

# PROGRAMME REGULATIONS

## Programme Schedule

### Graduate Certificate in English as an Additional Language

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

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#### 1. Programme Schedule

This Schedule applies to the Unitec Graduate Certificate in English as an Additional Language (GCertEAL) Level 7, Credits 60.

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#### 2. Programme Specific Admission

##### 2.1 Specific Admission

To be admitted to this programme, all applicants must meet the requirements set out in the Graduate Certificate Generic Regulations. There are no additional programme-specific admission requirements.

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#### 3. Selection Criteria

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

- a. Demonstrated ability in spoken and written English;
- b. Competence in computer skills;
- c. Experience in a professional field.

Applicants who meet the maximum number of listed criteria will be the preferred candidates

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#### 4. Selection Process

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.

All eligible applicants will be required to participate in a selection interview. At this interview applicants will be asked to

- a. discuss their professional experiences,
- b. complete written English tasks, and

c. demonstrate their ability to use a computer.

All applicants will be advised of what is expected in the interview at least 1 week prior to the agreed date.

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## 5. Requirements for the Award of the Qualification

### 5.1 Graduate Certificate in English as an Additional Language

To be awarded the Graduate Certificate in English as an Additional Language (Level 7, 60 credits) a student must complete the two compulsory courses listed in Table 1 (30 credits) and a minimum of 2 elective courses, at least one of which is Level 7, (30 credits) from those listed in Table 2.

### 5.2 Course details

**Table 1: Compulsory Courses for Graduate Certificate in English as an Additional Language**

Compulsory courses are shown in **bold**

Level	Course No.	Course Name	Credits	Pre-requisites
<b>Level 6</b>				
7	<b>EAPL7411</b>	<b>Advanced Written English</b>	<b>15</b>	
7	<b>EAPL7412</b>	<b>Advanced Spoken English</b>	<b>15</b>	

**Table 2: Elective Courses for Graduate Certificate in English as an Additional Language**

Elective courses are shown in *italics*

Level	Course No.	Course Name	Credits	Pre-requisites
<b>Level 6</b>				
6	<i>EAPL6311</i>	<i>English Language Studies</i>	15	
6	<i>EAPL6314</i>	<i>The Spoken Word</i>	15	
6	<i>EAPL6315</i>	<i>Culture and New Zealand Society 1</i>	15	
6	<i>EAPL6316</i>	<i>Employment Language Studies</i>	15	
6	<i>EAPL6319</i>	<i>Business Writing for International Contexts</i>	15	
<b>Level 7</b>				
7	<i>LANG7210</i>	<i>Research Project 1</i>	15	
7	<i>LANG7310</i>	<i>Research Project 2</i>	15	
7	<i>EAPL7417</i>	<i>Culture and New Zealand Society 2</i>	15	
7	<i>EAPL7418</i>	<i>Professional Employment in a Globalised World</i>	15	

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## 6. Assessment

### 6.1 Assessment basis

Assessments include a combination of achievement based performance based types with an 11 point grading system.

## 6.2 Calculation of course grades

- a. Course grades are calculated by the mathematical aggregation of weighted assessments using the following conversion:

**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

- b. 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
DEF	Deferred	The course result has been deferred
R	Restricted Pass	The student has been awarded a restricted pass subject to clause G3 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.

## 6.3 Restricted passes

No restricted passes will be awarded for courses in this Graduate Certificate.

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## 7. Transitional Arrangements / Modified Programmes of Study

### 7.1 Modified Programme for international students who wish to enrol on Unitec's Graduate Certificate in English as an Additional Language programme

Year 1	Year 2	Year 3		Year 4	
BA study at home university	BA study at home university	GCert (EAL) Unitec (1 semester 60 credits) Students can enter at any point indicated below			
		↓	↓	↓	↓
		or BA study at home university	or BA study at home university	or BA study at home university	or BA study at home university

#### **Entry requirements**

That BA students from International tertiary institutions be accepted onto Unitec's GCert EAL programme after a *minimum* 2 years BA study at their home university subject to:

- Sighting and alignment / approval of their institution's BA curriculum;
- Sighting of the students academic transcript that demonstrates the student has successfully completed a *minimum* of 2 years of BA study;
- A placement test.

#### **Awarding of Unitec's GCert EAL**

Unitec's GCert (EAL) will be awarded subject to the following conditions being met:

- Students successfully complete 60 credits at Unitec with a *minimum* of 45 credits at level 7.

#### **An example course of study for the proposed GCert (EAL) (either semester)**

Course	Level	Credits
Level 6	6	15
Level 7	7	15
Level 7	7	15
Level 7	7	15

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## 8. Commencement

These regulations came into force in Semester 2, 2015.