



## WAETURE TUKIPŪ | GENERIC REGULATIONS

### MASTER'S REGULATIONS

To be read in conjunction with: Unitec's *Academic Statute and associated Policies and Procedures* and other relevant policies; and the relevant *Programme Regulations*.

These regulations apply to all Master's degrees at Unitec.

In these regulations, the term "Programme Regulations" means the schedule to these *Generic Regulations* for each Master's degree containing the supplementary and specific regulations relating to that degree.

These regulations come into effect from Semester 1, 2019.

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### Ngā Ture Hei Whakaurunga | Admission Requirements

To be admitted to the qualification of masters degree applicants must meet:

- a. Unitec's English-language entry requirements.  
AND
- b. Admission requirements under one of the following provisions:
  - i. general admission;  
OR
  - ii. special admission;AND
- c. Any programme-specific admission requirements set out in the respective *Programme Regulations*.  
AND
- d. Any programme-specific selection criteria.

#### Whakaurunga Whānui | General Admission

Applicants must:

- a. have a recognised Bachelor's degree in the same or similar discipline, with merit achievement deemed to be an average grade of B- or higher in all Level 7 courses;  
OR
- b. have a professional qualification in a relevant discipline, recognised as being equivalent to merit achievement in a Bachelor's degree.  
AND
- c. meet any programme-specific admission requirements set out in the respective *Programme Regulations*.

### Whakaurunga Motuhake | Special Admission

Applicants may be eligible for admission if they meet the special admission requirements outlined in the *Programme Regulations* for the Master's degree.

### Whakaurunga Reo Pākehā | English Language Admission Requirements

- a. Applicants must have achieved a minimum standard of English as demonstrated by a minimum of eight credits at NCEA Level 2 in English (four in reading; four in writing).
- b. For English-language entry requirements for international students, please refer to Unitec's *Admission Requirement Procedure*.

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## Paearu Kōwhiri Tukanga | Selection Criteria and Process

Any selection criteria will be specified in the *Programme Regulations*.

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## Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Qualification

### Whakaemi Tūtukitanga | Credit Accumulation

- a. To be awarded a Master's degree a student must have:
  - i. successfully completed the required total of credits and courses specified in the *Programme Regulations* for the degree, including the completion of all compulsory courses and any specified pre- and co-requisite requirements, and which shall include:
    - a) a Level 9 thesis, normally of 90 credits or more and a 30-credit, Level 8 research methods course; or
    - b) a Level 9 dissertation of 60 credits and a 30-credit, Level 8 research methods course; or
    - c) a Level 9 research project of 45 or 60 credits; or
    - d) an approved combination of a Level 9 thesis and course-work as stated in the degree's *Programme Regulations*; or
    - e) a Level 9 thesis of 120 credits for a candidate who holds a Level 8 Bachelor's degree with honours in a subject relevant to the proposed discipline; or
    - f) A Level 9 Research Project of 240 credits as stated in the degree's *Programme Regulations*.
  - b. To be awarded a Master's degree with honours a student must have successfully completed Master's study of no less than 180 credits that includes completion of a thesis, dissertation, or research project of at least 45 credits at Level 9.
    - i. To be awarded a Master's degree with first-class honours, a student must:
      - a) have achieved a cumulative grade-point average (GPA) of 7.0 or better in all required courses, with no less than a B+ in any one course, and with no less than an A- for the thesis, dissertation, or research project; and
      - b) have completed the requirements within the time limits set out in these regulations.
    - ii. To be awarded a Master's degree with second-class honours, a student must:
      - a) have achieved a cumulative GPA of 5.0 or better in all required courses, with no less than a B- in any one course and with no less than a B for the thesis, dissertation, or research project; and
      - b) have completed the requirements within the time limits set out in these regulations.

- iii. The Master's degree shall be awarded if all courses and the thesis, dissertation or research project achieve a passing grade, and all requirements are completed within the time limits.
  - iv. A student may repeat a course they have successfully completed in order to achieve a higher grade to be used in the calculation of honours.
  - v. A candidate who has failed any course shall not be eligible for honours.
- c. The overall award of the degree with or without honours shall be determined and approved by the relevant Academic Authority

### Whakaurunga Takiwā | Enrolment periods

- a. The maximum period for completion of a master's degree will be as specified in the Programme Schedule or Programme Regulations and will not normally be exceeding 60 months from the date of commencement of study.
- b. In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment for a specified period as specified in the Programme Schedule or Programme Regulations and normally not exceeding 12 months.
- c. Where a candidate is enrolled full-time throughout the period of their registration, the maximum period of registration for the award of the degree with honours is 36 months.
- d. Where a candidate is undertaking the degree by part-time study, the maximum period of registration for the award of the degree with honours is 60 months; this period being reduced to account for periods of full-time study.
- e. The maximum period of registration to be eligible for the award of the degree with honours, as outlined herein, shall be reduced in proportion to the number of cross-credits gained.
- f. Enrolment for a Master's degree will normally be continuous. The relevant Academic Authority may, on the receipt of an application from a candidate, approve a suspension of enrolment for up to a maximum of 12 months.

