

## Appendix 1: Programme Regulations

### ***New Zealand Certificate in Horticulture Services (Landscape Design) [NZCLD]***

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

These programme regulations apply to the New Zealand Certificate in Horticulture Services [NZCLD] programme, which leads to the award of New Zealand Certificate in Horticulture Services (level 4) qualification, with Landscape Design, (60 Credits) [NZ2674-3].

These regulations come into effect from Semester 2, 2025.

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

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**

To be admitted to this programme all applicants must be at least 16 years of age on the date of the programme's commencement for the semester in which they wish to enrol (or provide a completed Early Release Exemption form

##### **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.

##### **1.4 Whakaurunga Tautui | Programme Specific Requirements**

There are no programme specific requirements.

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

All applicants must provide evidence that they have the necessary English language proficiency required for the Programme.

International applicants and any Domestic applicant for whom English, Māori or NZ Sign is not their first language must also provide evidence that they have the necessary English language proficiency or an equivalent described in [NZQA Rules](#) and on the Unitec [English Language Requirements for International Students](#) Web-page.

2. Paearu Kōwhiri Tukanga   Selection Criteria & Process	2.1 Paearu Kōwhiri   Selection Criteria Applicants will be admitted to the programme in the order in which the provide a complete application which meets one of the above Admission Requirements.																																										
3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga   Requirements for the Award of the Programme	3.1 Whakaemi Tūtukitanga   Credit Accumulation To be awarded the New Zealand Certificate in Horticulture Serviices (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.  <b>Table 1: Credit Requirements for the New Zealand Certificate in Horticulture Services</b> <table><tr><th>Level</th><th>Compulsory Credits</th><th>Elective Credits</th><th>Total Credits</th></tr><tr><td>4</td><td>45</td><td></td><td>45</td></tr><tr><td>5</td><td>15</td><td></td><td>15</td></tr><tr><td>Total</td><td></td><td></td><td>60</td></tr></table>	Level	Compulsory Credits	Elective Credits	Total Credits	4	45		45	5	15		15	Total			60																										
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<b>Table 2: Course Details – New Zealand Certificate in Horticulture Services</b> All courses are compulsory <table><tr><th>Course No</th><th>Course Name</th><th>Credits</th><th>Pre- requisites</th><th>Co-requisites</th><th>Restrictions</th></tr><tr><td colspan="6">Level 4</td></tr><tr><td>LAND 4413</td><td>Design Studio</td><td>15</td><td></td><td>LAND 4414</td><td></td></tr><tr><td>LAND 4414</td><td>Design Representation</td><td>15</td><td></td><td></td><td></td></tr><tr><td>LAND 4443</td><td>Horticulture for Landscape</td><td>15</td><td></td><td></td><td></td></tr><tr><td colspan="6">Level 5</td></tr><tr><td>LAND 5557</td><td>Designing with Plants</td><td>15</td><td></td><td></td><td></td></tr></table>		Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions	Level 4						LAND 4413	Design Studio	15		LAND 4414		LAND 4414	Design Representation	15				LAND 4443	Horticulture for Landscape	15				Level 5						LAND 5557	Designing with Plants	15			
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	3.3 Mahi Akoranga   A Wāhanga   Course Load per Semester The normal full-time course load is 60 credits per semester																																										
4. Tūtukitanga Whakamihi   Credit Recognition	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.  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																																										

