



# WAETURE HŌTAKA | PROGRAMME REGULATIONS

## *New Zealand Diploma in Engineering (NZDE)*

To be read in conjunction with the associated NZQA Qualification Document, Unitec's Academic Statute, Academic and Programme Management policy, and other relevant policies.

These programme regulations apply to New Zealand Diploma in Engineering (Level 6, 240 credits), including strands in Civil Engineering, Electrical Engineering and Electronic Engineering, which leads to the award of New Zealand Diploma in Engineering [Ref: 2612] (Level 6, 240 credits), including strands in Civil Engineering, Electrical Engineering and Electronic Engineering.

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

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## 1. Ngā Ture Hei Whakaurunga | Admission Requirements

To be read in conjunction with Unitec's Admission Requirements Policy.

### 1.1 Whakaurunga Whānui | General Admission

To be admitted to this programme all applicants must be at least 16 years of age on the date of the programme's commencement for the semester in which they wish to enrol (or provide a completed Early Release Exemption form), and meet the following requirements:

- NCEA level 2 (*including a minimum of 10 literacy credits at level 1 or higher (for those who achieved NCEA Level 2 before 2013)*);
- and
- a minimum total of 48 NCEA credits at level 2 in four subjects, including at least 12 credits in Mathematics (*preferably achievement standards in algebra, calculus or trigonometry*);
- or
- equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or

- equivalent credits from appropriate trades training and/or demonstrated skills and experience.

## **1.2 Whakaurunga Motuhake | Special Admission**

Applicants must have:

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

## **1.3 Whakaurunga Kōwhiringa | Discretionary Admission**

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.

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 required level.

## **1.4 Whakaurunga Reo Pākehā | English Language Admission Requirements**

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 2 in English (4 in Reading, 4 in Writing).

International applicants must also meet the English Language Entry Requirements stated in Unitec's Admission Requirements Policy.

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## **2. Paearu Kōwhiri Tukanga | Selection Criteria & Process**

### **2.1 Paearu Kōwhiri | Selection Criteria**

All applicants who meet the admission requirements may be interviewed and may be required to produce a work-based portfolio (where appropriate). Eligible applicants will be selected using a range of selection criteria, including:

- Previous academic achievement relevant to the Diploma programme, which may be determined through the use of a diagnostic assessment
- Communication skills
- Motivation to complete the programme
- Life or work experience in, or appropriate to, the programme
- Ability to participate in field work aspects of the programme where relevant.

The professional judgment of academic staff involved will be used to determine those applicants who are judged to be the most appropriate for entry to the programmes

### **2.2 Tukanga Kōwhiri | 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. At the discretion of the subcommittee, an interview (face-to-face or electronic) may be required.

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## **3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for**

## the Award of the Qualification

### 3.1 Whakaemi Tūtukitanga | Credit Accumulation

To be awarded the New Zealand Diploma in Engineering, a student must successfully complete a minimum of 240 credits in the pattern set out in Table 1 (a, b, c) from the courses described in Table 2.1 through 2. including specialisation specific courses according to their chosen strand:

Civil: Table 2c (Compulsory courses) and Table 2d (Elective courses); or

Electrical: Table 2e (Compulsory courses) and Table 2f (Elective courses); or

Electronics:

**Table 1.1: Credit Requirements for New Zealand Diploma in Engineering (Civil)**

Level	Common Compulsory Credits	Discipline Compulsory Credits	Elective Credits	Total Credits
4	45	30		75
5		75		75
6	30		45	75
5 or 6			15	15
				<b>240</b>

**Table 1.2: Credit Requirements for New Zealand Diploma in Engineering (Electrical)**

Level	Common Compulsory Credits	Discipline/Specialisation Compulsory Credits	Elective Credits	Total Credits
4	45	30		75
5		75		75
6	30	15	30	75
5 or 6			15	15
				<b>240</b>

**Table 1.3: Credit Requirements for New Zealand Diploma in Engineering (Electronics)**

Level	Common Compulsory Credits	Discipline/Specialisation Compulsory Credits	Elective Credits	Total Credits
4	45	30		75
5		75		75
6	30		30	75
5 or 6			30	15
				<b>240</b>

#### Selection of electives

The Elective courses within each discipline are to be selected from courses within the qualification with a coherent relationship to that discipline. In exceptional circumstances, an elective from outside the discipline or programme may be selected with approval from the Head of School.