In such cases the period of suspension will not count towards the registration period of the degree.

- g. On the recommendation of the relevant Academic Authority, and with the approval of the Director Research and Enterprise/Tuapapa Rangahau (Director R&E), a student may be permitted to enrol for 15 credits in dissertation, thesis, or research project.

This approval will apply in cases where the student already has paid for the full number of research credits required for their degree, and the supervisors state the dissertation, thesis or research project will be submitted no later than two months after the semester begins. Should that deadline not be met, the student will be required to enrol for a further 15 credits.

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### Tūkukitanga Whakamihi | Credit Recognition

- a. Subject to the provisions of the *Programme Regulations* for the degree, the relevant Academic Authority 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.
- b. Credit recognition is achieved by the award of cross-credits. Credit recognition may be recognised by the granting of:
  - i. **specified credits**, where there is direct equivalence of the learning outcomes of a successfully-completed course and a course in the programme; or
  - ii. **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 relevant Academic Authority.

- c. Credits gained from Level 7 courses in a postgraduate diploma cannot be cross-credited to a Master's programme.
- d. Cross-credits will not be given for a research project, dissertation, or thesis in a postgraduate programme.

### **Aromatawai Tōmua | Assessment of Prior Learning (APL)**

Unless otherwise specified in the *Programme Regulations*, prior learning can be assessed and recognised for all courses and graduate outcomes according to Unitec's *Assessment of Prior Learning Procedure*.

Assessment of prior learning is not available for Master's dissertations, theses, or research projects.

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### **Whakaaetanga o nga akoranga ako | Approval of Courses of Study**

- a. A student shall obtain approval from the relevant Academic Authority for the selection of courses to be undertaken.
- b. In exceptional circumstances, the relevant Academic Authority may recommend a personal programme of study that does not conform to that set out in the *Programme Regulations*. Such approval shall be noted in the approvals register of the relevant Academic Authority .

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### **Supervision of Theses, Dissertations, and Research Projects**

- a. A proposal for a thesis, dissertation, or research project topic must meet the requirements of the relevant Academic Authority. Supervisors should be appointed no later than six weeks from the commencement of the thesis, dissertation, or research project.
- b. Prior to commencement of a thesis, dissertation, or research project, the relevant Academic Authority shall oversee the appointment of supervisors.
- c. A candidate undertaking a thesis, dissertation, or research project shall have a minimum of two supervisors, except as in clause c(iv) below.
  - i. At least one supervisor shall have experience of supervising candidates to the successful completion of the research component of a Master's or Doctoral degree;
  - ii. One supervisor shall be the principal supervisor with responsibility to supervise the candidate on a regular and frequent basis;
  - iii. With the exception of external supervisors or advisers, all supervisors shall be registered on Unitec's *Register of Supervisors*;
  - iv. A candidate undertaking a research project worth fewer than 60 credits may have one supervisor, provided that supervisor is on the *Principal Supervisors Register*.
- d. If the absence or unavailability of a supervisor would be likely to unreasonably disadvantage student progress, a substitute supervisor will be appointed. Any change of supervisor will be approved by the relevant Academic Authority.
- e. In the case of candidates whose work is not proceeding satisfactorily due to an ineffective working relationship with their supervisor(s), the relevant Academic Authority may, where necessary, arrange for a suitably-qualified replacement to be appointed.

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### **Waeture Aromatawai | Assessment Regulations**

Students will be notified of the due dates for all summative assessment work at the start of each course.

**Paparahi Aromatawai | Assessment basis**

All assessment is standards-based, and may be achievement- or competency-based as specified in the *Programme Regulations* for the masters degree.

**Ākoranga Taumata | Course grades**

All students' summative assessment work will be graded as specified in the *Programme Regulations* for the masters degree.

Course grades are calculated by the mathematical aggregation of weighted summative assessment grades on the basis set out in Table 1 below.

Table 1: 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

**Paearu taumata | Grade criteria**

Students may be awarded one of the following grades for a course as per the criteria described below.

