

Bachelor of Business [BBus]

To be read in conjunction with Unitec's Academic Statute and associated Policies and Procedures.

These programme regulations apply to the Bachelor of Business [BBus] programme which leads to the Bachelor of Business (Level 7) qualification, with majors and double majors in Accountancy, Finance, Marketing and Management (360 credits) [CA2109-6].

These regulations come into effect from Sem 1, 2021.

1. Ngā Ture Hei Whakaurunga | Admission Requirements

Admission Requirements comply with Unitec's Admission Requirements Guidelines.

To be eligible for admission to this programme, all applicants must meet three admission requirements:

- a. Requirements for either general admission, special admission, or discretionary admission
- b. Any additional Programme specific requirements
- c. English language requirements

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 Sem in which they wish to enrol or provide a completed Early Release Exemption form, and meet the following requirements:

A minimum of 42 credits at NCEA Level 3 or higher on the National Qualifications Framework, with 14 credits at Level 3 or higher in each of two subjects from an approved subject list*, with a further 14 credits at Level 3 or higher taken from no more than two additional domains on the National Qualifications Framework, plus a minimum of 14 credits at Level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework, plus a minimum of 8 credits at Level 2 or higher in English or Te Reo Maori; a minimum of 4 credits must be in Reading and a minimum of 4 credits must be in Writing;

Or

At least 3 'C' passes in the New Zealand University Bursaries Examinations;

Or

Successful completion of an approved qualification at Level 3 or above with a relevant pathway, where appropriate.

Or

Equivalent.

*NZQA UE subject list as a guide

1.2 Whakaurunga Motuhake | Special Admission

Applicants must have:

- a. attained the age of 20 years on or before the first day of the Sem in which study for the 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 Sem in which study for the Certificate is to commence may apply for discretionary admission.

Applicants may be granted Discretionary Admission if they have, for example:

- A minimum total of 60 NCEA credits at level 2 in their best 4 subjects or equivalent; or
- A maximum total of 12 in New Zealand Sixth Form Certificate in their best 4 subjects, or equivalent; or

	<ul style="list-style-type: none"> • Have the New Zealand Diploma in Business; or • Completed a minimum of 3 courses in the New Zealand Diploma in Business and achieved a minimum 'B' grade average from all courses completed; or • Completed a minimum of two courses in the New Zealand Diploma in Business (EAL stream) with an 'A' grade for each course; or • Completed an appropriate qualification at level 4 or higher. <p>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.</p> <p>1.4 Whakaurunga Tautui Programme Specific Requirements There are no additional programme-specific admission requirements</p> <p>1.5 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).</p> <p>International applicants must also provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated through the use of evidence of one of the kinds described in NZQA Rules on the Unitec English Language Requirements for International Students Web-page.</p>																																								
<p>2. Paearu Kōwhiri Tukanga Selection Criteria & Process</p> <p><i>Selection Criteria and Processes comply with Unitec's Admission Requirements Guidelines.</i></p>	<p>2.1 Paearu Kōwhiri Selection Criteria When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied:</p> <ol style="list-style-type: none"> hold academic qualifications in excess of those stated; have work, or other experience, relevant to the courses in the programme; can demonstrate a strong commitment to succeed on the programme. <p>Applicants who meet the maximum number of listed criteria will be the preferred candidates</p> <p>2.2 Tukanga Kōwhiri Selection Process Selection will be made by Unitec staff members with the delegated authority to offer places to applicants. These staff members will select students on the basis of written information supplied on the enrolment form. At the discretion of the staff members, an interview (face-to-face or electronic) may be required. A list of delegated staff members is maintained by the Programme Academic Quality Committee (PAQC) responsible for the programme.</p>																																								
<p>3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga Requirements for the Award of the Programme</p> <p><i>Requirements comply with Unitec's Programme Completion and Awards Policy and associated procedure.</i></p>	<p>3.1 Whakaemi Tūtukitanga Credit Accumulation To be awarded the Bachelor of Business with a single major, a student must successfully complete a minimum of 360 credits in the pattern set out in Table 1a – 1d from the courses set out in Table 2a – 2d depending on their chosen major and additional elective courses from Table 2e.</p> <p>Table 1a: Credit Requirements for BBus Accountancy Major</p> <table border="1" data-bbox="352 1559 1197 1839"> <thead> <tr> <th>Level</th> <th>Compulsory Credits</th> <th>Elective Credits</th> <th>Total Credits</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>150</td> <td></td> <td>150</td> </tr> <tr> <td>6</td> <td>90</td> <td></td> <td>90</td> </tr> <tr> <td>7</td> <td>75</td> <td></td> <td>75</td> </tr> <tr> <td>5, 6, 7</td> <td></td> <td>30</td> <td>30</td> </tr> <tr> <td>6, 7</td> <td></td> <td>15</td> <td>45</td> </tr> <tr> <td></td> <td>315</td> <td>45</td> <td>360</td> </tr> </tbody> </table> <p>Table 1b: Credit Requirements for BBus Finance Major (NOT CURRENTLY OFFERED)</p> <table border="1" data-bbox="352 1906 1197 2024"> <thead> <tr> <th>Level</th> <th>Compulsory Credits</th> <th>Elective Credits</th> <th>Total Credits</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>150</td> <td></td> <td>150</td> </tr> <tr> <td>6</td> <td>60</td> <td></td> <td>60</td> </tr> </tbody> </table>	Level	Compulsory Credits	Elective Credits	Total Credits	5	150		150	6	90		90	7	75		75	5, 6, 7		30	30	6, 7		15	45		315	45	360	Level	Compulsory Credits	Elective Credits	Total Credits	5	150		150	6	60		60
Level	Compulsory Credits	Elective Credits	Total Credits																																						
5	150		150																																						
6	90		90																																						
7	75		75																																						
5, 6, 7		30	30																																						
6, 7		15	45																																						
	315	45	360																																						
Level	Compulsory Credits	Elective Credits	Total Credits																																						
5	150		150																																						
6	60		60																																						

