

If you are new to the world of tertiary study, you may come across terms that are new to you. We have created this glossary to help you navigate the tertiary world, from enrolment to graduation.

Admission Requirements – Tertiary courses often require applicants to meet certain criteria to successfully enrol. Criteria can differ depending on what sort of secondary school qualification you've completed, which country you went to school in, or whether you are under or over 20 years of age. Admission requirements are usually outlined on a tertiary institutions website.

Compulsory Course - A Compulsory Course (paper) is a course within your programme that you must pass in order to meet the regulations to be eligible to graduate.

Co-requisite Courses - are courses of study which have to be completed at the same time as another course (paper). They are defined within the programme study plans or Programme Regulations if they are applicable.

Course – Qualifications are made up of a number of courses (some institutions refer to them as papers) with each course being worth a specified number of credits.

Credits - are points that are attached to each course you study. These credits will add up to the required amount in order to successfully pass the programme. Generally, Unitec's courses are made up of 15, 30, 45 and 60 credit courses (papers). As long as you pass the course you will take the full amount of credits worked towards i.e. your percentage marks do not affect how many credits you achieve.

Elective Course - An Elective is a course (paper) that a student can choose to take as part of their programme requirements. Students are normally given a range of electives they can choose from that will help develop knowledge in specific aspects of their chosen specialisation. Electives can also give a student a taster of other areas of study. Some programmes have recommended electives that students should take.

Fees Free – is a government funded scheme helping first time tertiary students with the costs of their first year of study.

GPA – Stands for **grade point average** and is a number representing the average value of your accumulated final course grades.

Majors - are the main subject(s) a student focuses on within a qualification. Sometimes students choose to focus on two majors, generally referred to as a double-major.

Micro-credentials - are mini-qualifications that demonstrate skills, knowledge, and/or experience in a given subject area or capability. They are a formal way of recognising your skills and knowledge in a particular area that employers are looking for.

NCEA – stand for the **National Certificate of Educational Achievement** and is the main national qualification for secondary school students in New Zealand.



NZQA – stands for **New Zealand Qualifications Authority** The NZQA administers the New Zealand Qualifications Framework, providing accurate information about senior secondary school and tertiary education qualifications.

Pre-requisite courses - are courses that you must have taken and passed in order to gain entry to another course of study. They are defined within the programme study plans or Programme Regulations.

Programmes – refer to a qualification which could be a certificate, diploma, degree or post-graduate qualification.

Semesters – The New Zealand tertiary academic year is generally divided into distinct enrolment periods, which are Semester One, Semester Two and Summer School. Semesters One and Two consist of approximately **twelve** teaching weeks and conclude with their own examination periods.

Semester Breaks – are between semesters and mid-semester breaks happen within semesters.

Student Allowances - are a weekly payment that can help with your living expenses while you're studying, and if you're eligible you don't have to pay the money back.

Student Loans - can help pay for your course fees (the compulsory fees charged by your education provider), study materials (e.g. books, computer, travel) and living costs, but you'll have to pay it back.

Study Link – is the organisation administering student loans and allowances and is run by the Ministry of Social Development.

Support Services – Unitec provides an extensive range of support services. You can find out more about what we offer [here](#).

Tertiary Levels

Level	Qualifications	Alternative Names	Approximate Length of Full Time Study
1	Certificate	Foundation	6 months – 1 year
2	Certificate	Foundation	6 months – 1 year
3	Certificate	Foundation	6 months – 1 year
4	Certificate	Foundation	6 months – 1 year
5	Certificate and Diploma	Undergraduate	6 months – 1 year
6	Certificate and Diploma	Undergraduate	1 – 2 years
7	Graduate Certificate, Graduate Diploma and Bachelor's Degree	Undergraduate	1 – 3 years
8	Postgraduate Certificate, Postgraduate Diploma and Bachelor's Honours Degree		1 – 4 years
9	Master's Degree		1.5 – 2 years
10	Doctoral Degree		3 – 4 years

