

PROGRAMME REGULATIONS

Programme Schedule

Certificate in Design and Visual Arts

To be read in conjunction with [Unitec Generic Certificate Regulations](#).

1. Programme Schedule

This schedule applies to the Certificate in Design and Visual Arts (CertDesVisArt) (Level 4, 120 credits).

2. Programme Specific Admission

2.1 Specific Admission

To be admitted to this programme, all applicants must meet the Special or Discretionary requirements set out in the Certificate Generic Regulations. The General Admission and English Language Entry requirements outlined in the Certificate Generic Regulations do not apply to this programme.

2.2 General Admission

To be admitted to this programme, all applicants must meet the following General Admission requirements in addition to the requirements set out in the Certificate Generic Regulations:

- have a minimum of 4 years secondary education, and have a minimum of 12 NCEA credits at Level 1 in each of at least two subjects, or a pass in two subjects in New Zealand School Certificate, or Unitec Certificate in Foundation Studies: Visual Art and Design (Level 3), or equivalent;
- have completed UNITEC Certificate in Foundation Studies (Level 3): Whitinga, including Creative Arts and Creative Arts Additional level 3 courses;
- demonstrate the spoken, written and practical abilities to succeed on the programme, which will be determined at an interview and by portfolio submission.

2.3 English Language Entry requirements

The English Language requirements set out in the Certificate Generic Regulations do not apply to this programme. Applicants must meet the following requirements:

- 2.3.1 have achieved at least a “C” in New Zealand School Certificate English, or achieved at least 12 credits at NCEA level 2 in English, or equivalent;
- 2.3.2 have an overall IELTS band score (Academic Format) of 6.0 with no band score lower than 5.5 , or;
- 2.3.3 have a TOEFL pBT (Paper-based Test) score of no less than 550 or equivalent.

3. Selection Criteria

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

- a. Enthusiasm for design and visual arts related issues;
- b. Motivation to complete the programme.

These criteria are not ranked in any order. Applicants who meet the greatest number of criteria will be the preferred applicants.

4. Selection Process

- a. Selection will be made by a subcommittee of the Programme Committee set up for the purpose and with the delegated authority of that Committee to offer places to applicants.
- b. Applicants shall usually be required to present a folio of work and attend an interview.

5. Requirements for the Award of the Qualification

5.1 Certificate in Design and Visual Arts

To be awarded the Certificate in Design and Visual Arts a student must:

- Successfully complete all courses listed in Table 1; and
- Attend and/or attempt all summative assessment; and
- Attend a minimum of 80% of the course unless absenteeism is approved by the Programme Leader.

Table 1: Courses for Certificate in Design and Visual Arts

All courses are compulsory

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Level 4				
DEVS4021	Studio A	30	Nil	Nil
DEVS4022	Studio B	30	Nil	Nil
DEVS4023	Processes, Procedures, Materials and Technology A	15	Nil	Nil
DEVS4024	Processes, Procedures, Materials and Technology B	15	Nil	Nil
DEVS4025	Academic Study Skills in Design and Visual Art A	15	Nil	Nil
DEVS4026	Academic Study Skills in Design and Visual Art B	15	Nil	Nil

5.2 Progress through the Certificate

No student may enrol in more than 60 credits in a semester.

6. Credit Recognition and Exemptions

- a. Specified and unspecified credit recognition may be awarded in accordance with the Generic Certificate Regulations.
- b. Students enrolled in the Unitec Certificate in Design prior to 2008 may apply for courses completed in that programme to be credit recognised to the Certificate in Design and Visual Arts.
- c. Credit recognition awarded under clause 6.b above will be considered on a case by case by basis, and credits awarded accordingly.

7. Assessment of Prior Learning

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

8. Assessment

8.1 General

All assessment is achievement based using an 11 point grading scale.

8.2 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 2: 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 3: 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
R	Restricted Pass	The student has been awarded a restricted pass subject to clause 8.3 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.
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.

8.3 Conditions applying to restricted passes

- a. Students may receive a restricted pass for a course that was narrowly failed but where this is compensated for by overall high performance.
- b. The granting of restricted passes will be at the discretion of the Programme Committee.
- c. A student may decline the award of a restricted pass by notifying the Dean of the division not less than 20 days from receiving notification of the award.
- d. Restricted passes may be granted for no more than two courses in the programme.

8.4 Coursework

- a. The due dates for all summative assessment work will be notified in course information.
- b. The current Department of Design and Visual Arts late submission policy will apply to all courses, unless notified to students in writing at the outset of the assessment event.

8.5 Resubmissions

- a. Where a student is deemed to have narrowly failed a course, the Programme Committee may offer the student a chance to submit an additional assessment event for this course.
- b. The decision on whether to offer the opportunity for additional submission as per 8.5.a will be made by the Programme Committee on a case by case basis.
- c. If the result of the additional assessment event is deemed by the Programme Committee to demonstrate that the student has met the learning outcomes specified for the course, the student may be given a maximum grade of C-.
- d. If the result of the additional assessment event is not deemed by the Programme Committee to demonstrate that the student has met the learning outcomes specified for the course, the student's original failing grade will stand.
- e. All such submissions will be carried out within a specified time period. This time period will be notified to the student by the Programme Committee.

9. Commencement

These regulations came into force in Semester 1, 2014.