PROGRAMME REGULATIONS

Programme Schedule

New Zealand Diploma in Veterinary Nursing

To be read in conjunction with the Diploma Generic Regulations.

1.   Programme Schedule

This Programme Schedule applies to the New Zealand Diploma in Veterinary Nursing NZDVN (DipVetN) (Level 6, 120 credits).

2.   Programme Specific Admission

2.1   Admission

The General Admission requirements set out in the Diploma Generic Regulations do not apply to this programme; to be admitted to this programme, all applicants must:

a. have completed the requirements of the Veterinary Nursing Assistant strand of the New Zealand Certificate in Animal Technology (Level 5), or equivalent; and

b. complete a self-declaration of criminal conviction(s) and any medical condition(s) that may prevent full participation in the programme; and

c. sign a consent form allowing a Ministry of Justice convictions database search by a third party (in this instance Unitec Institute of Technology). Any applicants with undeclared convictions identified will be referred to the Admissions Committee; and

d. provide a completed medical declaration indicating there is no evidence of a medical condition that will impact on their ability to practice safely as a veterinary nurse.

Graduates who hold the Unitec Certificate in Animal Management (Animal Clinical Care) and have been practising as a Veterinary Nursing Assistant for no less than two years are considered to meet the admission requirements.

3.   Selection

3.1   Selection Criteria

In circumstances where there are more applicants meeting the admission criteria than there are places available, the following selection processes will be used.

Preference will be given to applicants who:

a. apply before 1st December;

b. hold a New Zealand Certificate in Animal Technology (Veterinary Nurse Assistant) with a high academic standard;

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

a. The Programme Committee has delegated authority to the Programme Leader and Programme Coordinator to select students for admission to the programme.

b. Applicants may be invited to attend an interview.

4. Requirements for the Award of the Qualification

4.1 Course Details: New Zealand Diploma in Veterinary Nursing

To be awarded the New Zealand Diploma in Veterinary Nursing a student must successfully complete 120 credits accumulated in the pattern set out in Table 1, from the courses shown in Table 2.

The qualification can be completed part-time as described in Table 2 below.

Table 1: Credit Accumulation

Course Level	Credits		
	Compulsory	**Elective**	**Total**
6	120	0	120
Total	**120**	**0**	120

Table 2: Course details: New Zealand Diploma in Veterinary Nursing

All courses are compulsory.

Course No.	Course Name	Credits	Co-requisites	Pre-requisites	Part-time Year 1	Part-time Year 2
Level 6						
NSCI 6104	Veterinary Medical and Surgical Care	30	NSCI6101	NZ Certificate in Animal Technology (Veterinary Nurse Assistant)		✓
NSCI 6101	Veterinary Medical and Surgical Care Practicum	30	NSCI6104	NZ Certificate in Animal		✓

Course No.	Course Title	Credits				
				Technology (Veterinary Nurse Assistant)		✓
NSCI 6102	Animal Disease and Pharmacology	15			✓	
NSCI 6103	Veterinary Diagnostic Imaging	15			✓	
NSCI 6300*	Veterinary Anaesthesia	15		NZCAT-VNA	✓	
NSCI 6504*	Veterinary Laboratory Procedures	15			✓	

* Course numbers tbc by Semester 1 2016

4.2 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.

4.3 Practical Requirement

Note: shift work may apply

a. For highly blended delivery, students must complete
   - a minimum of 72 hours at the Veterinary Specialist Group (VSG)
   - 168 hours of attendance in a private external veterinary practice.

b. For on-site delivery, students must complete"
   - a minimum of 120 hours of clinic attendance within the specialist veterinary clinic
   - 120 hours of attendance in a private external veterinary practice.

All clinical work must be completed by the end of study to ensure consolidation of practical capability within the veterinary practice. Individual students may require additional time to achieve their learning goals. External clinics are required to be approved by the relevant course coordinator before commencing work placement. The programme will be offered on a semester basis, which is currently 16 weeks.

5. Assessment of Prior Learning

Assessment of Prior Learning (APL) may be applied, at the discretion and conditions set by the Programme Committee and the Programme Leader in accordance to Unitec's Assessment of Prior Learning Policy. Guidelines for each APL are detailed below to ensure standards are met in line with the level and learning outcomes of the programme.