7	75		75
5, 6 or 7		30	30
6 or 7		45	45
	285	75	360

Table 1c: Credit Requirements for BBus Management Major

Level	Compulsory Credits	Elective Credits	Total Credits
5	120		120
6	90		90
7	75		75
5, 6, 7		75	75
	285	75	360

Table 1d: Credit Requirements for BBus Marketing Major

Level	Compulsory Credits	Elective Credits	Total Credits
5	120		120
6	90		90
7	75	15	90
5, 6, 7		60	60
	285	75	360

3.1.1 Double majors

- To be awarded the Bachelor of Business with a double major, a student must select two majors from those listed below and successfully complete:
 - all the compulsory courses for each major at levels 5, 6 and 7 as specified in Tables 2a – 2d,
 - the level 7 Internship Based Learning course BSNS7030, and a minimum of 45 credits at level 7 from each of the chosen majors.
- A student who has been awarded the degree with a single major may apply to the relevant Academic Authority for the endorsement of a double major if the requirements of that double major are completed within two years of the award of the degree with a single major. In exceptional circumstances the relevant Academic Authority may extend that time limit.

Table 2a: Course Details – Bachelor of Business (Accountancy)

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

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 5					
ACTY5200	Accounting for Business	15			ALAF5200
ACTY5206	Accounting Applications	15	ACTY5200 or ALAF5200		ALAF5206
BSNS5600	Intro to Professional Practice (Part 1)	15			COMM5430 and COMM5530
ACTY5230	Information Systems and Applications	15			ALAF5230
ACTY5270	Economic Principles	15			ALAF5270
ACTY5290	Principles of Managerial Finance	15	ACTY5401 or ALAF5401		ALAF5290
ACTY5320	Law of Business Obligations	15	COMM5530 or COMM5430 or BSNS5600		ALAF5320
BSNS5390	Management Today	15			APMG5340
ACTY5401	Business Statistics	15			ALAF5401

ACTY5700	Intro to Professional Practice (Part 2)	15	BSNS5600		
Level 6					
ACTY6201	Financial Accounting	15	(ACTY5206 or ALAF5206), and (ACTY5230 or ALAF5230), and (COMM5530 or COMM5430 or BSNS5600)		ALAF6201
ACTY6206	Accounting Information Systems	15	(ACTY5206 or ALAF5206), and (ACTY5230 or ALAF5230), and (COMM5530 or COMM5430 or BSNS5600)		ALAF6206
ACTY6210	Taxation	15	(ACTY5206 or ALAF5206), and (ACTY5230 or ALAF5230), and (COMM5530 or COMM5430 or BSNS5600)		ALAF6208
ACTY6212	Management Accounting	15	A minimum of 60 credits at level 5 including (ACTY5200 or ALAF5200), and (ACTY5230 or ALAF5230), and (COMM5530 or COMM5430 or BSNS5600)		ALAF6212
ACTY6320	Law of Business Entities	15	(ACTY5320 or ALAF5320), and (ACTY5230 or ALAF5230), and (ACTY5200 or ALAF5200), and (COMM5530 or COMM5430 or BSNS5600)		ALAF6320
And one of the following level 6 courses					

