



PROGRAMME REGULATIONS

New Zealand Certificate in Electrical Engineering (Level 3)

These regulations apply to the New Zealand Certificate in Electrical Engineering (Level 3, 120 credits) (NZCEE3) and come into force on 1 January 2017

Admission Requirements

To be admitted to this programme, the applicant must have achieved the New Zealand Certificate in Educational Achievement (Level 1) in Mathematics, English, and Physics or General Science, or equivalent qualifications to entry in to this programme.

International applicants must meet one of the English language entry requirements.

- NZCEL (Level 3) with endorsement of General, Workplace or Academic
- IELTS Academic 5.5 with no band score lower than 5
- TOEFL score of 500 (essay 4 TWE)
- Cambridge FCE with a score of 50 or CAE with a score of 41
- Pearson Test of English (Academic) PToE with score of 36

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 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.

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.

Selection Criteria

Applicants with high levels of achievement in NCEA Level 1 English, Maths, and Physics or General Science will be preferred candidates for entry to the Programme.

Applicants with low levels of achievement in NCEA Level 1 English, Maths, and Physics or General Science may be required to undertake a pre-entry diagnostic analysis to identify any extra support an applicant may require to enter the programme.

When the number of applications for admission exceeds the number of places available a selection process will be implemented. Those who have a reasonable chance of succeeding in the programme will be selected.

Requirements for the Award of the Qualification

To be awarded the New Zealand Certificate in Electrical Engineering Theory (Level 3) a student must have successfully completed 120 credits, accumulated from the courses set out in Table 1.

Course details

Table 1: Course Details

All courses are compulsory. ENCE3201 will be taken either any other course or concurrent with ENCE3202, ENCE3203 and ENCE3204.

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Level 3				
ENCE3201	Electrical Work Practices	15		
ENCE3202	DC Fundamentals	15		
ENCE3203	Installation Fundamentals	15		
ENCE3204	Electrical Applications	15		
ENCE3205	Electricity Systems	15		
ENCE3206	Electricity Supply and Distribution	15		
ENCE3207	Circuit Design and Operation	15		
ENCE3208	Electrical Machines	15		

Credit Recognition and Exemptions

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

Credit will not normally be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the certificate.

Assessment of Prior Learning

Assessment of Prior Learning is available for all courses, using current Unitec policies and procedures.

Assessment

Assessment basis

- a. All written assessment is achievement based using an 4 point grading scale.
- b. Students need to be competent in all mandatory practical components of a course/s to pass the course.

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 weighted average of assessment marks achieved in summative assessments and reported according to the following scale:

Table 2: Course Grades

Grade	Percentage	Result
90 - 100	A	Pass with distinction
80 - 89	B	Pass with merit
60 - 79	C	Pass
0 - 59	D	Fail

Table 3: Grade Criteria

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

Grade	Meaning	Criteria
CR	Credit Recognition	Credit earned through Cross Credit from another Qualification and/or through the Assessment of Prior Learning.
DEF	Deferred	Where a Student can, with the approval of the Programme Framework Committee, complete a Course Assessment beyond the schedule 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.

Grade	Meaning	Criteria
W	Withdrawn	The grade W (Withdrawn) 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	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.

Conditions applying to restricted passes

Restricted passes are not available for courses in this programme.

Resits and resubmissions

- a. Students may get two resits or resubmissions of assessments per course at the discretion of the tutor.
- b. All resits and resubmissions will be carried out within two weeks from when the original assessment was returned, or results made available. For written assessments, the original marked assessment will accompany resubmitted assessment. If resubmitted work is not accompanied by the original marked assessment, the resubmitted work will not be marked and the original grade will stand.
- d. Students will be notified by the course coordinator of their need to undertake a resit or resubmission within 7 days of the assessment event.

Late submission of assessments

- a. The due dates for all summative assessment work will be notified in the course information.
- b. Application for late submission of work must be made to the Course Coordinator no less than one week prior to the assessment due date.

Transitional Arrangements / Modified Programmes of Study

Candidates currently enrolled in programmes leading to the replaced Certificate in Electrical and Electronics Engineering (Level 3), National Certificate in Electrical Engineering (Level 2) or National Certificate in Electrical Engineering (Level 3) and who are unable to complete by 31 December 2021 shall transfer their existing achievement to this programme.

No existing candidates will be disadvantaged by these transition arrangements.