

Masters Degrees with Research by Design Projects

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

These programme regulations apply to the:

- **Master of Architecture [MARCH]** programme, which leads to the award of Master of Architecture (Level 9) qualification, (240 Credits) [CA2302-1].
- **Master of Design [MDES]** programme, which leads to the award of Master of Design (Level 9) qualification, (240 Credits) [CA2303-1].
- **Master of Landscape Architecture [MLA]** programme, which leads to the award of Master of Landscape Architecture (Level 9) qualification, (240 Credits) [CA2304-1].

These regulations come into effect from **Semester 1, 2022**.

1. Ngā Ture Hei Whakaurunga Admission Requirements <i>Admission Requirements comply with Unitec's Admission Requirements Guidelines.</i>	To be eligible for admission to this programme, all applicants must meet three admission requirements: - Requirements for either general admission, special admission, or discretionary admission - Any additional Programme specific requirements - English language requirements 1.1 Whakaurunga Whānui General Admission To be admitted to any of these programmes 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, and meet the following requirements: - have a recognised undergraduate degree with an average grade of B- or higher in all level 7 courses, in a discipline appropriate to the proposed project; OR - have a recognised postgraduate diploma in a discipline appropriate to the proposed project, with a B- average; AND - have a significant portfolio of professional work sufficient to enable critical reflection on their prior practice at the outset of the chosen programme. 1.2 Whakaurunga Motuhake Special Admission An applicant may be eligible for special admission if they: - can demonstrate competencies equivalent to a bachelor level graduate in a discipline appropriate to the proposed project and have a significant portfolio of professional works sufficient to enable critical reflection on their prior practice at the outset of their chosen programme; OR - hold a professional qualification in a relevant discipline, recognised as being equivalent to at least a three year undergraduate degree and has a significant portfolio of professional work sufficient to enable critical reflection on their prior practice at the outset of the programme of study. Such applicants may be required to undertake related studies where this is considered necessary for the attainment of knowledge related to the proposed project. 1.3 Whakaurunga Kōwhiringa Discretionary Admission There is no discretionary admission available in these programmes 1.4 Whakaurunga Tautui Programme Specific Requirements There are no programme specific requirements. 1.5 Whakaurunga Reo Pākehā English Language Admission Requirements
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	All applicants must provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by the equivalence of eight credits at NCEA Level 2 in English (four in reading; four in writing). Domestic applicants for whom English, Māori or NZ Sign is not their first language and who cannot provide evidence of the above, and all International applicants must provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by an equivalent described in NZQA Rules and on the Unitec English Language Requirements for International Students Web-page.												
2. Paearu Kōwhiri Tukanga Selection Criteria & Process <i>Selection Criteria and Processes comply with Unitec’s Admission Requirements Guidelines.</i>	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: - the potential of the candidate to benefit from the programme; - the ability of the candidate to pursue study on the programme and to attend workshops and seminars, whilst continuing in their professional practice; - evidence of ability to complete the qualification within the normal period of registration Applicants who meet the maximum number of listed criteria will be the preferred candidates 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.												
3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga Requirements for the Award of the Programme <i>Requirements comply with Unitec’s Programme Completion and Awards Policy and associated procedure.</i>	3.1 Whakaemi Tūtukitanga Credit Accumulation To be awarded the Master of Architecture [MARCH], Master of Design [MDES], or Master of Landscape Architecture [MLA] programme, a student must successfully complete a minimum of 240 credits in the pattern set out in Table 1 from the courses set out in Table 2a, b or c according to the programme in which they enrol. Table 1: Credit Requirements for Master of Architecture [MARCH], Master of Design [MDES], or Master of Landscape Architecture [MLA] <table><tr><th>Level</th><th>Compulsory Credits</th><th>Elective Credits</th><th>Total Credits</th></tr><tr><td>9</td><td>240</td><td></td><td>240</td></tr><tr><td></td><td></td><td></td><td>240</td></tr></table>	Level	Compulsory Credits	Elective Credits	Total Credits	9	240		240				240
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Table 2a: Course Details – Master of Architecture [MARCH]

Compulsory courses are shown in **bold**.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 9					
ARCH9000	Design Research Project - Architecture	240			

Table 2b: Course Details –Master of Design [MDES]

Compulsory courses are shown in **bold**.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 9					
DESN9000	Design Research Project - Design	240			

Table 2c: Course Details – Master of Landscape Architecture [MLA]

Compulsory courses are shown in **bold**.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 9					
LAND9000	Design Research Project – Landscape Architecture	240			

3.2 Confirmation of Candidature

Upon approval of admission, applicants shall enrol and proceed with the presentation and appraisal of their practice to date and the development of their research by design project before seeking approval of candidature.

