



## WAETURE HŌTAKA | PROGRAMME REGULATIONS

### **NZ Certificate in Animal Welfare Investigations**

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

These programme regulations apply to the NZ Certificate in Animal Welfare Investigations [C36552] (Level 5, 120 credits)

These regulations come into effect from **Semester 1, 2019**.

---

#### **6.1 Ngā Ture Hei Whakaurunga | Admission Requirements**

To be read in conjunction with Unitec's *Admission Requirements Procedure*.

##### **6.1.1 Whakaurunga Whānui | General Admission**

To be admitted to this programme, all applicants must be at least 18 years of age on the date of the programme's start for the semester in which they wish to enrol and meet the following requirements:

- a. A minimum of 48 credits at NCEA Level 2 in best 4 subjects
  - i. a minimum of 14 credits at Level 1 or higher in Mathematics or Pangaea on the National Qualifications Framework; and
  - ii. a minimum of eight credits at Level 2 or higher in English or Te Reo Māori; a minimum of four credits must be in Reading and a minimum of four credits must be in Writing
- OR
- b. At least three 'C' passes in the *New Zealand University Bursaries Examinations*
- OR
- c. Successful completion of the *Unitec Certificate in Foundation Studies: Whiting* (Level 3) with a relevant pathway, where appropriate
- OR
- d. *Certificate of University Preparation* (Level 4)
- OR
- e. *Certificate in Foundation Studies* (Level 4)
- OR
- f. Equivalent

##### **6.1.2 Whakaurunga Motuhake | Special Admission**

Applicants must have:

- a. 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
- b. provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification.

##### **6.1.3 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 programme 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.

##### **6.1.4 Whakaurunga Reo Pākehā | English Language Admission Requirements**

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 2 in English (4 of these credits must be in reading; 4 of these credits must be in writing).

All applicants who do not meet the English Language Admission Requirements set out in the Generic Certificate Regulations may sit an English Language assessment and attend an interview. The assessments and interview will determine whether the applicant has an equivalent level of competency in the English Language. If an equivalent level of competency is obtained the student will be considered to meet the English Language Admission Requirements for this programme.

---

#### **6.2 Paearu Kōwhiri Tukanga | Selection Criteria and Process**

##### **6.2.1 Paearu Kōwhiri | Selection criteria Specific to this course and industry**

Applicants may be required to have the following:

- Evidence of experience in an animal related organisation (two years preferred);
- A letter of intent regarding their reasons for interest in this programme.
- An interview with the Academic Leader or delegate, where an assessment is made of sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification. (Electronic interview available for those outside of Auckland)
- Be over the age of 20 at the start of the course.

### 6.2.2 Tukanga Kōwhiri | Selection process

Selection will be made by the programme's Academic Leader, who possesses the delegated authority to offer places to applicants.

An interview may, at the discretion of the Academic Leader, be required.

---

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

### 6.3.1 Whakaemi Tūtukitanga | Credit Accumulation

To be awarded the NZ Certificate in Animal Welfare Investigations, a student must successfully complete 120 credits in the pattern set out in Table 1, from courses set out in Table 2.

Table 1: Credit requirements for NZCANWI

LEVEL	COMPULSORY CREDITS	ELECTIVE CREDITS
5	120	0

Table 2: Course details – compulsory and elective courses for NZCANWI

CODE	TITLE	CREDITS	Pre-requisites	Co-requisites
<b>LEVEL 5</b>				
NSCI5774	Communication skills for animal welfare inspectors	15		
NSCI5775	Investigation of animal welfare complaints and offences	30	NSCI5776	NSCI5774 NSCI5778
NSCI5776	New Zealand animal welfare law	30		
NSCI5777	Prosecution under the animal welfare act (1999)	15	NSCI5776 NSCI5775	
NSCI5778	Animal Health and Welfare for Inspectors	30		

### 6.3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

Students must attend 100 per cent of work-based placement for the following courses:

- NSCI5775 Investigation of Animal Welfare Complaints and Offences
- NSCI5777 Prosecution under the Animal Welfare Act 1999

### 6.3.3 Mahi Akoranga I A Wāhanga | Course load per semester

The normal full-time course load is 60 credits per semester or, with the approval of the relevant Academic Authority, 75 credits per semester. There is no part-time option available for this course.

### 6.3.4 Whakaurunga Takiwā | Enrolment periods

The normal enrolment period is one year (full-time study)

Students who are prevented by ill health or other cause from completing the programme requirements within the maximum period of enrolment, the relevant Academic Authority may approve suspension of enrolment for up to a maximum of 12 months.

The maximum period to complete this qualification, with the approval of the relevant Academic Authority is 3 years.

---

## 6.4 Tūtukitanga Whakamihi | Credit Recognition

### 6.4.1 Whakawhiti Tūtukitanga | Cross-credit

Credits will not be awarded for successful study that took place more than five years prior to the date of first enrolment in the programme.

A student may be awarded credits or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme.

Credit recognition may be:

- Specified**, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or
- 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.

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

Assessment of Prior Learning (APL) is available for all courses in this programme.

APL decisions are made on a case-by-case basis, in accordance with Unitec's *Assessment of Prior Learning Procedure*.

