

## PROGRAMME REGULATIONS

### Programme Schedule

### Bachelor of Applied Science (Human Biology)

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

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#### 1. Programme Schedule

This Programme Schedule applies to the Bachelor of Applied Science in Human Biology (BAppSc(HB)) Level 7 credits 360.

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#### 2. Programme Specific Admission

##### 2.1 Specific Admission

The admission requirements set out in the Bachelors Generic Regulations do not apply to this programme. To be admitted to this programme, applicants must have:

- a. 60 NCEA credits or more at Level 3, including at least 18 credits in Chemistry and at least 12 NCEA credits at Level 3 in each of three other subjects, plus at least 14 NCEA credits at Level 2 in Mathematics;

OR

- b. an A Bursary in the University Bursaries Examination, or equivalent, and have achieved a pass in Bursary Chemistry as well as a grade of 4 or better in New Zealand Sixth Form Mathematics and Physics; or equivalent;

AND

- c. a completed self-declaration of medical condition(s), if any, that may prevent full participation in the programme and/or prevent registration with a regulatory authority (as applicable).
- d. applicants must give their consent to undergo a process of Safety Checking as set out in the Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015 ("the Regulations"). This checking process will include:
  - i. Providing 2 forms of identification, and evidence of any name changes (if any);
  - ii. Consent to Unitec undertaking a Police Vet check, or a Criminal Record Check (as required), and advise Unitec of any current charges or pending court matters;
  - iii. Providing a chronological summary of his or her work history, if any, for the preceding 5 years and the name of any professional organisations and/or licensing authorities and/or registration authorities that the student is a

member of or been licensed by and that is relevant to the proposed placement (if required);

- iv. Providing the names of 2 referees who may be contacted by Unitec or your placement provider (if required);
- v. Attending a face to face interview (if required) for the purposes of a risk assessment as required by section 8 of the Act.

Applicants are also required to consent to the above information gathered as part of the Safety Check to be shared with a host institution for the purposes of a practicum placement.

## **2.2 English Language Admission**

In addition to the English language requirements outlined in the Generic regulations, the proficiency outcomes required for international students are:

- NZ Certificate in English Language (NZCEL): NCEL (Academic) (Level 5)
- International English Language Testing System (IELTS): an overall IELTS band score (Academic Format) of 6.5, with no band score lower than 6
- Test of English as a Foreign Language (TOEFL): an overall TOEFL Paper-based test score of 590 (essay 5.5T WE), or an overall TOEFL Internet-based test score of 79 (writing 21)
- University of Cambridge English Examinations: CAE or CPE with a score of 176. No less than 169 in each skill.
- Pearson Test of English: PTE Academic with a score of 58

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## **3. Selection Criteria**

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

- Previous academic history;
- Motivation to complete the programme;
- Written and verbal communication skills;
- General aptitude (involving elements of physical capability and attitude).

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## **4. Selection process**

Selection will be made by a subcommittee of the combined BAppSc (HB) or MOst Programme Management Committee set up for the purpose and with the delegated authority of that committee to offer places to applicants.

Applicants meeting the admission criteria may be interviewed.

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## **5. Requirements for the Award of the Qualification**

### **5.1 Bachelor of Applied Science (Human Biology)**

To be awarded the Bachelor of Applied Science (Human Biology) a student must successfully complete 360 credits, accumulated in the pattern set out in Table 1, from the courses set out in Table 2.

**Table 1: Credit Accumulation**

Course Level	Number of Credits
Level 5	120 credits
Level 6	120 credits
Level 7	120 credits

## 5.2 Course Details

**Table 2: Bachelor of Applied Science (Human Biology)**

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

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Level 5					
5	HSDV5140	Contemporary Issues in Aotearoa NZ	15		
5	HSDV5141	Anatomy and Physiology	15		
5	HSDV5142	Enquiry and Communication	15		
5	HSDV5143	Human Development	15		
5	HEAL5371	Anatomy Osteopathic Practice 1	15		
5	HEAL5374	Systemic Physiology 1	15		
5	HEAL5382	Modifiable Determinants of Health	15		
5	HEAL5383	Introduction to Osteopathy	15		
5	<i>HEAL5380</i>	<i>Negotiated Study</i>	15		
Level 6					
6	HEAL6372	Neuroscience	15	All level 5 courses	
6	HEAL6373	Systemic Physiology 2	15	All level 5 courses	
6	HEAL6374	Systemic Physiology 3	15	All level 5 courses	
6	HEAL6377	Medical Humanities 3	15	All level 5 courses	