Table 2: Grade criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
CTG	Continuing	The course runs for more than one semester and the final summative assessment has not yet occurred. No credits earned.
DEF	Deferred	The student has approval to complete a course assessment beyond the schedule date. Unless an exception has been approved, any deferred grade remaining on a student's record beyond a duration equal to that of the original course will be changed to the grade to which the student would otherwise be entitled. No credits earned.
DNC	Did Not Complete	A student has either withdrawn after 75% of the scheduled course duration; or has not attempted a compulsory item of assessment within a course. No credits earned.
ES	Student Exchange	The student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No credits earned.
NGA	No Grade Associated	Course assessment and reporting of results is carried out by an external agency. No credits earned.
R	Restricted Pass	The student has been awarded a restricted pass subject to the relevant clause in this schedule. Credits earned.
W	Withdrawn	A student withdraws from a course after 10% of the course is completed and up to or at the 75% date of the course. No credits earned.

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#	Estimated Grade	If any portion of summative assessment has been estimated, the final grade will be an estimated grade and recorded as such on the student's <i>Academic Record</i> .
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### **Tāpaetanga Tōmuri | Submission and late submission of work**

Unless an extension has been granted by the relevant Academic Authority and except in exceptional circumstances beyond the control of the candidate, no late work will be accepted for marking.

### **Whakamātautau Anō | Re-submission or Re-assessment**

- a. A piece of assessment that has been awarded a 'fail' grade may be re-submitted:  
EITHER
  - i. only one failed assessment per course may be re-submitted;OR
  - ii. no more than 30 per cent of the course value of assessment may be submitted for re-assessment.
- b. The maximum grade allowable for a re-assessed failed assessment is C-.
- c. An assignment may not be re-submitted more than once.
- d. If a 'fail' grade is awarded, the candidate shall receive a copy of the assessed work and the original shall be held.
- e. The candidate shall make a request for a re-submission to the relevant Academic Authority, in writing, within seven working days of the return of the assignment, and negotiate a re-submission date with the lecturer responsible for the assignment.
- f. Any candidate who is required to re-submit or significantly revise a Master's research thesis, dissertation, or research project must do so within three months from the date of notification of the result.
  - i. In exceptional circumstances, this period may be extended by the relevant Academic Authority.
  - ii. If submission is not completed by the end of the period for which fees have been paid, the student must re-enrol and pay for 15 credits.

### **Āhuatanga aromatawai motuhake | Special assessment circumstances**

Students whose performance in a summative assessment is being affected by reasons/factors beyond their control may apply for Special Assessment Circumstances under the following conditions:

- a. the student was unable to complete the summative assessment item;  
OR
- b. the student's ability to complete the summative assessment, including preparation and/or performance, was impaired;  
OR
- c. the student needs to request additional time to complete the summative assessment.

### **Pāhi Rāhui | Restricted Passes**

No restricted passes shall be awarded for courses in a Master's degree.

### **Tono Pira | Appeals**

Students may appeal the decisions made under these regulations in accordance with the relevant section of the *Assessment, Moderation, and Grades Policy*.

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## Thesis, Dissertation, and Research Project Examination Regulations

- a. The Director (R&E) shall appoint examiners on the basis of recommendations made by the relevant Academic Authority.
- b. Theses, dissertations, and research projects will not be accepted for examination unless the student is enrolled on the relevant course at the time they submit the work and unless a signed *Declaration Form* is provided at the time of submission.
- c. All theses, dissertations, and research projects over 60 credits shall be assessed by a minimum of two examiners, at least one of whom shall be an independent external examiner who is not a member of the academic staff of Unitec. Persons who have acted as a candidate's supervisor or adviser normally will not be appointed as examiners of that candidate's research.
- d. Research components of 60 credits or less must be assessed by a person who has not acted as a candidate's supervisor or adviser and must be moderated by a person other than the assessor, the candidate's supervisor, or adviser.
- e. When a thesis, dissertation, or research project has been submitted by a candidate who is also a Unitec staff member, all examiners appointed to assess the work normally would be external to Unitec.
- f. 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.
- g. At least one examiner for a thesis, dissertation, or research project shall have substantial experience of examining postgraduate degree candidates.
- h. Each examiner for a thesis, dissertation, or research project shall read and examine the submitted work, and present an independent report to the Director R&E.

In completing the report, each examiner shall consider whether the work satisfies the requirements of the degree and shall make an appropriate recommendation in accordance with guidelines to examiners.

### Thesis, Dissertation, and Research Project Examination

- a. The Director R&E shall appoint examiners on the basis of recommendations made by the relevant Academic Authority. The implementation of a recognised procedure for checking the authenticity of the research report is mandatory, prior to research projects being submitted to examiners.
- b. Each examiner for a thesis, dissertation, or research project shall read and examine the submitted work, and present an independent report to the Director R&E. In completing the report, each examiner shall consider whether the work satisfies the requirements of the degree and shall make an appropriate recommendation in accordance with guidelines to examiners.
- c. In the event of any reference to plagiarism in an examiner's report, the Postgraduate Office may review the circumstances around such a claim before the report is referred to the Director R&E for approval of the final grade. If there is cause for concern about the claim, the Director R&E will enter into dialogue with the examiner to facilitate clarification.
- d. Where changes to the thesis, dissertation, or research project have been required by the examiners in order for it to be accepted and a grade awarded, these changes have to be made to the satisfaction of the student's primary supervisor. Confirmation the changes have been satisfactorily made needs to be sent to Tūāpapa Rangahau before the student submits their electronic copies for completion.

