PROGRAMME REGULATIONS
New Zealand Certificate in Animal Care (Level 3) (Companion Animal)

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

1. Introduction

These programme regulations apply to New Zealand Certificate in Animal Care (Level 3) (Companion Animal) (NZCAC) (70 Credits).

These regulations come into effect from *Semester 1, 2017*.

2. Admission Requirements

2.1 General Admission

To be admitted to this programme, applicants who meet the following will be preferred candidates:

- a minimum NCEA Level 1, with strengths from the Vocational Pathway Primary Industries sector, OR
- evidence of equivalent NCEA credits as listed above OR
- evidence to indicate the ability to study at tertiary level.

2.2 English Language Admission Requirements

International applicants for whom English is not their firstlanguage must also meet the English Language Entry Requirements stated in Unitec's Admission Requirements Policy.

3. Selection Criteria & Selection Process

3.1 Selection Criteria

In assessing whether to grant admission to this programme, the primary focus will be on the applicant's level of preparedness for study at the required level.

3.2 Selection Process

Selection will be made by the cohort leader with the delegated authority to offer places to applicants. At the discretion of the cohort leader a telephone or face-to-face interview may be required.

4. Requirements for the Award of the Qualification

4.1 Credit Accumulation

To be awarded the NZ Certificate in Animal Care a student must have successfully completed 70 credits, accumulated in the pattern set out in Table 1, from the courses set out in Table 2 (*and any additional requirements ie practicalwork*).

Table 1: Credit Accumulation

Course Level	Compulsory Credits	Elective Credits	Total Credits
Level 3	70	Nil	**70**

4.2 Course details

All courses are Compulsory.

Table 2: Course Details

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Level 3				
NSCI3785	Introduction to Companion Animal Biology	15	Nil	Nil
NSCI3775	Companion Animal Industry and Care	40	Nil	Nil
NSCI3795	Work Place Practices	15	Nil	Nil

5. Credit Recognition

5.1 Cross Credit

Cross credits decisions will be made on a case-by-case basis in accordance with Unitec Credit Recognition Policy.

5.2 Assessment of Prior Learning (APL)

Assessment of Prior Learning will be available for all courses. APL decisions will be made on a case-by-case basis as per Unitec Assessment of Prior Learning Policy.

6. Assessment Regulations

6.1 Assessment in Te Reo

Students wishing to complete assessments using Te Reo Maori may do so as per Unitec Assessment in Te Reo Māori policy.

6.2 Assessment basis

All written assessment is achievement based using an 11 point grading scale.

6.3 Course grades / Calculation of course grades

a. All student work will be graded using grade related criteria.

b. The final course grade will be determined by the mathematical aggregation of weighted grades achieved in summative assessments and reported according to the following scale as shown below in **Table 3: Grade Criteria**

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

c. Students may be awarded one of the following administrative grades for a course where appropriate

Table 4: Administrative Grades

Grade	Meaning	Criteria
CR	Credit Recognition	Credit earned through Cross Credit from another qualification and/or through the Assessment of Prior
DEF	Deferred	Where a student can, with the approval of the Programme Framework Committee, complete a course assessment beyond the scheduled date. Unless an exception to this is approved by the Programme Framework Committee, 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.
R	Restricted Pass	The student has been awarded a restricted pass subject to clause 6.9 of the programme regulations
W	Withdrawn	W is recorded if a 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.
DNC	Did not complete	DNC 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.

6.4 Submission and late submission of work

a. Assignment work that is submitted after the due date, and does not have an approved extension or Special Assessment Circumstances application, will not be marked.

b. Requests for extension of assignment submission must be made in writing on the correct Special Assessment Circumstances Form to the Course Co-ordinator at least 24 hours prior to the date of the assessment. This must be accompanied by a written justification and supporting evidence for the application to be considered.

c. Formal application for Special Assessment Circumstances must be made to the Course Co-ordinator on the approved form no later than 5 working days after the due date of the summative assessment and must be accompanied by a written justification and supporting evidence for the application to be considered (Refer to relevant section in Academic and Programme Management Policy).

6.5 Special Assessment Circumstances

Students whose performance in a summative assessment being affected by factors beyond the control of the student may apply for Special Assessment Circumstances in accordance with the relevant section of the Academic and Programme Management Policy.

6.6 Re-sits and resubmissions

a. The opportunity to re-sit an exam and/or resubmit a failed piece of work is at the discretion of the Programme Framework Committee and should be offered at the point of course results ratification at the end of each semester.

b. Unless in exceptional circumstances, only students who have a 'D' course grade, and who have reasonably attempted all the assessment items and have the capacity to pass the course, with a C- grade on re-sit/resubmission, will be offered the opportunity to re-sit an exam or resubmit a piece of work.

c. Students may only re-sit or resubmit one assessment item for each course and the

overall performance of the student and/or Special Assessment Circumstances will be taken into account when offering re-sits and/or resubmissions.

d.   Students may only re-sit an assessment or examination to a maximum of two courses during any one academic year and/or at each level.

e.   The maximum mark awarded for a re-sit or resubmission of an assessment item is a C- (54%) (In line with the Academic Statute)

f.   Dates for re-sit exams will be set by the Pathway. Dates for assignment re-submissions will be at the discretion of the Academic Leader

g.   The student must advise the Academic Leader in writing of their intention to resubmit or re-sit the assessment item within seven days of receipt of the opportunity notification.

h.   A fee will be charged to the student for each re-sit and resubmission.

6.7   Restricted passes

a.   The Programme Framework Committee may award a "restricted pass" in a Course which was narrowly failed and where the Programme Framework Committee considers that marginal failure is compensated by good overall performance.

b.   A Student may decline the award of a restricted pass by notifying the office Programme Framework Committee in writing not later than 20 working days from mailing of the results.

c.   The Programme Framework Committee may, at its discretion, prevent a Student from using a restricted pass to meet the Prerequisite requirements of another Course.

6.8   Appeals

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

7. Transition Arrangements

Students who enrolled in the Unitec Certificate in Animal Care (CAC) will usually be able to transition onto the new programme through credit recognition. Students who have already been enrolled in all the courses of the CAC but not successfully completed them will be able to take assessment short courses that are tailored to enable completion without repeating whole courses. This will be reviewed on a case by case basis, with no student being disadvantaged. Students who have withdrawn or been awarded DNC will usually be expected to enrol into the new programme.