---

## 6.5 Waeture Aromatawai | Assessment Regulations

### 6.5.1 Paparahi Aromatawai | Assessment basis

Assessment in this programme is achievement-based, using an 11-point grading scale.

Students must obtain at least 50 per cent overall in any course in order to pass that course.

For some courses mandatory attendance is required for field trips and practical experiences.

### 6.5.2 Ākoranga Taumata | Course grades

Course grades will be determined by the mathematical aggregation of weighted assessment marks, and reported according to the scale detailed in Table 3.

Table 3: Course grades

Grade	Percentage	Result
A+	90 – 100	Pass
A	85 – 89	
A-	80 – 84	
B+	75 – 79	
B	70 – 74	
B-	65 – 69	
C+	60 – 64	
C	55 – 59	
C-	50 – 54	
D	40 – 49	Fail
E	0 – 39	

### 6.5.3 Paearu Taumata | Grade criteria

As per the criteria detailed in Table 4, students may be awarded one of the following grades for a course.

Table 4: Grade criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification. Credits earned.
CTG	Continuing Course	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	This grade is recorded if a student has either withdrawn after 75 per cent of the scheduled course duration; or has not attempted a compulsory item of assessment within a course. 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	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.

## 6.6 Aromatawai Mahinga | Assessment Procedures

### 6.6.1 Aromatawai I Roto I Te Reo | Assessment in Te Reo

In accordance with Unitec's *Assessment in Te Reo Māori* Procedure, all students have the right to submit any summative assessment task in Te Reo Māori.

### 6.6.2 Tāpaetanga Tōmuri | Submission and late submission of work

- Applications for extensions must be made in writing to the relevant course co-ordinator at least 24 hours before the due date of the assessment. Applications must be accompanied by a written rationale or justification and, where appropriate, supporting evidence.
- Any assessment that is submitted late and does not have a prior-approved extension or Special Assessment Circumstance, will be penalised by a deduction of 10 per cent per day of the student's mark, up to five days, inclusive of weekends.
- No assignments will be accepted five days (inclusive of weekends) after the due date. If the assessment is not compulsory, the student will receive an 'E' grade for that assignment. If the assignment is compulsory, the student will receive a 'DNC' grade for the entire course.

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

- A student may apply to undertake a re-submission or re-assessment of any failed piece of assessment within five days of receiving their marked assessment.
- Students are entitled to only one re-assessment or re-submission per course.
- All re-submissions or re-assessments will be carried out within a specified time period agreed with the relevant Academic Authority.
- In all cases of re-submission, the original marked assignment will accompany re-submitted assignments. If re-submitted work is not accompanied by the original marked assignment, the re-submitted work will not be marked and the original grade will stand.
- The maximum grade for any re-submission or re-assessment of a piece of assessment is the lowest pass grade ('C-').

### 6.6.4 Āhuatanga Aromatawai Motuhake | Special Assessment Circumstances

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

- The student was unable to complete the summative assessment item; or
- The students' ability to complete the summative assessment, including preparation and/or performance, was impaired; or
- The student needs to request additional time to complete the summative assessment.

### 6.6.5 Pāhi Rāhui | Restricted passes

The relevant Academic Authority may award a restricted pass in a course that was narrowly failed and where there is ample evidence marginal failure is compensated by good overall performance.

In addition:

- a student may decline the award of a restricted pass by notifying the office of the relevant Dean in writing no later than 20 working days from the mailing of results;
- the relevant Academic Authority may, at their discretion, prevent a student from using a restricted pass to meet the pre-requisite requirements of another course;
- except in exceptional circumstances, no more than one restricted pass shall be awarded to any student in this programme.

#### 6.6.6 Akoranga Tuaruatanga | Repeating Courses

Students may enrol and repeat course they have failed up to two times.

Permission to enrol a third time is governed by *Whakakorenga/Exclusions* below.

#### 6.6.7 Whakakorenga | Exclusions

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

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% of the credits in which he or she has been enrolled over that period, shall be excluded for the Programme and shall not be permitted to re-enrol in any programme without the prior permission of the relevant Academic Authority.

#### 6.6.8 Whakaritenga whakamātautau | Examination Regulations

All examinations in this programme are governed by Unitec’s *Examinations Regulations*.

#### 6.6.9 Tono Pira | Appeals

In accordance with the relevant section of the *Academic and Programme Management Policy*, students may appeal the decisions made under these Regulations.

---

### 6.7 Āhutatanga Tauwhirowhiro Ritenga | Transitional Arrangements

Students who enrolled in Unitec’s *Certificate in Animal Welfare Investigations (CANWI)* will usually be able to transition onto the new programme through credit recognition.

Students who have already been enrolled in all courses of the CANWI but have not successfully completed them will be able to take assessment short courses that are tailored to ensure understanding of topic matter at level 5 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 a “DNC” grade will usually be expected to enrol into the new programme.

---

### 6.8 Whakaritenga Whānui | General Provisions

Unless the context otherwise requires, the following definitions 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, by 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 has been delegated the authority to make a decision within a specified circumstance. A schedule of the various relevant Academic Authority delegations is maintained by the PAQC responsible for the programme.