ACTY6290	<i>Business Finance</i>	15	(ACTY5290 or ALAF5290), and (ACTY5230 or ALAF5230), and (ACTY5200 or ALAF5200), and (COMM5530 or COMM5430 or BSNS5600)		ALAF6290
ACTY6291	<i>Investments</i>	15	(ACTY5290 or ALAF5290), and (ACTY5230 or ALAF5230), and (ACTY5200 or ALAF5200), and (COMM5530 or COMM5430 or BSNS5600)		ALAF6291
ACTY6292	<i>Financial Markets and the World Economy</i>	15	(ACTY5270 or ALAF5270), and (ACTY5230 or ALAF5230), and (ACTY5200 or ALAF5200), and (COMM5530 or COMM5430 or BSNS5600)		ALAF6292
Level 7					
ACTY7201	Advanced Financial Accounting	15	ACTY6201 or ALAF6201		ALAF7201
ACTY7212	Advanced Management Accounting	15	ACTY6212 or ALAF6212		ALAF7212
BSNS7030	Internship Based Learning	30	A minimum of 285 credits completed from the student's major		ALAF/ACTY 7319, ACTY 7499, ALAF/ACTY 7219, ACTY 7419, APMG 7389, APMG/BSNS 7349, BSNS 7449, APMG/BSNS 7359, BSNS 7459
And one of the following level 7 courses					

ACTY7209	<i>Advanced Auditing</i>	15	(ACTY6206 or ALAF6206), and (ACTY6201 or ALAF6201)		ALAF7209
ACTY7210	<i>Advanced Taxation</i>	15	ACTY6210 or ALAF6208		ALAF7208
ACTY7292	<i>Financial Statement Analysis</i>	15	(ACTY6290 or ALAF6290), and (ACTY6201 or ALAF6201)		ALAF7292
Plus 30 Elective Credits at Level 5 or above AND 15 Elective Credits at Level 6 or above. Elective courses may be chosen from within the Bachelor of Business or from any Unitec Degree Programme					

Table 2b: Course Details – Bachelor of Business (Finance) (NOT CURRENTLY OFFERED)

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

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 5					
ACTY5200	Accounting for Business	15			ALAF5200
ACTY5206	Accounting Applications	15	(ACTY5200 or ALAF5200) and (ACTY5230 or ALAF5230)		ALAF5206
BSNS5600	Intro to Professional Practice (Part 1)	15			COMM5430 and COMM5530
ACTY5230	Information Systems and Applications	15			ALAF5230
ACTY5270	Economic Principles	15			ALAF5270
ACTY5290	Principles of Managerial Finance	15	ACTY5401 or ALAF5401		ALAF5290
ACTY5320	Law of Business Obligations	15	COMM5530 or COMM5430 or BSNS5600		ALAF5320
BSNS5390	Management Today	15			APMG5340
ACTY5401	Business Statistics	15			ALAF5401
ACTY5700	Intro to Professional Practice (Part 2)	15	BSNS5600		
Level 6					
ACTY6290	Business Finance	15	(ACTY5290 or ALAF5290), and (ACTY5230 or ALAF5230), and (ACTY5200 or ALAF5200), and (COMM5530 or COMM5430 or BSNS5600)		ALAF6290
ACTY6291	Investments	15	(ACTY5290 or ALAF5290), and (ACTY5230 or ALAF5230),		ALAF6291