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
6	HEAL6378	Pathology	15	All level 5 courses	
6	HEAL6382	Anatomy for Osteopathic Practice 2	15	All level 5 courses	
6	HEAL6384 SA/SB	Movement and Health	15	All Level 5 courses	
6	HEAL6385 SA/SB	Osteopathic Practice 1	15	All Level 5 courses	
6	HEAL6386	Osteopathic Theory	15	All Level 5 courses	
6	HEAL6387	Negotiated Study	15		
<b>Level 7</b>					
7	HEAL7371	Pain Science	15	All level 6 courses	
7	HEAL7372	Clinical Reasoning & Therapeutics	15	All level 6 courses	
7	HEAL7373	Current Trends in Healthcare	15	All level 6 courses	
7	HEAL7374	Research Methods	15	All level 6 courses	
7	HEAL7377	Clinical Diagnostics	15	All level 6 courses	
7	HEAL7378	Clinical Pathology	15	All level 6 courses	
7	HEAL7382 SA&SB	Osteopathic Practice 2	15	All Level 6 courses	
7	HEAL7383 SA&SB	Osteopathic Theory 2	15	All Level 6 courses	
7	HEAL7384	Negotiated Study	15		

**Table 3: List of negotiated learning courses**

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
5	HEAL5379	Special Course	15		

5	HEAL5381	Osteopathic Foundation 1	15		
6	HEAL6379	Special Course	15		
6	HEAL6381	Osteopathic Integration	15		HEAL5381
7	HEAL7379	Special Course	15		

### 5.3 Prerequisites/Co-requisites

- Except in exceptional circumstances and only with permission of the combined BAppSc(HB) or MOst Programme Management Committee, all level 5 courses (total 120 credits) must be passed in order to enrol in level 6 courses.
- Except in exceptional circumstances and only with permission of the combined BAppSc(HB) or MOst Programme Management Committee, all level 6 courses (total 120 credits) must be passed in order to enrol in level 7 courses.

### 5.4 Time limit to complete the qualification

Students shall complete the requirements for the award of the degree within five years of the date of first enrolment in the degree unless an extension of that time has been approved by the combined BAppSc(HB) or MOst Programme Management Committee.

### 5.5 Programme Delivery

The programme of study is normally completed on a full time basis, however may be undertaken on a part-time basis with the permission of the combined BAppSc(HB) or MOst Programme Management Committee and noting 5.3 above.

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## 6. Assessment

### 6.1 Assessment basis

- All written and practical assessment is achievement based using an 11 point grading scale.
- All courses will be assessed according to criteria communicated to students prior to assessment.

### 6.2 Calculation of course grades

- All student work will be graded using grade related criteria.
- 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 5: 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

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

**Table 6: Grade Criteria**

Grade	Meaning	Criteria
<b>CR</b>	Credit Recognition	TBA
<b>DEF</b>	Deferred	The course result has been deferred
<b>R</b>	Restricted Pass	The student has been awarded a restricted pass subject to clause 6.3 of this schedule
<b>W</b>	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.
<b>DNC</b>	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.

- c. Some courses (indicated on MyCourseDetails) will use the 'Plussage' system in determining overall course grades. To qualify for plussage, students must attempt all assessments.

Where plussage applies, there are two assessment items, and the student must attempt both assessments. The final grade is calculated using the following criteria:

- i. Including the score achieved in the first summative assessment item.
- ii. Excluding the score achieved in the first summative assessment item.
- iii. The overall course grade will be then determined by whichever grade is the higher of those two.

### **6.3 Conditions applying to restricted passes**

- a. A restricted pass may be awarded by the combined BAppSc(HB) or MOst Programme Management Committee for a course where:
  - the course is not at level 7;
  - the marginal failure is compensated by at least a C+ grade average in all other courses the student has enrolled in for that semester.
- b. No more than one restricted pass may be granted to a student for a course per semester.
- c. No more than two restricted passes may be granted to any student for courses in each of level 5 and level 6.

### **6.4 Submission / Late submission of assessments**

Applications for extensions must be made to the Programme Leader at least three (3) days prior to the submission date for the assessment item.

Except in exceptional circumstances, the maximum time granted for extensions will be three days including weekends. This three day grace period will be given only in valid circumstances at the discretion of the Programme Leader

Applications for longer extensions must be made in line with the Special Assessment Circumstances section in the Academic Management Policy.

