

# PROGRAMME REGULATIONS

## Programme Schedule

### Graduate Diploma in Not-For-Profit Management

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

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#### 1. Programme Schedule

The Schedule applies to the Graduate Diploma in Not for Profit Management (GDipNFP), Level 7 Credits 120.

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#### 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 Graduate Diploma Generic Regulations:

- a. Have at least three years' experience within the Not-for-Profit sector, and
- b. Be currently in paid or voluntary employment within the Not-for-Profit sector in a management position.
- c. Applicants who are studying outside New Zealand and in locations where English language testing is not available, may be deemed to have met the English language requirements if they are able to demonstrate written and oral language skills such that a representative of the programme committee is assured of their ability to meet course work and assessment requirements.

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#### 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 good interpersonal skills (listening skills, the ability to work co-operatively with colleagues and team members);
- b. have demonstrated the greatest work experience

- c. have respect for others and ability to work in a confidential manner;
- d. have effective time management;
- e. have recognition of, and respect for, differences of race, culture, gender, class, age, ability and values in relationships with others;
- f. have an ability to acknowledge and identify strengths and weaknesses;
- g. have high self-motivation.

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

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## 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.

Applicants may be required to provide a written submission and attend an in-person or telephone interview with a representative or representatives of the Programme Committee.

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## 5. Requirements for the Award of the Qualification

### 5.1 Credit Accumulation Table

**Table 1: Credit Accumulation**

Course Level	Number of Credits
Level 5	15 credits (Compulsory)
Level 7	105 credits (Compulsory)
Level 7	A minimum of 15 credits (Electives)
Total	Credits must equal or exceed 120

### 5.2 Graduate Diploma in Not for Profit Management

To be awarded the Graduate Diploma in Not-For-Profit Management (Level 7, 120 credits) a student must successfully complete 120 credits from the courses listed in Table 2.

The Elective course is shown in *italics*.

#### 5.2.2 Graduate Diploma in Not-For-Profit Management (both compulsory and elective)

**Table 2**

Level	Course No.	Course Name	Credits	Prerequisites
<b>Compulsory Courses</b>				
5	CSTU5010	Values Based Management and Leadership	15	

Level	Course No.	Course Name	Credits	Prerequisites
7	CSTU7010	Leading and Facilitating Teams	15	
7	CSTU7020	Financial Management in the Not for Profit Sector	15	CSTU5010
7	CSTU7030	Community Funding and Entrepreneurship	15	CSTU5010
7	CSTU7040	People Motivation, Management and Volunteerism	15	CSTU5010
7	CSTU7050	Governance, Strategy and Stewardship	15	CSTU5010
7	CSTU7060	Influencing Public Policy and Social Change	15	CSTU5010
8	CSTU8030	Leading Change	15	CSTU5010, and additional 45 credits
<b>Replacement Option</b>				
7	CSTU7070	<i>Negotiated Special Project*</i>	15	CSTU5010

**5.3** A student may enter **CSTU7070** as a replacement for one of the following:

- CSTU7020
- CSTU7030, or
- CSTU7040

Students entering CSTU7070 must be able to demonstrate to the Programme Committee that they have capabilities and experience in the not for profit sector.

#### **5.4 Approval of study plans**

Students Enrolled before 2010 will be required to have a modified plan of study approved by the Graduate Diploma in Not for Profit Management Committee.

#### **5.5 Alternative courses for 2010 and 2011**

The students enrolled prior to Semester 1, 2010 will be eligible to enrol in the following courses subject to Programme Committee approval.

This transitional arrangement will expire in December 2013.

**Table 3:**

Course Number	Course Name	Credits	Prerequisites
CSTU7950	Professional Practice Portfolio	6	30 credits

#### **5.6 Restriction Table**

Students who have completed a similar course cannot re-enrol in its new variation.

**Table 4:**

Old Courses		New Courses	
CSTU5700	Culture and Values of the Not for Profit Sector	CSTU5010	Values Based Management and Leadership
CSTU7750	Facilitation, Small Team Leadership, Negotiation	CSTU7010	Leading and Facilitating Teams
CSTU6840	Not for Profit Accounting and Financial Management	CSTU7020	Financial Management in the Not for Profit Sector
CSTU7850	Community Funding and Entrepreneurship	CSTU7030	Community Funding and Entrepreneurship
CSTU7820	Volunteerism, Employee Motivation and Management	CSTU7040	People Motivation, Management and Volunteerism
CSTU7760	Governance	CSTU7050	Governance, Strategy and Stewardship
CSTU7810	Ethical Management of Change	CSTU8030	Leading Change

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## 6. Credit Recognition and Exemptions

- Specified and unspecified credit recognition will be determined on a case-by-case basis in accordance with the graduate diploma regulations.
- Cross credits will not be awarded for CTSU570 Culture and Values of the Not-For-Profit Sector.

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## 7. Assessment of Prior Learning

Assessment of Prior Learning is available for all courses in this programme except CSTU5010.

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## 8. Assessment

### 8.1 Assessment basis

Assessment is achievement based using a 4 point achievement based grading scale.

## 8.2 Grade allocation

- a. All summative assessment will be reported in the following terms:

Grade	Description
A	Pass with distinction
B	Pass with merit
C	Pass
D	Fail

- b. Course grades are formulated by the aggregation of weighted assessment grades within a course.
- c. To be considered for a pass grade, students must, unless a Special Assessment Circumstance application has been approved by the Programme Committee:
- submit all assessment events
  - attend a minimum of 80% of scheduled course classes
- d. Students may be awarded one of the following grades for a course if they meet the criteria described.

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
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.
R	Restricted Pass	The student has been awarded a restricted pass subject to clause G3 of 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

## 8.3 Restricted passes

No restricted passes will be awarded for courses in this diploma.

## 8.4 Resits and resubmissions

- a. All resits and resubmissions will be carried out in a specified time period from the time the original assessment was returned, or results made available.
- b. Resits and resubmission are only available for failed assignments. Only one resit or resubmission is available for each assessment event.
- c. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.
- d. The maximum grade for any resit/resubmission of assessment is C.

### **8.5 Late submissions**

Extensions to due dates for assignments may be made at the discretion of the Programme Leader **prior to the due date**.

Assignments which are submitted up to two weeks late without negotiation and approval by the Programme Leader will be marked, but cannot achieve more than a C grade. Assignments more than 14 days late, without agreement and approval from the Programme Leader before the due date, will not be marked and will be recorded as "Did Not Complete".

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## **9. Commencement**

These regulations came into force in Semester 1, 2014.