			and (ACTY5200 or ALAF5200), and (COMM5530 or COMM5430 or BSNS5600)		
ACTY6292	Financial Markets and the World Economy	15	(ACTY5270 or ALAF5270), and (ACTY5230 or ALAF5230), and ACTY5200 or ALAF5200), and (COMM5530 or COMM5430 or BSNS5600)		ALAF6292
ACTY6299	Financial Modelling	15	(ACTY5290 or ALAF5290), and ACTY5230		ACTY6293
Level 7					
ACTY7290	Advanced Business Finance	15	ACTY6290 or ALAF6290		ALAF7290
ACTY7295	Financial Risk Management	15	(ACTY6290 or ALAF6290), and (ACTY6291 or ALAF6291)		ALAF7295
ACTY7299	International Finance	15	ACTY6290 or ALAF6290		
BSNS7030	Internship Based Learning	30	A minimum of 285 credits completed from the student's major		ALAF/ACTY 7319, ACTY 7499, ALAF/ACTY 7219, ACTY 7419, APMG 7389, APMG/BSNS 7349, BSNS 7449, APMG/BSNS 7359, BSNS 7459
Plus 30 Elective Credits at Level 5 or above AND 45 Elective Credits at Level 6 or above. Elective courses may be chosen from within the Bachelor of Business or from any Unitec Degree Programme					
<i>For students who are exempt from an Internship Based Learning course please use the following electives with ACTY7292 as the first elective to be taken.</i>					
ACTY7212	Advanced Management Accounting	15	(ACTY6212 or ALAF6212 or ACTY6212S)		ALAF7212
ACTY7292	Financial Statement Analysis	15	(ACTY6290 or ALAF6290 or ACTY6290S & (ACTY6201 or ALAF6201 or ACTY6201S)		ALAF7292

Table 2c: Course Details – Bachelor of Business (Management)

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

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 5					
BSNS5390	Management Today	15			APMG5340
BSNS5600	Intro to Professional Practice (Part 1)	15			COMM5430 and COMM5530
ACTY5200	Accounting for Business	15			ALAF5200
ACTY5230	Information Systems and Applications	15			ALAF5230
ACTY5320	Law of Business Obligations		COMM5530 or COMM5430 or BSNS5600		ALAF5320
ACTY5401	Business Statistics	15			ALAF5401
ACTY5700	Intro to Professional Practice (Part 2)	15	BSNS5600		
And the following for the Operations Management Stream					
BSNS5350	Introduction to Operations Management	15		BSNS5390 or APMG5390	AMPG5350
And the following for the Human Resource Management Stream					
BSNS5341	Introduction to Human Resource Management	15	BSNS5390 or APMG5390		AMPG5341
Level 6					
BSNS6162	Managing Projects	15	120 credits at Level 5		BSNS7351
BSNS6340	Strategic Thinking for Managers	15	75 credits at Level 5 including COMM5530 or COMM5430 or BSNS5600		APMG6340
BSNS6371	Research Practice	15	(ACTY5401 or ALAF5401)		APMG6371
And the following for the Operations Management Stream					
BSNS6350	Operations Management	15	BSNS5350 and BSNS5600		APMG6350
BSNS6351	Managing Quality	15	BSNS5350 or APMG5350		
BSNS6352	Supply Chain Management	15	BSNS5350 or APMG5350		APMG6352
And the following for the Human Resource Management Stream					
BSNS6341	Talent Development and Management	15	BSNS5341 and BSNS5600		
BSNS6342	Organisational Behaviour	15	BSNS5341 or APMG5341		APMG6342
BSNS6343	Employee Relations and Legislation	15	BSNS5341 or APMG5341		APMG6343
Level 7					
BSNS7340	Organisational Strategies	15	BSNS6340		APMG7340
BSNS7162	Business Analytics	15	BSNS6340 and ACTY5401		
BSNS7030	Internship Based Learning	30	A minimum of 285 credits		ALAF/ACTY 7319, ACTY

			completed from the student's major		7499, ALAF/ACTY 7219, ACTY 7419, APMG 7389, APMG/BSNS 7349, BSNS 7449, APMG/BSNS 7359, BSNS 7459
And the following for the Operations Management Stream					
BSNS7350	Applied Operations Management	15	BSNS6350 or APMG6350		APMG7350
And the following for the Human Resource Management Stream					
BSNS7140	Applied Human Resource Management	15	(BSNS6342 or APMG6342) and (BSNS6343 or APMG6343)		BSNS7341
<i>Plus 75 Elective Credits at Level 5 or above. Elective courses may be chosen from within the Bachelor of Business or from any Unitec Degree Programme</i>					

Table 2d: Course Details – Bachelor of Business (Marketing)

