of attendance in a private external veterinary clinic. Of this, at least 50% of external hours must be in a “first opinion” veterinary practice.
- Distance: students must complete a minimum of 80 hours at the Veterinary Specialist Group (VSG), as well as 160 hours of attendance in a private
external veterinary clinic. Of this, at least 50% of external hours must be in a “first opinion” veterinary practice.

All clinical work must be completed by the end of the programme of study to ensure verification of practical capability within a clinical setting. Individual students may be required to do additional time to achieve the required standard, as indicated by the specific course information.

External clinics may be subject to approval by the course coordinator, before commencing work placement.

5. Credit Recognition and Exemptions

5.1 Credit recognition from Certificate in Animal Management (Animal Clinical Care) (Captive wild Animals), (Animal Welfare), (Canine Behaviour & Training).

a. Credit recognition will be determined on a case by case basis by the Programme Committee in accordance with the DiplomaGeneric Regulations.

b. Students who hold a Unitec level 4 Certificate in Animal Management (CAM) may apply and be granted credit recognition from CAM into the DipVetN, at the discretion of the programme committee, as shown in Tables 4-7.

Table 4: Level 4 and 5 courses from Certificate in Animal Management (Animal Clinical Care) which may be credited into the DipVetN, Total 120 credits

<table>
<thead>
<tr>
<th>Levels</th>
<th>Course No</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>NSCI 4700</td>
<td>Vertebrate Anatomy Physiology</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>NSCI 4705</td>
<td>Animal Clinical Care</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>NSCI 4710</td>
<td>Clinical Animal Care Practicum</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>NSCI 4711</td>
<td>Veterinary Anaesthetic and Analgesic Procedures</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>NSCI 4703</td>
<td>Animal Business Studies</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>NSCI 4733</td>
<td>Contemporary Issues in Animal Management</td>
<td>15</td>
</tr>
<tr>
<td>5</td>
<td>NSCI 5738</td>
<td>Animal Husbandry</td>
<td>15</td>
</tr>
</tbody>
</table>

Table 5: Level 4 and 5 courses which may be credited from Certificate Animal Management (Captive Wild Animals) into the DipVetN, Total 30 credits

<table>
<thead>
<tr>
<th>Levels</th>
<th>Course No</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>NSCI 4700</td>
<td>Vertebrate Anatomy Physiology</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>NSCI 4733</td>
<td>Contemporary Issues in Animal Management</td>
<td>15</td>
</tr>
</tbody>
</table>

Table 6: Level 4 and 5 courses which may be credited from non-endorsed Certificate Animal Management, Total 75 credits

<table>
<thead>
<tr>
<th>Levels</th>
<th>Course No</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>NSCI 4700</td>
<td>Vertebrate Anatomy Physiology</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>NSCI 4705</td>
<td>Animal Clinical Care</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>NSCI 4703</td>
<td>Animal Business Studies</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>NSCI 4733</td>
<td>Contemporary Issues in Animal Management</td>
<td>15</td>
</tr>
<tr>
<td>5</td>
<td>NSCI 5738</td>
<td>Animal Husbandry</td>
<td>15</td>
</tr>
</tbody>
</table>
Table 7: Level 4 and 5 courses which may be credited from Certificate Animal Management (Canine Behaviour and Training), Total 60 credits

<table>
<thead>
<tr>
<th>Levels</th>
<th>Course No</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>NSCI 4700</td>
<td>Vertebrate Anatomy Physiology</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>NSCI 4703</td>
<td>Animal Business Studies</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>NSCI 4733</td>
<td>Contemporary Issues in Animal Management</td>
<td>15</td>
</tr>
<tr>
<td>5</td>
<td>NSCI 5738</td>
<td>Animal Husbandry</td>
<td>15</td>
</tr>
</tbody>
</table>

6. Assessment

6.1 Assessment basis

a. All assessment is achievement based using an 11 point grading scale.
b. Requirements to pass individual assessment items within each course are detailed in the course outlines.

6.2 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 summative assessments and reported according to the following scale:

Table 8: Course Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90 – 100</td>
<td>Pass</td>
</tr>
<tr>
<td>A</td>
<td>85 – 89</td>
<td>Pass</td>
</tr>
<tr>
<td>A-</td>
<td>80 – 84</td>
<td>Pass</td>
</tr>
<tr>
<td>B+</td>
<td>75 – 79</td>
<td>Pass</td>
</tr>
<tr>
<td>B</td>
<td>70 – 74</td>
<td>Pass</td>
</tr>
<tr>
<td>B-</td>
<td>65 – 69</td>
<td>Pass</td>
</tr>
<tr>
<td>C+</td>
<td>60 – 64</td>
<td>Pass</td>
</tr>
<tr>
<td>C</td>
<td>55 – 59</td>
<td>Pass</td>
</tr>
<tr>
<td>C-</td>
<td>50 – 54</td>
<td>Pass</td>
</tr>
<tr>
<td>D</td>
<td>40 – 49</td>
<td>Fail</td>
</tr>
<tr>
<td>E</td>
<td>0 - 39</td>
<td>Fail</td>
</tr>
</tbody>
</table>
c. Students may be awarded one of the following grades for a course if they meet the criteria described.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Credit Recognition</td>
<td>The student has applied for and been awarded a credit recognition from another qualification</td>
</tr>
<tr>
<td>DEF</td>
<td>Deferred</td>
<td>The course result has been deferred</td>
</tr>
<tr>
<td>CTG</td>
<td>Course Continuing</td>
<td>For any course that runs for more than one semester where the student has not yet completed the final summative assessment.</td>
</tr>
<tr>
<td>DNC</td>
<td>Did not complete</td>
<td>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.</td>
</tr>
<tr>
<td>R</td>
<td>Restricted Pass</td>
<td>The student has been awarded a restricted pass subject to clause 7.3 of this schedule</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>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.</td>
</tr>
</tbody>
</table>

6.3 Restricted pass

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 (See Academic statute 1.28).

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

c. Except in exceptional circumstances, a restricted pass will not be awarded for a course that is a compulsory or pre-requisite course.

6.4 Coursework 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 two 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).
6.5 **Resits 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.

6.6 **Assessment in Te reo Māori**

Students wishing to complete assessments using Te reo Māori must inform their Course Coordinator 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.

6.7 **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.

7. **Commencement**

These regulations came into force in Semester 2, 2015.