#### 3.1.1 New Zealand Diploma in Engineering (Civil)

Students must meet the following requirements:

- All common compulsory courses must be passed
- All civil discipline compulsory courses must be passed

- The remainder credits are taken from civil elective courses but must include 45 credits at level 6
- There is evidence that graduate profiles and graduate attributes have been met.

**Table 2.1: Courses for New Zealand Diploma in Engineering (NZDE) (Civil)**

Compulsory courses are shown in **bold**.

Elective courses are shown in *italics*.

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Common Compulsory					
4	<b>ENGGDE4101</b>	<b>Engineering Fundamentals</b>	<b>15</b>		
4	<b>ENGGDE4102</b>	<b>Engineering Mathematics 1</b>	<b>15</b>		
4	<b>ENGGDE4103</b>	<b>Technical Literacy</b>	<b>15</b>		
6	<b>ENGGDE6101</b>	<b>Engineering Management</b>	<b>15</b>	Min 105 credits from NZDE	
6	<b>ENGGDE6102</b>	<b>Engineering Project</b>	<b>15</b>	<b>ENGGDE4103 &amp; ENGGDE4201 &amp; ENGGDE5207 &amp; Min of 45 NZDE credits at Level 5</b>	
Civil Discipline Compulsory					
4	<b>ENGGDE4201</b>	<b>Materials (Civil)</b>	<b>15</b>		
4	<b>ENGGDE4202</b>	<b>Land Surveying 1</b>	<b>15</b>		
5	<b>ENGGDE5201</b>	<b>Structures 1</b>	<b>15</b>	<b>ENGGDE4101</b>	
5	<b>ENGGDE5202</b>	<b>Civil and Structural Drawing</b>	<b>15</b>	<b>ENGGDE4103</b>	
5	<b>ENGGDE5203</b>	<b>Hydraulics (Civil)</b>	<b>15</b>		<b>ENGGDE4101 &amp; ENGGDE4102</b>
5	<b>ENGGDE5204</b>	<b>Highway Engineering 1</b>	<b>15</b>	<b>ENGGDE5207, ENGGDE4102, ENGGDE4201</b>	
5	<b>ENGGDE5207</b>	<b>Geotechnical Engineering 1</b>	<b>15</b>		
Electives (Four to be selected of which three must be at level 6)					
5	<i>ENGGDE5205</i>	<i>Engineering Surveying</i>	<i>15</i>	<i>ENGG DE4202</i>	
5	<i>ENGGDE5206</i>	<i>Structures 2</i>	<i>15</i>	<i>ENGG DE5201</i>	<i>ENGG DE4102</i>
6	<i>ENGGDE6201</i>	<i>Geotechnical Engineering 2</i>	<i>15</i>	<i>ENGG DE5207</i>	
6	<i>ENGGDE6202</i>	<i>Highway Engineering 2</i>	<i>15</i>	<i>ENGG DE5204</i>	
6	<i>ENGGDE6203</i>	<i>Traffic Engineering</i>	<i>15</i>		<i>ENGG DE4102</i>
6	<i>ENGGDE6204</i>	<i>Structures 3</i>	<i>15</i>	<i>ENGG DE5206</i>	
6	<i>ENGGDE6205</i>	<i>Water and Wastewater Systems</i>	<i>15</i>	<i>ENGG DE5203</i>	
6	<i>ENGGDE6206</i>	<i>Water and Waste Management</i>	<i>15</i>		
6	<i>ENGGDE6207</i>	<i>Land Surveying 2</i>	<i>15</i>	<i>ENGG DE4202</i>	

### 3.1.2 New Zealand Diploma in Engineering (Electrical)

Student must meet the following requirements:

- All common compulsory courses must be passed
- All electrical discipline compulsory courses must be passed
- Compulsory courses and electives (where relevant) for one specialisation must be passed
- The remainder credits are taken from the electives courses that align with chosen specialisation
- There is evidence that graduate profiles and graduate attributes have been met.