3.3 Approval of Candidature

- Within 12 months of enrolment the student shall present to the Research Proposals Committee for approval a research project proposal which meets the requirements of the degree. Upon approval of the project proposal the topic shall be registered, the student admitted to candidature and the degree being studied confirmed.
- Before approving candidature and registration of the research proposal, the Research Proposals Committee shall be satisfied that the following requirements have been met:
 - the learning outcomes are achievable;
 - the project proposal is viable;
 - ethics approval has been granted, where appropriate;
 - the proposed supervision arrangements are appropriate and able to be sustained;
 - commercial sensitivity will not prevent academic review;
 - the resources required to undertake the research project are available and sufficient.
- Failure to obtain such approval within 15 months of enrolment may lead to termination of enrolment.

3.4 Period of Candidature

- For full-time candidates the minimum period of candidature is twelve months and shall not exceed three years.
- For part-time candidates the minimum period of candidature is eighteen months and shall not exceed four years.
- The period of candidature shall begin on the date at which the project proposal is registered and the candidature approved.
- Where a candidate is prevented by ill health or exceptional circumstances from making progress with the research by design project, the relevant Academic Authority may grant one suspension of registration, normally for not more than twelve months.
- A candidate may transfer from full-time to part-time status and vice versa. In such situations the relevant Academic Authority will determine a revised period of registration for the candidate.

3.5 Award of the degree with Distinction or Merit

- The degree shall be awarded with Distinction if the research project has been awarded an A- or better grade within the time limits defined in clauses 3.4(a) and 3.4(b).
- The degree shall be awarded with Merit if the research project has been awarded a B or better grade within the time limits defined in clauses 3.4(a) and 3.4(b).

4. Tūtukitanga Whakamihi | Credit Recognition

Credit Recognition complies with Unitec's Assessment,

4.1 Credit Recognition and Assessment of Prior Learning

- Neither credit recognition nor the Assessment of Prior Learning applies to these qualifications.
- Notwithstanding 4.1(a), when there is evidence that a proportion of the candidate's proposed work for the project has already been undertaken in an appropriate research environment, or within a commissioned report for a professional body, the candidate may apply to the relevant Academic Authority for such work to be recognised for the requirement of the degree, and for a shorter candidature period than normal to be approved.
- No previously assessed work shall be credited towards the Research by Design Project.

Moderation and Grades Policy and associated procedure.																																																	
5. Waeture Aromatawai Assessment Regulations Assessment Regulations comply with Unitec’s Assessment, Moderation and Grades Policy and associated procedure.	5.1 Paparahi Aromatawai Assessment Basis Projects shall be graded in accordance with this 11 point grading system. 5.2 Ākoranga Taumata Project grades The research project shall be graded according to the following scale: Table 3: Achievement based 11-point assessment system <table><tr><th>Grade</th><th>Meaning</th><th>Result</th><th>Percentage</th></tr><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><tr><td>C</td><td>Pass</td><td>Credits Earned</td><td>55 – 59</td></tr><tr><td>C-</td><td>Pass</td><td>Credits Earned</td><td>50 – 54</td></tr><tr><td>D</td><td>Fail</td><td>No Credits Earned</td><td>40 – 49</td></tr><tr><td>E</td><td>Fail</td><td>No Credits Earned</td><td>0 – 39</td></tr></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	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
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	5.3 Paearu Taumata Grade Criteria Students may be awarded one of the following grades for a course: Table 4: Grade Criteria <table><tr><th>Grade</th><th>Meaning</th><th>Criteria</th></tr><tr><td>CTG</td><td>Continuing</td><td>The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No Credits earned</td></tr><tr><td>DNC</td><td>Did not Complete</td><td>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.</td></tr><tr><td>W</td><td>Withdrawn</td><td>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.</td></tr></table>	Grade	Meaning	Criteria	CTG	Continuing	The Course runs for more than one semester and the final Summative Assessment has not yet occurred. 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.	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.																																				
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6. Aromatawai Mahinga Assessment Procedures Assessment Procedures comply with Unitec’s Assessment Moderation and Grades Policy and associated procedure.	6.1 Supervision a. A candidate undertaking a research by design degree shall have a Principal Supervisor and at least one other supervisor who shall be appointed by the Research Proposals Committee. All supervision appointments need to be notified to the Postgraduate Research and Scholarships Committee. At least one supervisor shall have experience of supervising to successful completion a postgraduate degree and a research record of standing. At least one supervisor shall be a Unitec academic staff member. Supervisors will be appointed within 6 weeks. b. The Research Proposals Committee shall approve a supervision regime that demonstrates an appropriate combination of expertise, qualifications, experience and credible professional standing between supervisors. c. One supervisor shall be designated the Principal Supervisor with overall responsibility to supervise the candidate on a regular and frequent basis. d. If the Principal Supervisor is absent for an extended period because of illness, leave or other reasons, either the Associate Supervisor or an appropriately qualified replacement will be appointed, on the approval of the Research Proposals Committee, after consultation with the																																																