If no extension is granted, late assignments will incur a late assignment penalty as follows: 10% of total marks available are deducted per day (or part-of), inclusive of weekend days, up to and including 5 days. (Thus, 1 day late = 10% deducted, 2 days late = 20% deducted, etc).

No assignments will be accepted more than five days after the due date and a student will receive a DNC grade.

### **6.5 Resits and Resubmissions**

- a. Students who are unsuccessful in meeting assessment requirements in any level 5 course, may, at the discretion of Programme Management Committee be offered a resit examination or resubmission for each unsuccessful course before the start of the following academic year to have opportunity to achieve a passing grade and meet prerequisite requirements to enrol in the next level courses.
- b. Students who are unsuccessful in meeting assessment requirements in not more than one level 6 course per semester, may, at the discretion of the Programme Management Committee be offered a resit examination or resubmission for each unsuccessful course before the start of the following academic year to have opportunity to achieve a passing grade and meet prerequisite requirements to enrol in the next level courses. Students who are unsuccessful in meeting the requirements of more than one level 6 course in a semester will not normally be offered any re-sits or resubmissions.
- c. The maximum grade for any resit assessment item is C- (50%). In all cases the grade achieved on the resit will be the grade used in calculating the overall course grade.
- d. Assessments eligible for re-sit or resubmission will have one attempt only.
- e. Students who have passed level 7 course requirements but who wish to repeat courses in order to achieve the required grade point average to enter the Master

of Osteopathy programme, may only do so with the permission of the Programme Management Committee.

## 6.6 Assessment Regulations

These Assessment Regulations apply to:

- HSDV 5140 Contemporary Issues in Aotearoa New Zealand
- HSDV 5141 Anatomy and Physiology
- HSDV 5142 Enquiry and Communication
- HSDV 5143 Human Development
- HSDV 5144 Introduction to Practice
- HSDV 6144 Introduction to Research
- HSDV 6240 Law and Ethics
- HSDV 6241 Tauhōkai Waiora: Māori Health and Development
- HSDV 7340 Advanced Research

To be eligible to pass these courses, students **MUST** submit all assessment items.

### 6.6.1 Submission and late submission of work

- a. Applications for extensions must be made in line with the Special Assessment Circumstances policy.
- b. Any assessment that is submitted late (and does not have a prior approved extension or Special Assessment Circumstance application) 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 and a student will receive a DNC grade thereafter.

### 6.6.2 Resits and resubmissions

- a. Resits and resubmissions will be defined in the specific course descriptors (as below):
  1. Students may request a resubmission for **one failed assessment per common semester or shared course**.
  2. **Students may only resubmit either assignment 1 or 2.** Where the assignment is an e-portfolio, students may resubmit only the failed entry(ies).
  3. Assessments that are handed in late or any DNC assessments will not be eligible for resubmission.
  4. Requests for a resubmission must be made in writing within five (5) days (inclusive of weekends) upon students receiving their assessment mark and feedback.
  5. Students will be notified by the Course Leader (on behalf of the Programme Management Committee) of the outcome of their request and new submission date (if applicable).
  6. Any assessment resubmitted is entitled to receive a maximum of a C-grade (50%)



- b. The maximum grade for any resubmission assessment is C- (50%). In all cases the grade achieved on the resubmission will be the grade used in calculating the overall course grade.

### **6.6.3 Conditions applying to 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.
- b. No more than one restricted pass may be granted to any student for level 5 and level 6 courses.
- c. Restricted passes will not be awarded for level 7 course/s.
- d. A student may decline the award of a restricted pass by notifying the Head of Centre in writing no later than 20 working days from notification of the results.

### **6.7 Successful Progression**

No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the Programme Committee

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 Programme Committee.

### **6.8 Repeating Courses**

Students who are repeating a course would normally be required to submit all assessment items. In some cases, with the prior approval of the Programme Leader (in consultation with the course coordinator), 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.

### **6.9 Assessment in Te Reo**

Students wishing to complete assessments using te reo Māori must inform their Course Co-ordinator 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.

