New Zealand Certificate in Business (Administration and Technology) (Level 4) [NZCBT]

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

These programme regulations apply to New Zealand Certificate in Business (Administration and Technology) [NZCBT] programme, which leads to the award of New Zealand Certificate in Business (Administration and Technology) (Level 4) qualification (60 Credits) [Ref: 2461-Ver 1].

These regulations come into effect from Semester 2, 2020.

| **1. Ngā Ture Hei Whakaurunga \| Admission Requirements**

Admission Requirements for this Programme comply with Unitec's Admission Requirements Guidelines. | To be eligible for admission to this programme, all applicants must meet three admission requirements:
a. Requirements for either general admission, special admission, or discretionary admission
b. Any additional Programme specific requirements
c. English language requirements

1.1 Whakaurunga Whānui \| General Admission
All applicants must have a minimum of 4 years secondary education, and a minimum of 12 NCEA credits at Level 1 in each of at least two subjects.
Or
A pass in two subjects in New Zealand School Certificate;
Or
Successful completion of an approved qualification at Level 2 or above;
Or
Equivalent.

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 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.

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 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.

1.4 Whakaurunga Tautui \| Programme Specific Requirements
There are no Programme Specific admission requirements

1.5 Whakaurunga Reo Pākehā \| English Language Admission Requirements
Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

International applicants must also provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated through the use of evidence of one of the |

	kinds described in NZQA Rules on the Unitec English Language Requirements for International Students Web-page.
2. Paearu Kōwhiri Tukanga| Selection Criteria & Process *Selection Criteria and Processes for this Programme comply with Unitec's Admission Requirements Guidelines.*	**2.1 Paearu Kōwhiri | Selection Criteria** Applicants who meet the entry requirements will be accepted on to the programme on a first-come-first served basis. **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 *Requirements for the award of this Qualification complies with Unitec's Programme Completion and Awards Policy and associated procedure.*	**3.1 Whakaemi Tūtukitanga | Credit Accumulation** To be awarded the New Zealand Certificate in Business (Administration and Technology) (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 for New Zealand Certificate in Business (Administration and Technology) (Level 4)**

Table 1: Credit Requirements for New Zealand Certificate in Business (Administration and Technology) (Level 4)

Level	Compulsory Credits	Elective Credits	Total Credits
4	60		60
			60

Table 2: Course Details – New Zealand Certificate in Business (Administration and Technology) (Level 4)
All courses are compulsory. Compulsory courses are shown in **bold**.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 4					
BEBP4501	Business Information Processing	15			
BEBP4502	Business Documents	15			
BEBP4503	Workplace Practice	15			
BEBP4504	Administrative Services	15			

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components
Non-assessed work experience is highly recommended, but is non-credit bearing across the programme. Work experience will enhance the students learning. Where opportunities do not arise through the School's process with external stakeholders, simulated workplace activities will be provided within specialised learning environments.

3.3 Mahi Akoranga I A Wāhanga | Course Load per Semester
The normal full-time course load is 60 credits per semester.

3.4 Whakaurunga Takiwā | Enrolment Periods
The normal enrolment period is 1 Semester (full-time study) or 2 Semesters (part-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 1 Semester The maximum period to complete this Programme is 5 years.

4. Tūtukitanga Whakamihi | Credit Recognition
 	
Credit Recognition regulations for this Programme comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.
	4.1 Whakawhiti Tūtukitanga | Cross Credit
	Credits will not be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the programme.
	a. 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.
	b. The credit recognition may be:
	   i. specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or
	   ii. 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.
	c. Cross credits will not be given for a Capstone Project in an Undergraduate Degree / Research Project in a postgraduate programme.
	
	4.2 Aromatawai Tōmua | Assessment of Prior Learning (APL)
	Assessment of Prior Learning is available for all courses in this programme. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Procedure.
	
	4.3 Ngā whakawhitinga | Credit Transfer
	There are no credit transfer arrangements for this programme.

5. Waeture Aromatawai | Assessment Regulations *Assessment Regulations for this Programme comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.*	**5.1 Paparahi Aromatawai | Assessment basis** Assessment in this programme is achievement based using an 11-point grading scale. **5.2 Ākoranga Taumata | Course grades** Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales. Students must obtain at least 50% overall score in order to pass achievement based assessment. **Table 3a: Achievement based (11-point) assessment system** Table as below **5.3 Paearu Taumata | Grade Criteria** Students may be awarded one of the following grades for a course: *Table 4: Grade Criteria* Table as below

Table 3a: Achievement based (11-point) assessment system

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

Table 4: 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	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.	
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 are not required for this course or are carried out by an external agency. No Credits earned	
R	Restricted Pass	The student has been awarded a restricted pass subject to 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.	
#	Estimated Grade	If any portion of Summative Assessment has been estimated, the final grade will be an estimated grade, and annotated "#" on the Student's Academic Record.	

