PROGRAMME REGULATIONS

Programme Schedule

New Zealand Certificate in English Language (Level 3)

To be read in conjunction with Unitec Generic Certificate Regulations.

1.   Programme Schedule

This schedule applies to the New Zealand Certificate in English Language (Academic/General/Workplace) (NZCEL) (Level 3, 60 credits).

2.   Programme Specific Admission

2.1   Specific Admission

2.1.1   To be admitted to this programme, all applicants must meet the following requirements in addition to the requirements set out in the Certificate Generic Regulations:

a.   have English as an additional language; and

b.   be a New Zealand citizen or permanent resident; or

c.   hold a Certificate of Refugee Status and provide evidence of eligibility to study for the duration of enrolment; or

d.   have a student visa.

2.1.2   To be admitted to this programme, all applicants must meet the following English Language requirements:

a.   hold a NZCEL (Level 2) or equivalent; or

b.   achieve an appropriate score on the Department of Language Studies English Language test.

3. 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 in the appropriate endorsement.

4. Selection Process

a. Selection will be made by a subcommittee of the English Language Discipline Committee, normally Programme Leader and/or Curriculum Leader, with the delegated authority of that committee to offer places to applicants.

b. Applicants will be required to demonstrate their ability in written English through a written language placement assessment.

5. Requirements for the Award of the Qualification

5.1 New Zealand Certificate in English Language (Academic/General/Workplace) (Level 3)

a. To be awarded the New Zealand Certificate in English Language (Level 3) with an **Academic endorsement**, a student must have successfully completed 60 credits, from the courses set out in Table 1.

Table 1: Courses details – All courses are compulsory

Course No.	Course Name	Credits
Level 3		
EAPL3150	**Oral & Text-based Skills (L3)**	**30**
EAPL3151	**English for Academic Purposes (L3)**	**30**

b. To be awarded the New Zealand Certificate in English Language (level 3) with a **General endorsement**, a student must have successfully completed 60 credits, from the courses set out in Table 2.

Table 2: Courses details – All courses are compulsory

Course No.	Course Name	Credits
Level 3		
EAPL3150	**Oral & Text-based Skills (L3)**	**30**
EAPL3153	**English for Social and Community Purposes (L3)**	**30**

c. To be awarded the New Zealand Certificate in English Language (Level 3) with a **Workplace endorsement**, a student must have successfully completed 60 credits, from the courses set out in Table 3.

Table 3: Courses details – All courses are compulsory

Course No.	Course Name	Credits
Level 3		
EAPL3150	Oral & Text-based Skills (L3)	30
EAPL3152	English for the Workplace (L3)	30

6. Credit Recognition and Exemptions

6.1 Credit Recognition

Specified and unspecified credit recognition will be determined on a case-by-case basis in accordance with the generic Certificate Regulations.

7. Assessment of Prior Learning

There is no provision for Assessment of Prior Learning in this programme.

8. Assessment

8.1 Assessment basis

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

b. Practical components of courses will be assessed according to competency criteria communicated to students prior to assessment.

8.2 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:

Table 4: 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

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

Table 5: Grade Criteria

Grade	Meaning	Criteria
CR	Credit Recognition	Credit earned through Cross Credit from another qualification.
DEF	Deferred	The course result has been deferred. No credits earned.
R	Restricted Pass	The student has been awarded a restricted pass subject to clause 8.3 of this schedule. Credits earned.
W	Withdrawn	The student has formally applied to withdraw 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	The 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.

d. The final grade for a course shall be calculated from the aggregation of all summative assessment activities.

8.3 Conditions applying to restricted passes

Restricted passes may be awarded by the English Language Programme Management Committee to a student who has narrowly failed a course (47%+) and who has achieved a C+ average in the remaining enrolment for that semester.

8.4 Resits and resubmissions

a. Given the NZCEL programme's extensive use of formative and portfolio assessment, resits and resubmissions of failed summative assessment items are not normally allowed, except where assessment is via unit standards. In that case, clause b applies.

b. For assessments that are Unit Standards-based, students are entitled to resit each assessment event once. These resits will typically take place in Week 17 of the semester.

c. Unitec's Special Assessment Circumstances policy will be used to determine or estimate grades where assessment events have been missed or where performance has been affected as a result of unforeseen circumstances.

d. Where assignments have a submission date and time, extensions may be negotiated with the lecturer responsible for the assignment in special circumstances, according to guidelines published in Course Information booklets.

9. Attendance

It is a condition of Student Visas that International students attend 100% of course sessions. Attendance is monitored by e-registers and unauthorised absence communicated to Unitec International.

10. Transitional Arrangements / Modified Programmes of Study

Students completing the CENG or CIENG courses indicated in the left hand column of the table below will be awarded the relevant CENG or CIENG certificate endorsement if they leave the programme at the end of Semester 2 (CENG) or Term 4 (CIENG). Students who wish to continue will enrol in the NZCEL programme as indicated in the right hand column.

Completed prior to Semester 1, 2014	Enrolment from Semester 1, 2014
EAPL 3011/3021 CENG 3 Elementary English 1	Bridging course CENG 4 Elementary English 2 in Sem 1 2014 NZCEL (Level 3) in Sem 2 2014
EAPL 4010/4020 CENG 4 Elementary English 2	NZCEL (Level 3)
EAPL 4011/4021 CENG 4 Pre Intermediate English	NZCEL (Level 3)
LANG 4300 CIENG Elementary English	NZCEL (Level 3)
LANG 4301 CIENG Pre Intermediate English	NZCEL (Level 3)

11. Commencement

These regulations came into force in Semester 1, 2015.