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

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 5					
BSNS5390	Management Today	15			APMG5340
BSNS5340	Marketing Fundamentals	15			APMG5340
BSNS5600	Intro to Professional Practice (Part 1)	15			COMM5430 and COMM5530
ACTY5320	Law of Business Obligations	15	COMM5530 or COMM5430 or BSNS5600		ALAF5320
ACTY5230	Information Systems and Applications	15			ALAF5230
ACTY5200	Accounting for Business	15			ALAF5200
ACTY5401	Business Statistics	15			ALAF5401
ACTY5700	Intro to Professional Practice (Part 2)	15	BSNS5600		
Level 6					
BSNS6100	Marketing Management	15	BSNS5340		BSNS6370
BSNS6340	Strategic Thinking for Managers	15	75 credits at Level 5 including COMM5530 or COMM5430 or BSNS5600		APMG6340
BSNS6363	Digital Marketing	15			
BSNS6371	Research Practice	15	(ACTY5401 or ALAF5401)		APMG6371
BSNS6372	Buyer Behaviour	15	(BSNS5340 or APMG5340)		APMG6372

BSNS6374	Integrated Marketing Communications	15	(BSNS5340 or APMG5340), and (COMM5530 or COMM5430 or BSNS5600)		
Level 7					
BSNS7100	Advanced Marketing	15	BSNS6100		BSNS7370
BSNS7162	Business Analytics	15	BSNS6340 and ACTY5401		
BSNS7340	Organisational Strategies	15	BSNS6340		APMG7340
BSNS7030	Internship Based Learning	30	A minimum of 285 credits completed from the student's major		ALAF/ACTY 7319, ACTY 7499, ALAF/ACTY 7219, ACTY 7419, APMG 7389, APMG/BSNS 7349, BSNS 7449, APMG/BSNS 7359, BSNS 7459
And one of the following level 7 courses					
BSNS7110	<i>Google Certified (Web-based Advertising & Analytics)</i>	15	45 credits at level 6 or above		
BSNS7474	<i>Social Media Marketing</i>	15	BSNS5340 Fundamentals of Marketing		
BSNS7575	<i>Search Engine Optimisation</i>	15	45 credits at level 6 or above		
BSNS7676	<i>Inbound Marketing & Marketing Automation</i>	15	45 credits at level 6 or above		
Plus 60 Elective Credits at Level 5 or above. Elective courses may be chosen from within the Bachelor of Business or from any Unitec Degree Programme					

Table 2e: Additional Elective Courses

Elective courses in *italics*.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 5					
Level 6					
Level 7					
ACTY7218	Negotiated Study – Accounting	15	240 credit including 60 credits at Level 6 or above and relevant Academic		ALAF 7218

			Authority approval		
ACTY7318	Negotiated Study – Finance	15	240 credits including 60 credits at Level 6 or above and relevant Academic Authority approval		ALAF 7318
BSNS7348	Negotiated Study – Human Resource Management	15	240 credits including 60 credits at Level 6 or above and relevant Academic Authority approval		APMG 7348
BSNS7358	Negotiated Study Operations Management	15	240 credits including 60 credits at Level 6 or above and relevant Academic Authority approval		APMG 7358
BSNS7360	International Business	15	BSNS6340 or APMG6340		
BSNS7373	Applied Digital Marketing	15	45 credits at Level 6		
BSNS7388	Negotiated Study Marketing	15	240 credits including 60 credits at Level 6 or above and relevant Academic Authority approval		APMG 7388
BSNS7730	Sustainability in Business	15	60 credits from BBus		

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

All Bachelor of Business students will undertake to find and complete an approved placement of a minimum of 220 hours in the workplace within the parameters agreed with the sponsoring organisation and academic staff member. The process of negotiating the project/work placement will be overseen by the course co-ordinator. All students must comply with the Work Based Learning: Internship Placement requirements for specific courses, as defined in the Student Handbook.

3.3 Mahi Akoranga | A Wāhanga | Course Load per Sem

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 three years (full-time study) or six 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 one Semester.