**Table 2.2: Compulsory courses for New Zealand Diploma in Engineering (Electrical)**

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Common Compulsory					
4	<b>ENGGDE4101</b>	<b>Engineering Fundamentals</b>	<b>15</b>		
4	<b>ENGGDE4102</b>	<b>Engineering Mathematics 1</b>	<b>15</b>		
4	<b>ENGGDE4103</b>	<b>Technical Literacy</b>	<b>15</b>		
6	<b>ENGGDE6101</b>	<b>Engineering Management</b>	<b>15</b>	Min 105 credits from NZDE	
6	<b>ENGGDE6102</b>	<b>Engineering Project</b>	<b>15</b>	<b>ENGGDE4103 &amp; 45 NZDE credits at Level 5</b>	
Electrical Discipline Compulsory					
4	<b>ENGGDE4401</b>	<b>Electrical Principles</b>	<b>15</b>		
4	<b>ENGGDE4402</b>	<b>Electrical and Electronic Applications</b>	<b>15</b>	<b>ENGG DE4401</b>	<b>ENGGDE5403</b>
5	<b>ENGGDE5403</b>	<b>Electronic Principles</b>	<b>15</b>		
5	<b>ENGGDE5408</b>	<b>Introduction to Networks</b>	<b>15</b>		
Specialisation Compulsory					
5	<b>ENGGDE5401</b>	<b>Power Engineering</b>	<b>15</b>	<b>ENGG DE4401</b>	<b>ENGG DE5403</b>
5	<b>ENGGDE5402</b>	<b>PLC Programming 1</b>	<b>15</b>		
5	<b>ENGGDE5404</b>	<b>Electrical Machines</b>	<b>15</b>	<b>ENGG DE4401 &amp; ENGGDE5403 &amp; ENGGDE4102</b>	

Electives are chosen from either the **Power Specialisation** electives Table 2.2a, or the **Building Services Specialisation** electives Table 2.2b or the **Instrumentation and Control Specialisation** electives Table 2.2c:

**Table 2.2a: Power Specialisation Courses for New Zealand Diploma in Engineering (Electrical)**

Compulsory courses are shown in **bold**. Elective courses are shown in *italics*.

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Power Specialisation Compulsory					
6	<b>ENGGDE6401</b>	<b>Power Systems 1</b>	<b>15</b>	<b>ENGGDE4401 &amp; ENGGDE4102</b>	
Power Electives – three to be selected, of which two must be at level 6					
5	<i>ENGGDE5418</i>	<i>Engineering Mathematics 2</i>	<i>15</i>	<i>ENGGDE4102</i>	
6	<i>ENGGDE6411</i>	<i>PLC Programming 2</i>	<i>15</i>	<i>ENGGDE5402</i>	
6	<i>ENGGDE6420</i>	<i>Protection</i>	<i>15</i>	<i>ENGGDE4401 &amp; ENGGDE4102</i>	
6	<i>ENGGDE6421</i>	<i>Sustainable Energy and Power Electronics</i>	<i>15</i>	<i>ENGGDE4401 &amp; ENGGDE5403 &amp; ENGGDE4102</i>	
6	<i>ENGGDE6409</i>	<i>Electrical Building Services</i>	<i>15</i>	<i>ENGGDE5401 &amp; ENGGDE5404</i>	

**Table 2.2b: Building Services Courses for New Zealand Diploma in Engineering (Electrical)**

Compulsory courses are shown in **bold**. Elective courses are shown in *italics*.

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Building Services Specialisation Compulsory					
6	<b>ENGGDE6419</b>	<b>Maintenance Engineering Management</b>	<b>15</b>		
Building Services Electives – three to be selected, of which two must be at level 6					
5	<i>ENGGDE5415</i>	<i>Illumination Engineering</i>	<i>15</i>	<i>ENGGDE4401 &amp; ENGGDE5403</i>	
5	<i>ENGGDE5418</i>	<i>Engineering Mathematics 2</i>	<i>15</i>	<i>ENGGDE4102</i>	
6	<i>ENGGDE6411</i>	<i>PLC Programming 2</i>	<i>15</i>	<i>ENGGDE5402</i>	

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
6	ENGGDE6409	<i>Electrical Building Services</i>	15	ENGGDE5401 & ENGGDE5404	

**Table 2.2c: Instrumentation and Control Specialisation Courses for New Zealand Diploma in Engineering (Electrical)**

Compulsory courses are shown in **bold**. Elective courses are shown in *italics*.