- candidate. All supervision appointments need to be notified to the Postgraduate Research and Scholarships Committee.
- e. Any change of supervisor will be approved by the relevant Academic Authority, and notified to the Postgraduate Research and Scholarships Committee.
 - f. In the case of a dispute between a candidate and a supervisor, the Postgraduate Research and Scholarships Committee shall act as the arbiter. If a resolution is not reached, the Postgraduate Research and Scholarships Committee shall have discretion to replace that supervisor..
 - g. Candidates may apply to the Research Proposals Committee to undertake a part of their research at an approved collaborating institution such as a professional, research, commercial or industrial establishment or another university. Such formal collaboration shall normally involve the candidate using facilities and other resources provided either separately or jointly by the collaborating establishments, and shall include joint supervision of the candidate.
 - h. All supervisors shall abide by the Unitec Code of Research Supervision.

6.2 Satisfactory Progress, Suspensions and Terminations

- a. Once candidature is approved, a candidate and supervisors shall present brief written reports to the relevant Academic Authority. Such reports shall be submitted at six monthly intervals from the date of candidature.
- b. Following review of the progress reports, the relevant Academic Authority may continue the candidature, vary the conditions of candidature, or consider termination of the candidature. Prior to deciding termination, the Authority may seek clarification or advice in consultation with the candidate and the supervisors.
- c. The candidature may be terminated if the relevant Academic Authority considers the supervisor's report for a candidate's progress is unsatisfactory, but not before the candidate is invited to show cause, by a date determined in writing, why candidature should not be terminated.
- d. During the period of candidature, the candidate shall present their new work at workshops as it is developed to their supervisors, the cohorts, expert practitioners and theorists at regular intervals, who will critique it. Except in exceptional circumstances approved by the relevant Academic Authority, the candidate must make satisfactory presentations at a minimum of three workshops before their work is presented for examination.
- e. Any candidate who fails to enrol by 31 March in any year of candidature will be deemed to have terminated his or her candidature.
- f. A candidate whose candidature has been terminated under 6.2(e), may apply to be re-enrolled as a candidate, and the relevant Academic Authority may approve such re-enrolment on such conditions as it considers appropriate.

6.3 Examination and examiners

- a. Theses, dissertations and research projects will not be accepted for examination unless the student is enrolled on the relevant course at the time he/she submits the work and unless a signed Declaration Form, found in the Postgraduate Student Resources page on Moodle, is provided at the time of submission.
- b. The candidate shall present for examination:
 - i. The new work in a public setting and give an oral explanation of the work;
 - ii. a digital copy of the new work; and work which shall be lodged with the Unitec Library
 - iii. Four copies of an explanatory document which includes the research proposal, a review of current theory and practice, a description of the development of the work and a critical appraisal of the finished work and the theoretical framework that informed it. This shall be accompanied by a statement from the Principal Supervisor certifying that the project was carried out under his/her immediate supervision and that the project is the independent work of the candidate
- c. On receipt of the application for examination the Postgraduate Research and Scholarships Committee shall appoint a senior Unitec academic staff member as the Convenor of the examination process.
- d. The work shall be examined by a minimum of two examiners. At least one of these shall be external to Unitec. The examiners shall be appointed by the Postgraduate Research and Scholarships Committee. Persons who have acted as a candidate's supervisor or advisor normally will not be appointed as examiners of the candidate's research.

