

PROGRAMME REGULATIONS

DIPLOMA REGULATIONS

1. Regulations

- 1.1 These regulations apply to all Diploma qualifications at Unitec.
- 1.2 The [Academic Statute](#) of Unitec should be read in conjunction with these regulations.
- 1.3 In these regulations the term ‘programme schedule’ means the schedule to these Diploma Regulations for each diploma award containing the supplementary and specific regulations relating to that diploma.
- 1.4 The relevant Programme Schedule should be read in conjunction with these regulations.

2. Admission

2.1 Admission

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, which can be obtained from a Ministry of Education office).

- 2.1.1 To be admitted to the qualification of Diploma applicants must meet Unitec’s English language entry requirements (see 2.5)

AND

- 2.1.2 Meet admission requirements under one of the following provisions:

- a. General Admission (see 2.2)

OR

- b. Special Admission (see 2.3)

OR

c. Discretionary Admission (see 2.4)

2.1.3 To be admitted to a specific Diploma programme, the applicant must also meet any programme specific admission requirements as set out in the respective programme schedule

AND

2.1.4 The applicant may be subject to further selection criteria (see 3.1).

2.2 General admission

2.2.1 For Level 5 Diploma programmes applicants must have a total of 48 NCEA credits at level 2 in best 4 subjects, OR a maximum total of 20 in best 4 Sixth Form Certificate subjects, OR equivalent, OR completion of an appropriate qualification at Level 3 or above;

2.2.2 For Level 6 Diploma programmes applicants must have a total of 60 NCEA credits at level 2 in best 4 subjects, OR a maximum total of 16 in best 4 Sixth Form Certificate subjects, OR equivalent OR completion of an appropriate qualification at Level 3 or above;

2.2.3 For Level 7 Diploma programmes applicants must have a total 60 NCEA credits at level 2 in best 4 subjects OR a maximum total of 16 in best 4 Sixth Form Certificate subjects, OR equivalent OR completion of an appropriate qualification at Level 3 or above.

2.3 Special Admission

2.3.1 Applicants must have:

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

2.4 Discretionary Admission

2.4.1 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 diploma is to commence may apply for discretionary admission.

2.4.2 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.

2.5 English Language Admission Requirements

2.5.1 General English Language requirements

For Level 5 Diploma programmes

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

For Level 6 or 7 Diploma programmes

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).

2.5.2 English language entry requirements for international students for whom English is not their first language:

Applicants must have at least **ONE** of the following:

- a) Gained NCEA level 3 and met New Zealand university entrance requirements;
- b) Clear evidence that they satisfy one of the following criteria for existing English proficiency:
 1. Previous primary and secondary study in English as evidenced by completion of one of the following at schools with English as the language of instruction in countries with a student visa approval rate of at least 80 per cent:
 - i. Completion of all primary education and at least three years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13), or
 - ii. Completion of at least five years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13)at schools using English as the language of instruction are eligible for enrolment at all levels of the NZQF
 2. Previous tertiary study in English: International students are eligible for enrolment at all levels of the NZQF when they can provide clear evidence of completion of a Bachelor Degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Postgraduate Certificate, Postgraduate Diploma, Master's Degree or Doctoral Degree with English as the language of instruction, from tertiary education providers from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States
 3. Achievement of the Certificate in English Language Teaching to Adults (CELTA)
- c) Achieved, **within the preceding two years**, at least one of the English proficiency outcomes listed below:

For Level 5 Diploma programmes

1. NZ Certificate in English Language (NZCEL) (Academic) (Level 4)
2. An overall IELTS band score (Academic Format) of 5.5 with no band score lower than 5. The IELTS scores used must be taken from a single IELTS Test Report Form.
3. An overall TOEFL Paper-based test (pBT) score of 550 (essay 5 TWE) OR an overall TOEFL Internet-based test (iBT) Score of 46 (writing 20)
4. University of Cambridge English Examinations: FCE or FCE for schools with a score of 162. No less than 154 in each skill. OET at Grade C in all sub-tests
5. Pearson Test of English PToE (Academic) with a score of 42 with no score lower than 36

For Level 6 or 7 Diploma programmes

1. NZ Certificate in English Language (NZCEL) (Academic) (Level 4)
2. An overall IELTS band score (Academic Format) of 6 with no band score lower than 5.5. The IELTS scores used must be taken from a single IELTS Test Report Form.
3. An overall TOEFL Paper-based test (pBT) score of 550 (essay 5 TWE) OR an overall TOEFL Internet-based test (iBT) Score of 60 (writing 20)
4. University of Cambridge English Examinations: FCE, or FCE for schools, or CAE, or CPE with a score of 169. No less than 162 in each skill. OET at Grade C in all sub-tests
5. Pearson Test of English PToE (Academic) with a score of 50 with no score lower than 42

3. Selection

Any selection criteria will be specified in the programme schedule.