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Instrumentation and Control Specialisation Compulsory					
6	<b>ENGGDE6419</b>	<b>Maintenance Engineering Management</b>	<b>15</b>		
Instrumentation and Control Electives – three to be selected, of which two must be at level 6					
5	<i>ENGGDE5417</i>	<i>Instrumentation / Controls 1</i>	15	ENGGDE4101 & ENGGDE4401 & ENGGDE5403 & ENGGDE4102	
5	<i>ENGGDE5418</i>	<i>Engineering Mathematics 2</i>	15	ENGGDE4102	
6	<i>ENGGDE6409</i>	<i>Electrical Building Services</i>	15	ENGGDE5401 & ENGGDE5404	
6	<i>ENGGDE6411</i>	<i>PLC Programming 2</i>	15	ENGGDE5402	
6	<i>ENGGDE6414</i>	<i>Instrumentation &amp; Controls 2</i>	15	ENGGDE5415 & ENGGDE4101 & ENGGDE4401 & ENGGDE5403 & ENGGDE4102	ENGGDE6411 & ENGGDE5417

### 3.1.3 New Zealand Diploma in Engineering (Electronics)

Student must successfully complete the following requirements:

- All common compulsory courses must be passed
- All electronics discipline compulsory courses must be passed
- Compulsory courses and electives (where relevant) for one specialisation must be passed
- The remainder credits are taken from the electives courses that align with chosen specialisation
- There is evidence that graduate profiles and graduate attributes have been met.

**Table 2.3: Courses for New Zealand Diploma in Engineering (Electronics)**

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Common Compulsory					
4	<b>ENGGDE4101</b>	<b>Engineering Fundamentals</b>	<b>15</b>		
4	<b>ENGGDE4102</b>	<b>Engineering Mathematics 1</b>	<b>15</b>		
4	<b>ENGGDE4103</b>	<b>Technical Literacy</b>	<b>15</b>		
6	<b>ENGGDE6101</b>	<b>Engineering Management</b>	<b>15</b>	Min 105 credits from NZDE	
6	<b>ENGGDE6102</b>	<b>Engineering Project</b>	<b>15</b>	<b>Min of 45 credits at Level 5</b>	
Electronics Discipline Compulsory					
4	<b>ENGGDE4401</b>	<b>Electrical Principles</b>	<b>15</b>		
4	<b>ENGGDE4402</b>	<b>Electrical and Electronic Applications</b>	<b>15</b>	<b>ENGGDE4401</b>	<b>ENGG DE5403</b>
5	<b>ENGGDE5403</b>	<b>Electronic Principles</b>	<b>15</b>		
5	<b>ENGGDE5408</b>	<b>Introduction to Networks</b>	<b>15</b>		
Electronics Specialisation Compulsory					
5	<b>ENGGDE5405</b>	<b>Computer Programming 1</b>	<b>15</b>		
5	<b>ENGGDE5414</b>	<b>Electronic Manufacturing 1</b>	<b>15</b>	<b>ENGGDE5403</b>	

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
5	ENGGDE6412	Computer Programming 2	15	ENGGDE5405	

Electives are chosen from either the **Electronics Specialisation** electives Table 2.3a, or the **Computer Networking Specialisation** electives Table 2.3b or the **Data Communications Specialisation** electives Table 2.3c.