- e. Where there are two examiners and the recommended grades of those examiners are not identical, the Director R&E, having read the examiners' reports, shall apply the following steps in sequence until a result is reached:
- i. Provided one of the recommended grades is not a failing grade:
    - a) If the range of recommended grades is two grade levels, the Director R&E shall award the higher of the two recommended grades;
    - b) If the range of recommended grades is three grade levels, the Director R&E shall award the intermediate grade between the two recommended grades;
    - c) If the range between two recommended grades is more than three grade levels, the Director R&E shall apply the process in clause e(iii) below.
  - ii. If one of the recommended grades is a failing grade, the Director R&E shall apply the process in clause e(iii) below.
  - iii. The Director R&E shall initiate a process of consultation with the examiners and endeavour to determine whether a closer agreement may be reached between the examiners.

If, following that consultation, any of the conditions in this clause are satisfied, the Director R&E shall award the grade applicable under the relevant provision of clause e(i) above. However, if none of the conditions in clause e are satisfied, the Dean shall apply the process in clause e(iv).
  - iv. On the basis of a recommendation by the relevant Academic Authority and after due consideration and approval by the Director R&E, the Director R&E shall appoint an independent adjudicator (being an experienced academic in a relevant field and, normally, external to Unitec).

The adjudicator will determine a final grade, within the range of grades originally assigned by the examiners, based on an assessment of the student's research work and anonymous copies of the previous examiners' reports and recommended grades (copies of which will be provided to the adjudicator).
  - f. In cases where more than two examiners have been appointed, the Director R&E may accept a majority recommendation, provided the majority recommendation includes at least one examiner who is external to Unitec.
  - g. The examination procedures for Master's degrees by Project and Master of Architecture (Professional) contain additional requirements and these are dealt with in those programme-specific regulations.

#### **Appeals against Decisions for Thesis, Dissertation, or Research Project**

- a. Candidates may appeal against a decision of the Director R&E in accordance with *Assessment, Moderation, and Grades Policy*.
- b. Applications for appeal must be received by the Chair of the Academic Board within 15 working days of the mailing of the decision of the Director R&E. In exceptional circumstances, the Chair of the Academic Board may extend the time for receipt of the application for appeal.
- c. The only allowable grounds for appeal are that:
  - i. Except as allowed for in the *Assessment, Moderation, and Grades Policy*, there shall be two grounds of appeal only. These grounds are that:
    - a) additional information has become available that was not available and could not reasonably have been made available at the time the original decision was made; or

- b) there was a material irregularity in the conduct of summative assessment on the course or in the procedures of the relevant Academic Authority or the Director R&E.
- d. If, in the opinion of the Chair of the Academic Board, the grounds for appeal have not been satisfied, the Chair of the Academic Board shall notify the student within 10 working days that the appeal will not be heard.
- Otherwise the Chair of the Academic Board shall arrange for the Appeals Committee to be convened.

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## Āhutatanga Tauwhirowhiro Ritenga | Transitional Arrangements

Where transitional arrangements or modified programmes of study apply these will be set out in the *Programme Regulations* for the Masters programme.

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## Whakaritenga Whānui | General Provisions

### Whakamāramatanga ā-kaupapa | Definition of Terms

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

- **‘Affected’** means influenced in some way. For time-constrained items such as tests, examinations, and presentations, this may include the inability to attend any or all of the assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.
- **‘Factors beyond the control of the Student’** means any circumstance or situation, which the student could not have reasonably prevented, including, but not limited to, sickness or injury to the student, or bereavement.
- **‘Relevant Academic Authority’** refers to an individual or role-holder, or in some cases a committee, who have been delegated the authority to decide within a specific circumstance. A schedule of the various relevant academic authority delegations is maintained by the Programme Action and Quality Committee.
- **‘Dissertation’** means a record of a course of study in which a candidate undertakes an independent scholarly investigation of an appropriate topic, and/or a small-scale research project deemed equivalent to 60 credits at Level 9.
- **‘External Examiner’** means a person external to Unitec appointed to assess student work.
- **‘Research Project’** means a record of a course of study in which a candidate undertakes a practice-based, applied scholarly investigation of an appropriate topic, deemed equivalent to at least 45 credits 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 their research potential.