

PROGRAMME REGULATIONS

Programme Schedule

New Zealand Diploma in Business

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

1 Regulations for the Diploma

This Schedule applies to the New Zealand Diploma in Business (NZDipBus) (Level 6, 240 credits); including the exit/milestone award Unitec qualification, Diploma in Business Studies (Level 5, 120 credits).

2 Programme Admission Requirements

2.1 Specific Admission

The General Admission requirements and the English Language Entry Admission requirements set out in the Diploma Generic Regulations do not apply to this programme; all applicants must meet the requirements stated in the sections below. Applicants must have:

- a. a minimum of 14 numeracy credits at level 1 or higher in Mathematics or Pangarau on the Directory of Assessment Standards; **and**
- b. 50 NCEA credits at level 2 or above with at least 12 credits in each of three subjects, including a minimum of 8 literacy credits at level 2 or higher in English or Te Reo Māori; of which 4 credits must be in reading and 4 credits must be in writing. The literacy credits will be selected from a schedule of approved achievement standards and unit standards found on the NZQA website at [Literacy requirements for University Entrance](#);
- c. **or** equivalent to the above;
- d. **or** New Zealand University Entrance.

2.2 English Language Entry

International students for whom English is not a first language must either

- a. meet one of the English language proficiency outcomes defined below:
 - IELTS Academic score of 6 with no band score lower than 5.5;

- TOEFL Paper-based test (pBT) score of 550 (with an essay score of 5 TWE);
 - TOEFL Internet-based test (iBT) score of 60 (with a writing score of 20);
 - University of Cambridge ESOL Examinations FCE with a pass at Grade B or CAE with a score of 52;
 - NZCEL Level 5 with the Academic endorsement;
 - Pearson Test of English (Academic) score of 50;
 - City & Guilds IESOL B2 Communicator with a score of 66; **or**
- b. complete two years study at a New Zealand secondary school and achieve either NCEA Level 3 or New Zealand University Entrance or both.

3 Selection

3.1 Selection criteria

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

- a. Relevant work experience;
- b. Exceeding the minimum entry requirements;
- c. Commitment to all aspects of the programme.

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

3.2 Selection process

- a. 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.
- b. Applicants may be invited to attend an interview.

4 Requirements for the Award of the Qualification

4.1 Credits and courses

To be awarded a testamur from Unitec students must:

- a. have successfully completed the required total of credits and courses specified in section 6, including the completion of required core courses and any pre and co-requisites specified;
- b. have gained a minimum of 140 credits required for the award of the diploma from courses studied at Unitec;
- c. be enrolled in the New Zealand Diploma in Business at Unitec at the time the programme is completed;
- d. have gained, before enrolling at another institution, permission from the Programme Leader to enrol in New Zealand Diploma of Business courses at another institution should the need arise.

4.2 New Zealand Diploma in Business

A student studying NZDipBus has completed the qualification when they have successfully completed the pattern of courses as set out in Table 1 and meet the specified number and levels of credits below:

- achieved 240 credits in total of which 80 credits are at level 6;
- completed six of the seven core prescriptions;
- completed no more than 60 credits at level 4.

For version three, a minimum of 60 credits at level 6 must relate to assessed national NZDipBus prescriptions (as opposed to credit transfer or assessment of local prescriptions).

Only the prescriptions numbered 400 to 699 may be used towards version three of the qualification.

Table 1: Courses for the New Zealand Diploma in Business

| Course No | Course Name | Level | Credit | Prerequisites | Restrictions |
|---|--------------------------------------|-------|--------|---|--------------|
| Choose SIX of the following compulsory courses | | | | | |
| ALAFNZ500 | Accounting Principles | 5 | 20 | | ALAFNZ400 |
| ALAFNZ510 | Introduction to Commercial Law | 5 | 20 | Minimum of 2 NZDipBus courses | ALAFNZ110 |
| ALAFNZ520 | The Economic Environment | 5 | 20 | | ALAFNZ120 |
| APMGNZ530 | Organisation and Management | 5 | 20 | | ALAFNZ130 |
| COMMNZ560 | Business Communication | 5 | 20 | | COMMNZ140 |
| APMGNZ541 | Fundamentals of Marketing | 5 | 20 | | APMGNZ141 |
| ISCGNZ550 | Business Computing | 5 | 20 | | ISCGNZ150 |
| Choose SIX of the following elective courses with at least FOUR at level 6 (may choose up to three courses at level 4 including a level 4 core course) | | | | | |
| LANGNZ469 | Academic skills for Business Studies | 4 | 20 | | |
| ALAFNZ430 | Quantitative Business Methods | 4 | 20 | | ALAFNZ160 |
| ALAFNZ501 | Accounting Practices | 5 | 20 | ALAFNZ500 or ALAFNZ400 or ALAFNZ100 | ALAFNZ101 |
| ALAFNZ601 | Financial Accounting | 6 | 20 | (ALAFNZ500 or ALAFNZ400 or ALAFNZ100) and | ALAFNZ201 |