**Table 2.3a: Electronics Specialisation Electives**

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Electronics Electives – 4 to be selected, of which two must be at level 6					
5	ENGGDE5406	Microcontrollers 1	15	ENGGDE4103	
5	ENGGDE5407	Electronics 1	15	ENGGDE5403	
5	ENGGDE5418	Mathematics 2	15	ENGGDE4102	
6	ENGGDE6402	Electronics 2	15	ENGGDE5407	
6	ENGGDE6408	Electronic Manufacturing 2	15	ENGGDE5414	
6	ENGGDE6417	Microcontrollers 2	15	ENGGDE5406	

**Table 2.3b: Computer Networking Specialisation Electives**

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Computer Networking Electives – 4 to be selected, of which two must be at level 6					
5	ENGGDE5409	PC Engineering	15		
5	ENGGDE5410	Routing and Switching Essentials	15	ENGGDE5408	
5	ENGGDE5418	Engineering Mathematics 2	15	ENGGDE4102	
6	ENGGDE6415	Scaling Networks	15	ENGGDE5410	
6	ENGGDE6416	Connecting Networks	15	ENGGDE6415	
6	ENGGDE6403	Network Operating Systems	15	ENGGDE5409	
6	ENGGDE6408	Electronic Manufacturing 2	15	ENGGDE5414	

**Table 2.3c: Data Communication Specialisation Electives**

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Data Communication Electives – 4 to be selected, of which two must be at level 6					
5	ENGGDE5410	Routing and Switching Essentials	15	ENGGDE5408	
5	ENGGDE5420	Data Telecommunications Intermediate	15	ENGGDE5403 & DE5408	
6	ENGGDE6408	Electronic Manufacturing 2	15	ENGGDE5414	
6	ENGGDE6415	Scaling Networks	15	ENGGDE5410	
6	ENGGDE6416	Connecting Networks	15	ENGGDE6415	
5	ENGGDE5418	Engineering Mathematics 2	15	ENGGDE4102	

### 3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

There are no integrated and work-based components in this programme.

### 3.3 Mahi Akoranga I A Wāhanga | Course Load per Semester

The normal full-time course load is 60 credits per semester, or 75 credits with the approval of the relevant Academic Authority.

### 3.4 Whakaurunga Takiwā | Enrolment periods

- The normal enrolment period is two years (full-time study) or four years (part-time study).
- Students who are prevented by ill health, or other cause, from completing the programme

requirements within the maximum period of enrolment, the relevant Academic Authority may approve suspension of enrolment for up to a maximum of six months.

- c. The maximum period to complete this qualification is ten (10) years from time of first enrolment.

### 3.5 Hōtaka Whakarerekē O Ngā Āhuetanga Ako | Modified Programmes of Study

There are no modified programmes of study in this programme.

### 3.6 Whakawhiwhinga Puta | Exit or Milestone Awards

There are no exit or milestone awards available in this Programme

### 3.7 Whakawhiwhi O Wānanga | Awarding institution

A student may enrol in courses at any institution with approval and accreditation to deliver the qualification. The student shall be awarded the diploma by the accredited institution at which they have been awarded the majority of the level 5 and level 6 credits.

The certificate will display the logos of the New Zealand Board for Engineering Diplomas (NZBED) and the accredited Tertiary Education Organisation (TEO) and be annotated as **New Zealand Diploma in Engineering (Discipline)**. Each accredited provider will report annually to the NZBED the names of all graduates awarded the NZDE (Discipline).

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## 4. Tūtukitanga Whakamihi | Credit Recognition

### 4.1 Whakawhiti Tūtukitanga | Cross Credit

- a. Credits will not be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the programme.
- b. A student may be awarded credits or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme.
- c. The credit recognition may be:
  - i. specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or
  - ii. unspecified, where the previous study has taken place in a programme with a similar philosophy but there is no exact match in the programme's courses.

### 4.2 Aromatawai Tōmua | Assessment of Prior Learning (APL)

Assessment of Prior Learning is available for all courses in this programme for new enrolments and for students who wish to transition from related qualifications. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Policy.

Up to 50% of the qualification may be awarded through APL.

A TEO may apply to NZBED for approval to award APL for more than 50% of the qualification, as it applies to students transitioning from existing qualifications.

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## 5. Waeture Aromatawai | Assessment Regulations

The due dates for all summative assessment work will be notified at the commencement of each course.



## 5.1 Paparahi Aromatawai | Assessment basis

Assessment in this programme is achievement based using an 11 point scale.

Students must achieve a minimum of 40% in both aggregated coursework marks and in any final examination, with an overall grade of C- or better, to pass each course.