- e. The examiners shall be appointed on the basis of postgraduate qualifications, experience in research or independent scholarship and practice in the general area of the candidate's study and at least one examiner must have experience as a specialist in the area to be examined.
- f. In circumstances where the research undertaken for a research by design project has commercial sensitivity, the candidate and the Principal Supervisor may, on application, be permitted by the relevant Academic Authority to treat all or part of the project as a confidential document for such a period as deemed appropriate. In such cases, access to the confidential material shall be restricted to the supervisors, candidate and examiners, and the intellectual property policy of Unitec shall be followed.

6.4 Examiners' recommendations

- a. The examiners shall, at the time of the presentation of work, determine and make a recommended grade to the Postgraduate Research and Scholarships Committee. The examiners may recommend that a project be:
 - i. accepted and a grade awarded in accordance with 5.1;
 - ii. accepted and a grade awarded in accordance with 5.1 after minor amendments have been made to the satisfaction of one or more of the examiners;
 - iii. rejected in its present form and awarded a grade of D, but be permitted to be revised, resubmitted, and re-examined by at least two of the original examiners, including at least one external examiner, with a maximum grade of C-.
 - iv. failed with no right of resubmission, and awarded a grade of E.
 - v. In the event of disagreement among the examiners, if the range of grades suggested by the different examiners is within three grade levels, but where all the suggested grades are passing grades, the Convenor of the examination process shall report to the Postgraduate Research and Scholarships Committee the different grades suggested by each of the examiners. The Postgraduate Research and Scholarships Committee shall then determine a grade in accordance with the Masters Generic regulations.
 - vi. In the event that the disagreement among the examiners is beyond three grade levels, or where one or more of the examiners wishes to recommend a failing grade, but there is a majority view about the merit of the work, provided that the majority includes at least one examiner who is external to Unitec, the Convenor shall report this to the Postgraduate Research and Scholarships Committee, which will award a grade in accordance with the majority view.
 - vii. The examiners shall continue their deliberations until an outcome has been reached in accordance with clauses (i) through (vi) of this section.
- b. The Convenor of the examination process shall provide a written report to the Postgraduate Research and Scholarships Committee, detailing the examiners' recommendations, within seven working days following the examination. In the event that the examiners recommend accepting the project after minor amendments have been made, or rejecting it in its present form but permitting re-submission, the Convenor's report shall:
 - i. detail any minor amendments which the candidate is required to make to the project, along with an indication of which of the examiners will determine when these amendments have been completed satisfactorily, in accordance with clause 6.4(ii) above, or
 - ii. detail the shortcomings in the project which make it unacceptable in its present form, along with an indication of which of the examiners will re-examine the re-submitted work, in accord with clause 6.4(iii) above.
- c. The Postgraduate Research and Scholarships Committee shall declare the final grade for the research project and the classification of the degree with or without Distinction (A- or better) or Merit (B or better)
- d. Any and all correspondence with the candidate regarding the outcome of the examination process shall be conducted by the Postgraduate Research and Scholarships Committee.

6.5 Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the Masters Generic Regulations

7. Whakaritenga Whānui |

7.1 Whakamāramatanga ā-kaupapa | Definition of Terms

In these regulations, unless the context otherwise requires, the following definitions shall apply:

General Provisions	• ‘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 is maintained by the Programme Academic Quality Committee responsible for the Programme. • ‘Candidate’ is a person whose Research by Design project has been approved by the Research Proposals Committee. • A ‘full-time candidate’ is someone who is not in paid employment for 45 weeks or more of any year while engaged in research for this degree. With the approval of the Principal Supervisor, a full-time candidate may engage in paid employment for a total of up to 400 hours during any one calendar year. • A ‘part-time candidate’ is one who, because of employment, health or family reasons, is unable to devote his or her full time to study and research. • ‘External Examiner’ means a person external to Unitec appointed to assess student work. • ‘Research by Design Project’ or ‘Research Project’ means a course of study in which a candidate undertakes a scholarly investigation involving the exploration of a research question through engagement in the design of a new work, deemed equivalent to 240 credits of study at level 9. • ‘Supervisor’ means a person who fulfils the role of adviser, mentor and motivator, thereby guiding the academic progress of the candidate to reach his/her research potential.
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8 Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

Any candidate who is still able to complete the programme and who’s first enrolment in the degree commenced prior to semester one 2004, that student shall not be awarded a grade of A-, B-, or C- for his or her project, being awarded instead a grade of A, B, or C respectively.

9. Regulation Version Control

Ver No.	Approved by	Date of Change	Effective from	Description of change
1.1	Various	Various	Various	Located in the last version of regulations published in 2017
1.2	AACSC	18/08/2021	2021-Sem1	Reformatted into new template