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## **7. Transitional Arrangements**

- 7.1 Students who began their studies prior to 2014 and who did not complete courses that are no longer offered will need to complete courses according to the following table:

**Table 1: Arrangements for Students Failing OPP Courses**

Original course	New course
HEAL5371 Anatomy 1	HEAL5371 Anatomy for Osteopathic Practice 1
HEAL5372 Anatomy 2*	HEAL6382 Anatomy for Osteopathic Practice 2
HEAL5373 Bioscience 1	HSDV5141 Anatomy & Physiology
HEAL5374 Bioscience 2	HEAL5374 Systemic Physiology 1
HEAL5375 OPP1	HEAL5383 Intro to Osteopathy
HEAL5376 OPP2	HEAL5380 Negotiated Study
HEAL5377 Med Hums 1	HSDV5142 Enquiry & Communication
HEAL5378 Med Hums 2	HSDV5140 Contemporary Issues in Aotearoa NZ
HEAL6371 KER	HEAL6384SA & SB Movement & Health or HEAL6380 Negotiated Study**
HEAL6373 Bioscience 3	HEAL6373 Systemic Physiology 2
HEAL6374 Bioscience 4	HEAL6374 Systemic Physiology 3
HEAL7375 Bioscience 5	HEAL7375 Current Trends in Healthcare
HEAL6375, 6376, 7375, 7376	See table 2

\*student may also need to complete HSDV5143 Human Development, depending on the credits already achieved. This will be reviewed on a case by case basis with the PL

\*\*student would normally enrol in the double semester Movement and Health course, but may, by negotiation with PL, enrol in Negotiated Study in order to study over one semester instead of two.

**Table 2: Arrangements for Students Failing OPP Courses**

Elements failed	Elements passed	Study plan
HEAL6375 practical HEAL6376 practical	HEAL6375 theory HEAL6376 theory	HEAL6385SA&SB Osteopathic Practice 1 Unspecified cross credits for HEAL6386 Osteopathic Theory 1
HEAL6375 theory HEAL6376 theory	HEAL6375 practical HEAL6376 practical	HEAL6386 Osteopathic Theory 1 Unspecified cross credits for HEAL6385SA&SB
Practical elements of both, theory element of one	Theory element of one	Both HEAL6386 Osteopathic Theory 1 and HEAL6385SA&SB Osteopathic Practice 1
Theory elements of both, practical element of one	Practical element of one	Both HEAL6386 Osteopathic Theory 1 and HEAL6385SA&SB Osteopathic Practice 1

Elements failed	Elements passed	Study plan
Both practical and theory elements of both level 6 courses		Both HEAL6386 Osteopathic Theory 1 and HEAL6385SA&SB Osteopathic Practice 1
Either practical or theory element of one level 6 course	One element of one course and both elements of the other course	HEAL6380 Negotiated Study
HEAL7375 practical HEAL7376 practical	HEAL7375 theory HEAL7376 theory	HEAL7382SA&SB Osteopathic Practice 2 Unspecified cross credits for HEAL7383SA&SBOsteopathic Theory 2
HEAL7375 theory HEAL7376 theory	HEAL7375 practical HEAL7376 practical	HEAL7383SA&SB Osteopathic Theory 2 Unspecified cross credits for HEAL7382SA&SB Osteopathic Practice 2
Practical elements of both, theory element of one	Theory element of one	Both HEAL7383SA&SB Osteopathic Theory 2 and HEAL7382SA&SB Osteopathic Practice 2
Theory elements of both, practical element of one	Practical element of one	Both HEAL7383SA&SB Osteopathic Theory 2 and HEAL7382SA&SB Osteopathic Practice 2
Both practical and theory elements of both level 7 courses		Both HEAL7383SA&SB Osteopathic Theory 2 and HEAL7382SA&SB Osteopathic Practice 2
Either practical or theory element of one level 7 course	One element of one course and both elements of the other course	HEAL7380 Negotiated Study

- 7.2** Students who wish to return to the BASHB from previous years and who need to repeat or complete individual courses that have been deleted or inactivated, or that have been modified because of the updated 2014 programme, and are not accommodated by the schedule above, will be dealt with by the Osteopathy Discipline Committee on a case-by-case basis using the mechanism of 'Special Courses'.

## 8. General Provisions

### 8.1 Approval of Special Courses and Transitional Courses

Individual programmes of study must be approved by the combined BAppSc(HB) or MOfst Programme Management Committee each semester to ensure a coherent progression of study and may use the mechanisms of 'Transitional Course' and 'Special Courses' to achieved programme requirements.

## 9. Commencement

These regulations came into force Semester 1, 2017.