Students who do not meet the threshold criteria of 40% in their coursework will receive an 'E' grade unless they choose to sit the final examination and then may achieve the maximum of a 'D' grade.

### 5.1.1 Assessment Rules

The NZDE is a practical based qualification that aligns with the Dublin Accord. As such there is a requirement for assessment to be focused on the practical application of theoretical knowledge. The Assessment Schedules and weightings in the Course Descriptors are recommendations only and approved providers can vary from the assessment schedule providing the following rules apply:

- All courses will contain practical-based or applied assessment to a minimum weighting of a 20% of the summative mark.
- Courses assessed by final examination will have no more than 50% and no less than 40% of the final summative mark assessed by examination (ENGGDE3301, ENGGDE4103, ENGGDE4301 and ENGGDE5202 do not have final examinations).

Exemptions from this rule are:

- Courses assessed by National Examination – ALL providers must comply with the assessment schedule weightings as they are written in the Course Descriptors
- Capstone compulsory projects ENGGDE6101 Engineering Management and ENGGDE6102 Engineering Project.

Providers who wish to vary from the recommended assessment schedule are required to inform the NZBED by sending the Executive Officer outlines of how they will assess each course and these must be communicated with students in advance of delivery so that they are aware of how they will be assessed. Courses that are assessed by the National Exam will align with the recommended assessment schedule weighting.

In the two Level 6 compulsory courses ENGGDE6101 and ENGGDE6102, evidence of graduate attributes will also need to be assessed as per Course Descriptor.

## 5.2 Ākoranga Taumata | Course grades

Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales. Students must obtain at least 50% overall score in order to pass achievement based assessment.

**Table 3: Achievement based (11-point) assessment system**

Grade	Meaning	Result	Percentage
A+	Distinction	Credits Earned	90 – 100
A	Distinction	Credits Earned	85 – 89
A-	Distinction	Credits Earned	80 – 84
B+	Merit	Credits Earned	75 – 79
B	Merit	Credits Earned	70 – 74

B-	Merit	Credits Earned	65 – 69
C+	Pass	Credits Earned	60 – 64
C	Pass	Credits Earned	55 – 59
C-	Pass	Credits Earned	50 – 54
D	Fail	No Credits Earned	40 – 49
E	Fail	No Credits Earned	0 – 39

### 5.3 Paearu Taumata | Grade criteria

Students may be awarded one of the following grades for a course as per the criteria described in Table 4:

**Table 4: Grade Criteria**

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
CTG	Continuing	The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No Credits earned
DEF	Deferred	The student has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, 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. No Credits earned.
DNC	Did not Complete	The grade DNC (Did Not Complete) 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.
R	Restricted Pass <sup>1</sup>	The student has been awarded a restricted pass subject to Relevant clause in this schedule. Credits earned.
W	Withdrawn	The 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.
#	Estimated Grade	If any portion of Summative Assessment has been estimated, the final grade will be an estimated grade, and annotated “#” on the Student's Academic Record.

<sup>1</sup> NZBED grade equivalent is “AEG” – Aegrotat - Awarded pass following consideration of impaired performance / aegrotat application<sup>2</sup>.

<sup>2</sup> The compulsory Level 6 courses DE6101 Engineering Management and DE6102 Engineering Project courses cannot be passed by Aegrotat.

### 5.4 Aromatawai Mahinga | Assessment Procedures

#### 5.4.1 Aromatawai I Roto I Te Reo | Assessment in Te Reo

All students have the right to submit any summative assessment task in Te reo Māori. The process for submission of summative assessment work in Te reo Māori is detailed on Programme Moodle pages and other course material.

Assessment in Te Reo Māori is governed by the Unitec Assessment in Te Reo Māori policy.

#### 5.4.2 Tāpaetanga Tōmuri | Submission and late submission of work

- a. Applications for extensions must be made in line with Practice Pathway/Network practice under the Special Assessment Circumstances policy (see 5.4.4 below).
- b. Any assessment that is submitted late (and does not have a prior approved extension or Special Assessment Circumstance) will be penalised by a deduction of 10% per day of the student's assignment mark, up to five (5) days, inclusive of weekends.
- c. No assignments will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the student will receive a 'zero' grade for that assignment. If the assignment is compulsory, then the student will receive a DNC grade for the entire course.