	<p>The maximum period to complete this Programme is 10 years.</p> <p>3.5 Whakawhiwhi Tāpiripiri Additional Awards 3.5.1 Senior Scholar Award To be eligible for consideration to receive a Senior Scholar Award a student must have:</p> <ol style="list-style-type: none"> achieved a cumulative Grade Point Average (GPA) of 8.0 (there is no rounding) or better across all degree courses for which s/he has been assessed in the programme; and achieved at least 2/3 of the total credits for the degree through enrolment in Unitec courses (i.e. have achieved no more than 1/3 of the credits by cross credits from another institution or by the assessment of prior learning). 																																
<p>4. Tūtukitanga Whakamihi Credit Recognition</p> <p><i>Credit Recognition complies with Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p>4.1 Whakawhiti Tūtukitanga Cross Credit 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.</p> <ol style="list-style-type: none"> 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. The credit recognition may be: <ol style="list-style-type: none"> specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or 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. Cross credits will not be given for an Internship Based Learning Course. <p>4.2 Aromatawai Tōmua Assessment of Prior Learning (APL) Assessment of Prior Learning is available for all courses in this programme. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Procedure.</p> <p>4.3 Ngā whakawhitinga Credit Transfer There are no credit transfer arrangements for this programme.</p> <p>4.4 Ākonga Whakawhiti Student Exchange Study at an international partner institution is available in this Programme. Credit Recognition is applied to the Unitec student's academic record upon their return to New Zealand.</p>																																
<p>5. Waeture Aromatawai Assessment Regulations</p> <p><i>Assessment Regulations comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p>5.1 Paparahi Aromatawai Assessment Basis Assessment in this programme uses both achievement-based (Table 3a) and competency-based (Table 3b) grading scales for courses.</p> <p>Internship Based Learning courses are competency based. Students must achieve all of the outcomes in competency-based assessment in order to pass those courses.</p> <p>All other courses are achievement based using an 11-point grading scale. Students must obtain at least 50% overall score in order to pass that course.</p> <p>In order to achieve a passing grade for a course in which there is a final examination, all students must achieve at least 40% in the final examination for that course.</p> <p>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. Participants must obtain at least 50% overall score in order to pass achievement-based assessment.</p> <p>Table 3a: Achievement based 11-point assessment system</p> <table border="1" data-bbox="363 1720 1134 2033"> <thead> <tr> <th>Grade</th> <th>Meaning</th> <th>Result</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>Distinction</td> <td>Credits Earned</td> <td>90 – 100</td> </tr> <tr> <td>A</td> <td>Distinction</td> <td>Credits Earned</td> <td>85 – 89</td> </tr> <tr> <td>A-</td> <td>Distinction</td> <td>Credits Earned</td> <td>80 – 84</td> </tr> <tr> <td>B+</td> <td>Merit</td> <td>Credits Earned</td> <td>75 – 79</td> </tr> <tr> <td>B</td> <td>Merit</td> <td>Credits Earned</td> <td>70 – 74</td> </tr> <tr> <td>B-</td> <td>Merit</td> <td>Credits Earned</td> <td>65 – 69</td> </tr> <tr> <td>C+</td> <td>Pass</td> <td>Credits Earned</td> <td>60 – 64</td> </tr> </tbody> </table>	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
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

For Internship Based Learning courses the grades will be determined according to the following criteria. Participants must achieve all of the outcomes in order to pass competency-based assessment.

Table 3b: Competency based 3-point assessment system

Grade	Meaning	Result
M	Merit Pass	Credits Earned
P	Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

5.3 Paearu Taumata | Grade Criteria

Students may be awarded one of the following grades for a course:

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 Sem 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.
ES	Student Exchange	The Student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No Credits earned.
NGA	No Grade Associated	Course assessment and reporting of results are not required for this course or are carried out by an external agency. No Credits earned
R	Restricted Pass	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.

6. Aromatawai Mahinga | Assessment Procedures

6.1 Ākoranga Aromatawai | Course Assessment

Courses employ both formative and summative assessment activities. Formative assessments do not contribute to the final grade for a given course. All summative assessment elements are compulsory unless otherwise approved and noted in course information.

