

WAETURE HŌTAKA | PROGRAMME REGULATIONS

New Zealand Certificate in English Language (General) (Level 4)

To be read in conjunction with Unitec's *Academic Statute, Academic and Programme Management policy*, and other relevant policies.

1. Waeture Hōtaka | Programme Regulations

These programme regulations apply to the New Zealand Certificate in English Language (General) (Level 4), 60 credits.

These regulations come into effect from *Semester 1, 2018*.

2. Ngā Ture Hei Whakaurunga | Admission Requirements

2.1 Whakaurunga Whānui | General Admission

To be admitted to this programme, all applicants must meet the following requirements.

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).

2.2 Whakaurunga Motuhake | Special Admission

Applicants must have:

- c. attained the age of 20 years on or before the first day of the semester in which study for the Certificate programme is to commence; and
- d. provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification.

2.3 Whakaurunga Kōwhiringa | Discretionary Admission

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 Certificate is to commence may apply for discretionary admission.

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.

2.4 Whakaurunga Reo Pākehā | English Language Admission Requirements Admission

Hold NZCEL Applied (Level 3) or equivalent English Language qualification as stated in Unitec's *Admission Requirements Policy*.

Achieve an appropriate score on the *Language Studies English Language Placement Test*.

3. PAEARU KŌWHIRI TUKANGA | Selection Criteria & Selection Process

3.1 Paearu Kōwhiri | Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, then applicants are waitlisted and invited to enrol as places become available.

3.2 Tukanga Kōwhiri | Selection Process

Selection will be made by a subcommittee set up for the purpose with the delegated authority to offer places to applicants.

The subcommittee will select students on the basis of written information supplied on the enrolment form and in the *English Language Placement Test*.

At the discretion of the subcommittee, a telephone or face-to-face interview may be required.

4. NGĀ TURE HEI WHAKAWHIWHI TOHU MĀTAURANGA | Requirements for the Award of the Qualification

4.1 Whakaemi Tūtukitanga | Credit Accumulation

To be awarded the New Zealand Certificate in English Language (General) (Level 4) a student must successfully complete a minimum of 60 credits in the pattern set out in Table 1 from the courses set out in Table 2.

Table 1: Credit Requirements: New Zealand Certificate in English Language (General) (Level 4)

Course Level	Compulsory Credits	Elective	Total
4	60	0	60

Table 2: Course Details – Compulsory and Elective Courses for New Zealand Certificate in English Language (General) (Level 4)

Compulsory courses are shown in **bold** and Elective courses in *italics*.

Level	Course No	Course Name	Credits	Pre- requisites	Co-requisites
4	EAPL 4190	Oral & Text-Based Skills (L4)	30		
4	EAPL 4193	English for Social and Community Purposes (L4)	30		

4.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

There are no integrated or work-based components for this programme.

4.3 Mahi Akoranga | A Wāhanga | Course Load per Semester

The normal full time course load is 60 credits per semester.

4.4 Whakaurunga Takiwā | Enrolment periods

The normal enrolment period for this programme is one semester.

5. Tūtukitanga Whakamihi | Credit Recognition

5.1 Whakawhiti Tūtukitanga | Cross Credit

- d. Subject to clause 5.1.b, a student may be awarded credit recognition or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme
- e. Credit recognition will not be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the programme.
- f. The credit recognition may be:
 - iii. specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the Certificate programme; or
 - iv. unspecified, 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.

5.2 Aromatawai Tōmua | Assessment of Prior Learning (APL)

Assessment of Prior Learning is not available for this programme.

6. Waeture Aromatawai | Assessment Regulations

6.1 Whānui | General

The student must achieve a Pass in any course in order to pass that course.

6.2 Aromatawai Tōmuri | Summative Assessment Work

The due dates for all summative assessment work will be notified to students at the commencement of each course. No late work will be accepted for marking unless specified.

All student summative assessment work will be graded as specified in the Course Grade table.

6.3 Aromatawai I Roto I Te Reo | Assessment in Te Reo

Assessment in Te Reo is not available as this is an English Language programme.

6.4 Paparahi Aromatawai | Assessment basis

All written assessment is competency based based using a Pass/NC scale.

6.5 Ākoranga Taumata / Tātaungia Ngā Ākoranga Taumata | Course grades / Calculation of course grades

Courses on the NZCEL (Level 4) programme are assessed using the competency-based assessment (CBA) system. Results will be specified as follows:

Table 7: Course Grades

P	Pass	Credits earned
NC	Not yet competent	No Credits earned

6.6 Paearu Taumata | Grade criteria

Students may be awarded one of the following grades for a course if they meet the criteria described:

Table 8: Grade Criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
DEF	Deferred	The course result has been deferred
R	Restricted Pass	The student has been awarded a restricted pass subject to Relevant clause in this schedule. Credits earned.
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	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.

6.7 Tāpaetanga Tōmuri | Submission and late submission of work

- c. Applications for extensions must be made in line with the *Special Assessment Circumstances policy*.
- d. Any assessment that is submitted late (and does not have a prior approved extension or Special Assessment Circumstance application) may be penalised according to assessment conditions as specified in course information.

6.8 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 in accordance with the relevant section of the *Academic and Programme Management Policy*.

6.9 Whakamātautau Anō, Whakamahia Anō | Resits and resubmissions

- e. Resits and resubmissions may be allowed at the discretion of the Academic Leader.
- f. Students are entitled to one resit or resubmission of each failed assessment event.
- g. The candidate will make a request for resubmission to the Course Co-ordinator or Academic Leader, in writing, within three working days of the return of the assessment, and negotiate a resubmission date with the lecturer responsible for the assessment. The resubmission date will be within two weeks following the return of the failed assignment.
- h. The maximum grade for any resit/resubmission of assessment in achievement based is 'C'.

In all cases the grade achieved on resit/resubmission will be the grade used in calculating the overall course grade.

6.10 Kaupapa Hāngai Ki Ngā Pāhi Rāhui | Conditions applying to restricted passes

There are no restricted passes available for this programme.

6.11 Akoranga Tuaruatanga | Repeating Courses

Students may enrol and repeat courses that they have failed, up to two times. Beyond this, permission to enrol a third time must be sought from the relevant academic authority.

Students who are repeating a course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant Academic Authority (in consultation with the course coordinator), students may not be required to repeat an equivalent assessment item that they had previously passed. This should be negotiated within the first two weeks of the commencement of the course.

6.12 Whakakorenga | Exclusions

No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant Academic Authority.

Any student who, over the period covered by the last four semesters of his or her studies at Unitec, (including, where relevant, study at other institutions) has not achieved a Pass Grade in courses equivalent to at least 50 per cent of the credits in which he or she has been enrolled over that period, shall be excluded from the Programme and shall not be permitted to re-enrol in any programme without the prior permission of the relevant Academic Authority.

6.13 Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the relevant section of the *Academic and Programme Management Policy*.

7. Whakarite Tauwhirowhiro | Transitions Arrangements

7.1 Āhutatanga Tauwhirowhiro Ritenga | Transitional Arrangements Circumstances

As previous and new programmes are one semester full-time programmes there is no necessity for a transition plan from Version 1 to Version 2 of the qualification.

7.2 Hōtaka Whakarerekē O Ngā Āhutatanga Ako | Modified Programmes of Study Circumstances

Not applicable

8. Whakaritenga Whānui | General Provisions

8.1 Ngā Whakakorenga Ō Ngā Hōtaka | Exclusions from the programme

Not applicable

8.2 Ētahi Atu Whakaritenga | Other provisions not covered elsewhere

Not applicable