#### 5.4.3 Whakamātautau Anō | Resubmission or Reassessment

A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment.

- a. Students are entitled to only one reassessment or resubmission per course.
- b. Resubmission/Reassessment is not available for any controlled assessments (i.e. tests, and examinations).
- c. All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.
- d. In all cases for resubmission, the original marked assignment will accompany resubmitted assignments. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.
- e. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.

#### 5.4.4 Āhuatanga Aromatawai Motuhake | Special Assessment Circumstances

Any student whose performance in a summative assessment is affected by factors beyond their control may apply for Special Assessment Circumstances under the following conditions:

- a. The student was unable to complete the summative assessment item; *or*
- b. The students' ability to complete the summative assessment (preparation/performance) was impaired; *or*
- c. The student needs to request extra time to complete the summative assessment (see 5.4.3 above).

#### 5.4.5 Pāhi Rāhui | Restricted passes

The relevant Academic Authority may award a 'restricted pass' in a course which was narrowly failed (which scored a minimum of 45%) and where there is ample evidence that marginal failure is compensated by good overall performance.

Restricted pass may not be awarded for the compulsory Level 6 courses ENGGDE6101 Engineering Management and ENGGDE6102 Engineering Project.

Restricted pass may not be awarded for any compulsory course.

Following are the conditions which apply to a restricted pass.

- b. a student may decline the award of a restricted pass by notifying the office of the relevant Dean in writing not later than 20 working days from mailing of the results;
- c. the relevant Academic Authority may, at their discretion, prevent a student from using a restricted pass to meet the prerequisite requirements of another course.

#### **5.4.6 Akoranga Tuaruatanga | Repeating Courses**

Students may enrol and repeat courses that they have failed, up to 2 times. Permission to enrol a third time is governed by 5.4.7 below.

Students who are repeating a course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant Academic Authority, students may not be required to repeat an equivalent assessment item that they had previously passed. This should be negotiated within the first two weeks of the commencement of the course. The course work mark may only be carried through once. All course work marks carried through must be reported to the relevant NZBED Quality Assurance Committee annually.

#### **5.4.7 Whakakorenga | Exclusions**

No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant Academic Authority.

Any student who, over the period covered by the last four semesters of his or her studies at Unitec, (including, where relevant, study at other institutions) has not achieved a Pass Grade in courses equivalent to at least 50% of the credits in which he or she has been enrolled over that period, shall be excluded from the Programme and shall not be permitted to re-enrol in any programme without the prior permission of the relevant Academic Authority.

#### **5.5 Examination Regulations**

All examinations in this programme are governed by the Unitec Examinations Regulations Policy.

#### **5.6 Tono Pira | Appeals**

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

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### **6. Āhukatanga Tauwhirowhiro Ritenga | Transitional Arrangements**

#### **6.1 Hōtaka Whakarerekē O Ngā Āhukatanga Ako | Modified Programmes of Study**

There are no modified programmes of study in this programme.

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### **7. Whakaritenga Whānui | General Provisions**

#### **7.1 Whakamāramatanga ā-kaupapa | Definition of Terms**

In these regulations, unless the context otherwise requires, the following definitions shall apply:

- 'Affected' means influenced in some way. For time-constrained items such as tests, Examinations, and presentations this may include the inability to attend any or all of the Assessment events, or diminished performance. For other items, it may be the inability to meet deadlines, or diminished performance within deadlines.
- 'Factors beyond the control of the Student' means any circumstance or situation, which the Student could not have reasonably prevented, including, but not limited to, sickness or injury to the Student, or bereavement.
- 'Relevant Academic Authority' refers to an individual or role holder, or in some cases a committee, who have been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant academic authority delegations are maintained by the Ako Ahimura Learning & Teaching Committee responsible for the

Programme.

**7.2 Ētahi Atu Whakaritenga | Other provisions not covered elsewhere**

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**8. Kupu Āpiti | Schedules or Appendices**

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