<p><i>Assessment Procedures comply with Unitec's Assessment Moderation and Grades Policy and associated procedure.</i></p>	<p>Students must attempt all compulsory assessment activities in order to pass and receive credit for any course. Students who do not attempt a compulsory item of assessment may be awarded a 'Did Not Complete' (DNC) for the whole course and may not earn any credits.</p> <p>6.2 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 governed by the Unitec Assessment in Te Reo Māori procedure and detailed in course material.</p> <p>6.3 Tāpaetanga Tōmuri Submission and late submission of work</p> <ol style="list-style-type: none"> The due dates for all summative assessment work will be notified at the commencement of each course. Any assessment that is submitted late (and does not have a prior approved extension) will be penalised by a deduction of 10% per day of the participants assignment mark, up to five (5) days, inclusive of weekends. Applications for extensions must be made by according to procedure noted in Student Handbooks and course documentation. Any extension will be carried out within a specified time period as agreed with the relevant academic authority and no further extensions will be granted. No assignment will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the participants will receive a 'zero' grade for that assignment. If the assignment is compulsory, then the participants will receive a Did Not Complete (DNC) grade for the entire course. <p>6.4 Whakamātautau Anō Resubmission or Reassessment Resubmission/reassessment is only available for Internship Based Learning courses. No other courses allow resubmission or reassessment.</p> <p>A student may apply to undertake a resubmission/reassessment for a failed assessment in Internship Based Learning courses within 5 days of receiving their marked assessment. The following conditions apply:</p> <ol style="list-style-type: none"> only one reassessment or resubmission per Internship Based Learning course. Any approved resubmission/reassessment will be carried out within a specified time period as agreed with the relevant academic authority. 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. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade. Assignments that are handed in late are not eligible for resubmission or reassessment. <p>6.5 Āhuatanga Aromatawai Motuhake Affected Performance Consideration A student may apply for Affected Performance Consideration (APC) if:</p> <ul style="list-style-type: none"> The student is unable to attend an examination, compulsory assessment or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances The student's preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control <p>Applications for APC are made by a student within 5 working days of the affected assessment event. Decisions to approve an APC and to apply any remedy are made according to the Assessment and Grading Procedures and Regulations.</p> <p>6.6 Pāhi Rāhui Restricted Pass Restricted passes are not available in this programme.</p> <p>6.7 Tuaruatanga Repeating Courses Students who are repeating a Level 1–8 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</p>
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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 and will specify any course grade that will be carried over.

Students may enrol and repeat a course that they have failed only once. Permission to enrol for a third time is governed by Exclusion provisions below.

6.8 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.

- a. Any Student who fails to achieve at least 50 per cent of the credits that he or she is enrolled in in any 12-month period may be excluded by the relevant Academic Authority from re-enrolling in any further courses. The decision whether students can re-enrol in further courses will be based on a student's likelihood of succeeding in further study and will be made by the relevant Head of School.
- b. When calculating the 12-month period in a. above, Unitec reserves the right to include any relevant time spent by the Student studying at another tertiary institution.
- c. A Student who has not achieved a Pass Grade in the same Course on two occasions shall not be enrolled again for that Course except with the permission of the relevant Academic Authority.
- d. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.

6.9 Examination Regulations

All formal examinations in this programme are governed by the Unitec Examinations Regulations;

6.10 Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.

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:

- '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 Programme Academic Quality Committee responsible for the Programme.

7.2 Āhuetanga Tauwhirowhiro Ritenga | Transitional Arrangements

7.2.1 Transition Arrangements for students enrolled in the Bachelor of Business Finance Major before Sem 1, 2013

- From Sem one 2013, course Financial Services (ACTY 6293) will be replaced by course Financial Modelling (ACTY 6299). Students that have completed Financial Services (ACTY 6293) do not need to complete Financial Modelling (ACTY6299).
- From Sem one 2013, course Financial Statement Analysis (ACTY 7292) will be replaced by course International Finance (ACTY 7299), as a compulsory course in the finance major. Students that have completed Financial Statement Analysis (ACTY 7292) do not need to complete International Finance (ACTY 7299).
- From Sem one 2013, course Financial Accounting (ACTY 6201) will not be a compulsory course in the BBus Finance major.

The transition arrangements expire at the end of December 2020.