4. Requirements for the Award of the Qualification

4.1 Credits and courses

- a. To be awarded a Diploma, a student must have successfully completed the required total of credits and courses specified in the programme schedule for the diploma, including the completion of all compulsory courses and any pre- and co-requisites specified.

- b. Students may be awarded credit through cross credits (as specified in clause 5 below), unless otherwise specified in the programme schedule for the diploma.

4.2 Progress through the diploma

- 4.2.1 Except in exceptional circumstances, and as approved by the Programme Committee, no student may enrol for more than 80 credits in any one semester or more than 40 credits in a summer semester.
- 4.2.2 Except in exceptional circumstances, and as approved by the Programme Committee, the maximum time for completion of a Diploma with 120 credits is 6 years and a Diploma with 240 credits is 8 years from the date of first enrolment.

5. Credit Recognition

- 5.1 Subject to the provisions of the programme schedule for the diploma, the Programme Committee may award a student cross credits in recognition of successful equivalent study, at the same or a higher level in the context of another programme.
- 5.2 Credit Recognition is achieved by the award of cross credit. Cross credit may be recognized by the granting of *specified* or *unspecified* credits:
 - a. specified credits, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme.
 - b. unspecified credits, 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. Unspecified credits will be awarded at the discretion of, and at a level decided by, the Programme Committee.

6. Assessment of Prior Learning (APL)

Unless otherwise specified in the Programme Schedule, prior learning can be assessed and recognised for all courses and graduate outcomes.

7. Assessment

7.1 General

All assessment is standards based, and may be achievement based or competency based as specified in the programme schedule for the diploma.

7.2 Summative Assessment Work

- 7.2.1 The due dates for all summative assessment work will be notified to students in writing at the commencement of each course. No late work will be accepted for marking unless specified in the programme schedule for the diploma.
- 7.2.2 All student summative assessment work will be graded as specified in the programme schedule for the diploma.
- 7.2.3 No resits or resubmissions of work submitted by a student for summative assessment will be allowed unless otherwise stated in the programme schedule for the diploma.
- 7.2.4 The maximum grade that a student can receive for resits or resubmissions of summative assessment work is the minimum possible passing grade.

7.3 Course grades

- 7.3.1 Course grades shall be calculated by the mathematical aggregation of weighted summative assessment grades on the basis set out in the programme schedule for the diploma.
- 7.3.2 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.
- 7.3.3 The Programme Committee may award a 'restricted pass' in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance. The conditions which apply to a restricted pass shall be included in the programme schedule for the diploma, and
 - a. a student may decline the award of a restricted pass by notifying the Executive Faculty Dean in writing not later than 20 working days from mailing of the results;
 - b. The Programme Committee may, at its discretion, prevent a student from using a restricted pass to meet the prerequisite requirements of another course.

8. Transitional Arrangements and Modified Programmes of Study

Where transitional arrangements or modified programmes of study apply, these will be set out in the programme schedule for the Diploma.

9. Transition regulations for conversion of courses to 15 credit courses

- 9.1 From 2008 credit values of Unitec undergraduate courses will progressively be converted to 15 credits or multiples thereof.

- 9.2 The transition arrangements will expire 6 years after for a Diploma with 120 credits and 8 years after for a Diploma with 240 credits from the year of introduction of the credit value change to each programme.
- 9.3 Programme Committees may award unspecified credit to a maximum of 6 credits to students who incur a credit deficit where such an award would enable them to complete their programme during the transition period.
- 9.4 Programme Committees may authorise personal programmes of study to ensure that students are not disadvantaged during the transition period.
- 9.5 Programme schedules will include the transition arrangements specific to the programme.
- 9.6 Where transitional arrangements do not exist or have expired in the programme specific regulations, then the student will be required to complete a modified programme of study as approved by the Programme Committee.

10. Commencement

These regulations came into force Semester 2, 2017.