| | | | | | |
|-----------|--|---|----|--|-----------|
| | | | | (ALAFNZ501 or ALAFNZ101) | |
| ALAFNZ602 | Management Accounting | 6 | 20 | (ALAFNZ500 or ALAFNZ400 or ALAFNZ100) and (ALAFNZ501 or ALAFNZ101) | ALAFNZ202 |
| ALAFNZ603 | Business Finance | 6 | 20 | ALAFNZ500 or ALAFNZ400 or ALAFNZ100 | ALAFNZ203 |
| ALAFNZ606 | Taxation | 6 | 20 | ALAFNZ500 or ALAFNZ400 or ALAFNZ100 | ALAFNZ206 |
| APMGNZ435 | Fundamentals of Small Business Management | 4 | 20 | | |
| APMGNZ631 | Strategic Planning for Small Business | 6 | 20 | APMGNZ435 or APMGNZ115 | |
| APMGNZ630 | Leadership | 6 | 20 | APMGNZ530 or APMGNZ130 | APMGNZ230 |
| APMGNZ632 | Operations Management | 6 | 20 | APMGNZ530 or APMGNZ130 | APMGNZ232 |
| APMGNZ633 | Human Resource Management | 6 | 20 | APMGNZ530 or APMGNZ130 | APMGNZ233 |
| APMGNZ635 | Employment Relations | 6 | 20 | | APMGNZ235 |
| APMGNZ636 | Applied Management | 6 | 20 | APMGNZ530 or APMGNZ130 | APMGNZ236 |
| APMGNZ648 | Marketing Planning and Control | 6 | 20 | APMGNZ541 or APMGNZ141 | APMGNZ248 |
| ISCGNZ650 | Applied Computing | 6 | 20 | Any relevant pre-knowledge | ISCGNZ250 |
| ALAFNZ570 | Introduction to Banking and Financial Services | 5 | 20 | ALAFNZ520 | ALAFNZ170 |
| ALAFNZ576 | International Trade and Finance | 5 | 20 | ALAFNZ520 | |

5 Exit/Milestone Award – Diploma in Business Studies (Level 5, 120 credits)

Students who have completed a total of six NZDipBus courses (120 credits) with a minimum of 80 credits at level 5 or above, as set out in Table 2 or the course

equivalency table - Table 3, may apply for and be awarded a Diploma in Business Studies (level 5, 120 credits), provides they:

- a. have gained a minimum of 80 credits required for the award of the exit/milestone diploma from courses studied at Unitec;
- b. have gained, before enrolling at another institution, permission from the Programme Leader to enrol in New Zealand Diploma of Business courses at another institution should the need arise.

6 Credit Transfer

6.1 Credit transfer may be:

For NZDipBus 'version three', a student may be credited with a maximum of four prescriptions (80 credits) through credit transfer and unspecified credit. These 80 credits may include:

- a. a maximum of up to four national prescriptions through specified credit transfer (80 credits).
- b. a maximum of one unspecified credit transfer (20 credits)
- c. a maximum of two local prescriptions as unspecified credit (40 credits).

A minimum of 60 credits at level 6 must relate to assessed national NZDipBus prescriptions (as opposed to credit transfer or assessment in local prescriptions).

- 6.1.1 The following six options are available for achieving the version three maximum of four prescriptions (80 credits) by credit transfer and unspecified credits:

Table 2: Version three options for credit transfer and assessment of local prescriptions

| | Specified transfer from other qualifications | Unspecified credit transfer - NZDipBus graduate profile | Assessment for local prescription(s) |
|-----------------|--|---|--------------------------------------|
| Option 1 | 4 prescriptions (80 cr) | Nil | Nil |
| Option 2 | 3 prescriptions (60 cr) | 1 prescription (20 cr) | Nil |
| Option 3 | 3 prescriptions (60 cr) | Nil | 1 prescription (20 cr) |
| Option 4 | 2 prescriptions (40 cr) | 1 prescription (20 cr) | 1 prescription (20 cr) |
| Option 5 | 2 prescriptions (40 cr) | Nil | 2 prescriptions (40 cr) |
| Option 6 | 1 prescriptions (20 cr) | 1 prescription (20 cr) | 2 prescriptions (40 cr) |

7 Assessment of Prior Learning

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

8 Assessment

8.1 General

All assessment is achievement based using the following grading scale:

| Grade | Percentage | Result |
|-------|------------|--------|
| A+ | 85 – 100 | Pass |
| A | 75 – 84 | Pass |
| B+ | 70 – 74 | Pass |
| B | 60 – 69 | Pass |
| C | 50 – 59 | Pass |
| D | 40 – 49 | Fail |
| E | 0 – 39 | Fail |

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

| Grade | Meaning | Criteria |
|-------|-----------|---|
| P | Pass | Used to indicate a level of achievement that is ungraded but sufficient for the award of credit; such a level of achievement must be assessed as being equivalent or superior to a 'C' result. This will also be used when awarding a credit transfer or local prescription result. |
| R | APL | The grade 'R' will be used when awarding an assessment of prior learning (APL). |
| F | Ungraded | Used to indicate a level of achievement that is ungraded but not sufficient for the award of credit. |
| 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. |

Note that a grade of 'E' is also given to student who did not complete the course.

8.2 Coursework

The due dates for all summative assessment work will be notified in course information

8.3 Special Assessment Circumstances

Students who wish to apply for assessment due to special circumstances must do so in accordance with Unitec Academic Management Policy.

9 Transition Arrangements

The following transition arrangements apply:

9.1 Version three of the NZDipBus (Level 6) became available from 1 July 2011.

- 9.2** Any student enrolled for their first NZDipBus prescription delivered and assessed in a semester or term that started after 30 June 2011 may complete only version 3 of the qualification.

10 General Provisions

10.1 Exclusion from the Programme

Any student who, over the period covered by the last four semesters of his or her studies at Unitec, including relevant study at other institutions, has not achieved a Pass Grade in courses equivalent to one half or more of the credits in which he or she has been enrolled over that period, shall be excluded from enrolment in assessed courses in any Programme, and shall not be permitted to re-enrol in any programme without the prior permission of the relevant Programme Committee, in accordance with the Academic Management Policy.

11 Commencement

These regulations came into force in Semester 2, 2015.