6. Aromatawai Mahinga | Assessment Procedures *Assessment Procedures for this Programme complies with Unitec's Assessment Moderation and Grades Policy and associated procedure.*	**6.1 Ākoranga Aromatawai | Course Assessment** Courses employ both formative and summative assessment activities. Formative assessments do not contribute to the final grade for a given course. All summative assessment elements are compulsory unless otherwise approved and noted in course information. Students must attempt all compulsory assessment activities in order to pass and receive credit for any course. Students who do not attempt a compulsory item of assessment may be awarded a 'Did Not Complete'(DNC) for the whole course and may not earn any credits. **6.2 Aromatawai I Roto I Te Reo | Assessment in Te Reo** All students have the right to submit any summative assessment task in Te reo Māori. The process for submission of summative assessment work in Te reo Māori is governed by the Unitec Assessment in Te Reo Māori procedure and detailed in course material. **6.3 Tāpaetanga Tōmuri | Submission and late submission of work** The due dates for all summative assessment work will be notified at the commencement of each course. a. Any assessment that is submitted late (and does not have a prior approved extension) will be penalised by a deduction of 10% per day of the participants assignment mark, up to five (5) days, inclusive of weekends. b. Applications for extensions must be made by according to procedure noted in Student Handbooks and course documentation. c. Any extension will be carried out within a specified time period as agreed with the relevant academic authority and no further extensions will be granted.

d. No assignment will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the participants will receive a 'zero' grade for that assignment. If the assignment is compulsory, then the participants will receive a Did Not Complete (DNC) grade for the entire course.

6.4 Whakamātautau Anō | Resubmission or Reassessment

A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment.

The following conditions apply only one resubmission of each failed assessment event.

a. Any approved resubmission/reassessment will be carried out within a specified time period as agreed with the relevant academic authority.
b. In all cases for resubmission, the original marked assignment will accompany resubmitted assignments. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.
c. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.
d. Assignments that are handed in late are not eligible for resubmission or reassessment.

6.5 Āhuatanga Aromatawai Motuhake | Affected Performance Consideration

A student may apply for Affected Performance Consideration (APC) if:

- The student is unable to attend an examination, compulsory assessment or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances
- The student's preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control

Applications for APC are made by a student within 5 working days of the affected assessment event. Decisions to approve an APC and to apply any remedy are made according to the Assessment and Grading Procedures and Regulations.

6.6 Pāhi Rāhui | Restricted Pass

A restricted pass may be awarded in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance.

a. A restricted pass is awarded at the discretion of the relevant academic authority and may not be applied for directly by a student.
b. The relevant academic authority may, at their discretion, use a restricted pass to:
- set conditions for future performance in other courses
- prevent a student from using a restricted pass to meet the prerequisite requirements of another course.
c. A student may decline the award of a restricted pass by notifying the relevant academic authority in writing not later than 20 working days from notification of the results.

6.7 Tuaruatanga | Repeating Courses

Students who are repeating a Level 1–8 course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant academic authority, 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 and will specify any course grade that will be carried over.

Students may enrol and repeat a course that they have failed only once. Permission to enrol for a third time is governed by Exclusion provisions below.

6.8 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.

	a. Any Student who fails to achieve at least 50 per cent of the credits that he or she is enrolled in in any 12-month period may be excluded by the relevant Academic Authority from re-enrolling in any further courses. The decision whether students can re-enrol in further courses will be based on a student's likelihood of succeeding in further study and will be made by the relevant Head of School. b. When calculating the 12-month period in a. above, Unitec reserves the right to include any relevant time spent by the Student studying at another tertiary institution. c. A Student who has not achieved a Pass Grade in the same Course on two occasions shall not be enrolled again for that Course except with the permission of the relevant Academic Authority. d. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made. **6.9 Examination Regulations** There are no formal examinations in this programme. **6.10 Tono Pīra | Appeals** Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.
7. Whakaritenga Whānui | General Provisions	**7.1 Whakamāramatanga ā-kaupapa | Definition of Terms** In these regulations, unless the context otherwise requires, the following definitions shall apply: • '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 are maintained by the Programme Academic Quality Committee responsible for the Programme. • 'Assessment Standards' are quality assured 'unit' and 'achievement' standards. Unit standards are developed by industry training organisations and by NZQA. The Ministry of Education is the only developer of achievement standards, which are derived from the achievement objectives of the New Zealand Curriculum and Te Marautanga o Aotearoa. Collectively, the developers of assessment standards are known as standard-setting bodies (SSBs). **7.2 Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements** There are no transition arrangments for this Programme.