Table 3: Conditions for the Assessment Prior Learning

Course No.	Course Title	Credits	Conditions

NSCI 6101	Veterinary Medical and Surgical Care Practicum	30	Evidence of relevant nursing skills
NSCI 6103	Veterinary Imaging	15	Evidence of relevant skills
NSCI6504*	Veterinary Laboratory Procedures	15	Evidence of relevant skills
NSCI6300*	Veterinary Anaesthesia	15	Evidence of relevant skills

* Course numbers tbc by Semester 1 2016

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 4: Course Grades

Grade	Percentage	Result
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

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

Table 5: Grade Criteria

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
CTG	Course Continuing	For any course that runs for more than one semester where the student has not yet completed the final summative assessment.
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.

Grade	Meaning	Criteria
R	Restricted Pass	The student has been awarded a restricted pass subject to clause 6.3 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.

6.3 Conditions Applying to Restricted Passes

a. The Programme Committee may award a 'restricted pass' in a course which has narrowly failed and were the programme committee considers that marginal failure is compensated by good overall performance.
b. Except in exceptional circumstances, no more than 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

Submission and late submission of work

a. Assignment work that is submitted after the due date, and does not have an approved extension or Special Assessment Circumstances application, will not be marked, and will receive a mark of zero.
b. Requests for extension of assignment submission must be made in writing on the correct Extension/Special Assessment Circumstances Form to the Course Co-ordinator at least 24 hours prior to the due date of the assessment. Applications must be accompanied by a written justification and supporting evidence to be considered.
c. Formal application for Special Assessment Circumstances must be made to the Programme Leader on the approved form no later than 5 working days after the due date of the summative assessment and must be accompanied by a written justification and supporting evidence to be considered.

6.5 Resits and resubmissions

a. The opportunity to resit an exam and/or resubmit a failed piece of work is at the discretion of the Programme Committee and should be offered at the point of course results ratification at the end of each semester.
b. Unless in exceptional circumstances, only students who have a 'D' course grade, and who have reasonably attempted all the assessment items and have the capacity to pass the course, with a C- grade on resit/resubmission, will be offered the opportunity to resit an exam or resubmit a piece of work.
c. Students may only resit or resubmit one assessment item each course and the overall performance of the student and/or Special Assessment Circumstances will be taken into account when offering resits and/or resubmissions.
d. Students may only resit an assessment or examination to a maximum of two courses during any one academic year and/or at each level.
e. The maximum mark awarded for a resit or resubmission of an assessment item is a C-(54%) (In line with the Academic Statute)
f. Dates for resit exams will be set by the Department. Dates for assignment re-submissions will be at the discretion of the Programme Leader

g. The student must advise the Programme Leader in writing of their intention to resubmit or resit the assessment item within seven days of receipt of the opportunity notification.

h. A fee will be charged to the student for each resit and resubmission.

6.6 Assessment in Te reo Māori

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

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. Transitional Arrangements

a. Students who have started but not completed Unitec Diploma in Veterinary Nursing have 3 years to complete the qualification but will be offered to transfer into the new qualification where applicable.

Table 6: Transitional Arrangements for Students transferring from the Unitec Diploma in Veterinary Nursing into the New Zealand Diploma in Veterinary Nursing

Old course	Level	Credit	Transitional Arrangements	New course	Level	Credit
NSCI6100 Veterinary Medical and Surgical Care	6	15	none	**NSCI6100 Veterinary Medical and Surgical Care**	6	30
NSCI6101 Veterinary Medical and Surgical care Practicum	6	30	none	**NSCI6101 Veterinary Medical and Surgical care Practicum**	6	30
NSCI6102 Animal Disease and Pharmacology	6	15	none	**NSCI6102 Animal Disease and Pharmacology**	6	15
NSCI6103 Veterinary Imaging and Diagnostics	6	15	none	**NSCI6103 Veterinary Imaging and Diagnostics**	6	15
NSCI5504 Veterinary Laboratory Procedures	5	15	step up short course	**NSCI6504* Veterinary Laboratory Procedures**	6	15

* Course numbers tbc by Semester 1 2016

8.   Commencement

These regulations came into force in Semester 1, 2017.