7.2.2 Transitional arrangements for students enrolled in the Bachelor of Business Management or Marketing majors prior to Sem 1 2016

Compulsory Courses for Bachelor of Business – Management major– Operations Management

Course Code	Course Name	Transitional Course
BSNS5400	Business Fundamentals	Any Elective course from Bachelor of Business programme

BSNS7351	Project Management	From Sem 1 2016 ISCG7411 Project Management Methodology
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Compulsory Courses for Bachelor of Business – Management major– Human Resource Management

Course Code	Course Name	Transitional Course
BSNS5400	Business Fundamentals	Any Elective course from Bachelor of Business programme
BSNS7341	Global Issues in HRM	BSNS7140 Applied Human Resource Management
BSNS7351	Project Management	From Sem 1 2016 ISCG7411 Project Management Methodology

Compulsory Courses for Bachelor of Business – Marketing Major

Course Code	Course Name	Transitional Course
BSNS5400	Business Fundamentals	Any Elective course from Bachelor of Business programme
BSNS6370	Marketing Planning	BSNS6100 Marketing Management
BSNS6373	Sales Management	BSNS6374 Integrated Marketing Communication
BSNS7370	Marketing Strategy	BSNS7100 Advanced Marketing

The transition arrangements expire at the end of December 2024.

7.2.3 Transitional arrangements for students enrolled in the Bachelor of Business Management or Marketing majors prior to Sem 1 2018

Compulsory Courses for Bachelor of Business – Marketing Major

Course Code	Course Name	Transitional Course
BSNS6162	Managing Projects	BSNS6363 Digital Marketing

The transition arrangements expire at the end of December 2026.

7.3 Hōtaka Whakarerekē O Ngā Āhutatanga Ako | Modified Programmes of Study

Modified programmes of study allow transitioning students to achieve the award of this qualification by undertaking a modified set of courses which may differ from those specified in 3.1 above. Students will be considered on a case by case basis and required to complete a modified programme of study as approved. The modified programme of study may include a negotiated study course at an appropriate level. Any modified programmes of study are described in Schedule A below.

8. Kupu Āpiti | Schedules or Appendices

Schedule A: Hōtaka Whakarerekē O Ngā Āhutatanga Ako | Modified Programmes of Study

A1.1 Modified Programme of Study for the Unitec Bachelor of Business / Shandong Economics University Diploma Joint programme

Admission to Bachelor of Business from SDUFE Diploma in Accounting

Students will have met the entry criteria for the Bachelor of Business programme of study at Unitec in the following circumstances:

- students who receive a pass grade in the following course: LANGNZ469 Academic Skills for Business Studies, or equivalent (on the first attempt);

And

- achieve a pass grade in at least two of the following courses:
- ACTY5200 Accounting for Business
- ACTY5206 Accounting Applications
- ACTY6212 Management Accounting

Credit Recognition

Students will be eligible for credit recognition as stated in the credit recognition schedule contained in the agreement.

Students require a minimum B grade in LANGNZ469 Academic Skills for Business to receive 15 unspecified credits at Level 5.

Examination Resits

Students who achieve a fail grade in any of the following courses are eligible to take one resit of the final examination:

- ACTY5200 Accounting for Business,
- ACTY5206 Accounting Applications, and
- ACTY6212 Management Accounting

The maximum mark awarded for the course passed under the resit condition is 50%. The resit examination must be taken within six months of sitting the original examination.

A1.2 Modified Programme of Study for the Unitec Bachelor of Business / Shandong Economics University Degree Joint programme**Admission to Bachelor of Business from SDUFE Bachelor of Accountancy**

Students will have met the entry criteria for the Bachelor of Business programme of study at Unitec in the following circumstances:

- students who receive a pass grade in the following course: BSNS 5600 Introduction to Professional Practice (Part 1) (on the first attempt);

And

- achieve a pass grade in at least two of the following courses:
 - ACTY 5200 Accounting for Business
 - ACTY 5206 Accounting Applications
 - ACTY 6201 Financial Accounting
 - ACTY 6212 Management Accounting
 - ACTY 6290 Business Finance
- students who fail in any of the above courses will require a longer timeframe to complete their Bachelor of Business degree at Unitec.

Credit Recognition

Students who have met the entry criteria will be eligible for credit recognition as stated in the credit recognition schedule contained in the agreement.

Examination Resits

Students who achieve a fail grade in any of the following courses are eligible to take one resit of the final examination:

- ACTY5200 Accounting for Business,
- ACTY5206 Accounting Applications
- ACTY6201 Financial Accounting
- ACTY6212 Management Accounting
- ACTY6290 Business Finance
- BSNS5600 Introduction to Professional Practice (Part 1)

The maximum mark awarded for the course passed under the resit condition is 50%. The resit examination must be taken within six months of sitting the original examination.