	Credit transfer arrangements apply to specified Unitec New Zealand Diploma in Landscape Design (Level 5) and courses as detailed in section 8.1 of these Regulations.																																																
5. Waeture Aromatawai   Assessment Regulations	<p><b>5.1 Paparahi Aromatawai   Assessment Basis</b></p> <p>Assessment in this programme is achievement based using an 11-point grading scale ABA grading scale as detailed in Table 3c below.</p> <p>Students must obtain at least 50% overall score in any achievement-based course’ and meet all the learning outcomes in order to pass that course.</p> <p><b>5.2 Ākoranga Taumata   Course grades</b></p> <p>Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales. Participants must obtain at least 50% overall score in order to pass achievement-based assessment.</p> <p><b>Table 3a: Achievement based 11-point assessment system</b></p> <table><tr><th>Grade</th><th>Meaning</th><th>Result</th><th>Percentage</th></tr><tr><td>A+</td><td>Distincti</td><td>Credits</td><td>90 – 100</td></tr><tr><td>A</td><td>Distincti</td><td>Credits</td><td>85 – 89</td></tr><tr><td>A-</td><td>Distincti</td><td>Credits</td><td>80 – 84</td></tr><tr><td>B+</td><td>Merit</td><td>Credits</td><td>75 – 79</td></tr><tr><td>B</td><td>Merit</td><td>Credits</td><td>70 – 74</td></tr><tr><td>B-</td><td>Merit</td><td>Credits</td><td>65 – 69</td></tr><tr><td>C+</td><td>Pass</td><td>Credits</td><td>60 – 64</td></tr><tr><td>C</td><td>Pass</td><td>Credits</td><td>55 – 59</td></tr><tr><td>C-</td><td>Pass</td><td>Credits</td><td>50 – 54</td></tr><tr><td>D</td><td>Fail</td><td>No Credits</td><td>40 – 49</td></tr><tr><td>E</td><td>Fail</td><td>No Credits</td><td>0 – 39</td></tr></table>	Grade	Meaning	Result	Percentage	A+	Distincti	Credits	90 – 100	A	Distincti	Credits	85 – 89	A-	Distincti	Credits	80 – 84	B+	Merit	Credits	75 – 79	B	Merit	Credits	70 – 74	B-	Merit	Credits	65 – 69	C+	Pass	Credits	60 – 64	C	Pass	Credits	55 – 59	C-	Pass	Credits	50 – 54	D	Fail	No Credits	40 – 49	E	Fail	No Credits	0 – 39
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	<p><b>5.3 Paearu Taumata   Grade Criteria</b></p> <p>Students may be awarded one of the following grades for a course:</p> <p><b>Table 4: Grade Criteria</b></p> <table><tr><th>Grade</th><th>Meaning</th><th>Criteria</th></tr><tr><td>CR</td><td>Credit Recognition</td><td>The student has applied for and been awarded a credit recognition from another</td></tr><tr><td>CTG</td><td>Continuing</td><td>The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No</td></tr><tr><td>DEF</td><td>Deferred</td><td>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</td></tr></table>	Grade	Meaning	Criteria	CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another	CTG	Continuing	The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No	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																																				
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	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
	ES	Student Exchange	The Student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be
	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
	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
<b>6. Aromatawai Mahinga   Assessment Procedures</b>	<p><b>6.1 Ākoranga Aromatawai   Course Assessment</b> 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.</p> <p>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.</p> <p><b>6.2 Aromatawai I Roto I Te Reo   Assessment in Te Reo</b> 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.</p> <p><b>6.3 Tāpaetanga Tōmuri   Submission and late submission of work</b></p> <ol style="list-style-type: none"> <li>The due dates for all summative assessment work will be notified at the commencement of each course.</li> <li>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.</li> <li>Applications for extensions must be made by according to procedure noted in Student Handbooks and course documentation.</li> <li>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.</li> </ol>		

- e. No assessment 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 assessment. If the assessment 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 be granted permission to undertake:

- a. Students who receive a fail grade may be permitted to resubmit an assignment or resit a test at the discretion of the Course Co-ordinator.
- b. Resubmissions are not available for work that fails due to lateness.
- c. The maximum number of assessments which may be resubmitted within a course is limited to 50% of the total course marks, unless otherwise approved by the relevant delegated authority
- d. Only one resit or resubmission is available for any assessment.
- e. The maximum possible grade for a resit or resubmission shall be C-.
- f. Management of the timing of all resits and resubmissions is done by the course coordinator.

#### **6.5 Āhuatanga Aromatawai Motuhake | Assessment Concession**

A student may apply for Assessment Concession (AC) if:

- a. 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
- b. 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 AC are made by a student within 5 working days of the affected assessment event. Decisions to approve an AC 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' may be awarded in a course that was narrowly failed and where the Programme Academic Authority considers that marginal failure is compensated by good overall performance.
- b. Except in exceptional circumstances, no more than one restricted pass may be awarded to any student in this programme.

#### **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.

	<p><b>6.8 Whakakorenga   Exclusions</b></p> <p>No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant academic authority.</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>A Student who has not achieved a Pass Grade.</li> <li>The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.</li> </ol> <p><b>6.10 Tono Pira   Appeals</b></p> <p>Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.</p>																												
<p><b>7. Whakaritenga Whānui   General Provisions</b></p>	<p><b>7.1 Whakamāramatanga ā-kaupapa   Definition of Terms</b></p> <p>In these regulations, unless the context otherwise requires, the following definitions shall apply:</p> <ul style="list-style-type: none"> <li>'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 is maintained by the Programme Academic Quality Committee responsible for the Programme.</li> </ul>																												
<p><b>8. Kupu Āpiti   Schedules or Appendices</b></p>	<p><b>8.1 Transitional Arrangements</b></p> <p>For ākonga that completed the Unitec New Zealand Certificate in Horticulture Services (Landscape Design) [NZ2674] programme in 2024 or earlier, the following arrangement applies until the end of Semester 1, 2026. Ākonga that wish to enrol in the unified New Zealand Landscape Design Diploma (NZDLA) programme will receive credits for the following courses, since this was allowable for the duration of the New Zealand Diploma in Landscape (Design) (NZDL) programme, when these ākonga were studying.</p> <table border="1"> <thead> <tr> <th colspan="2">NZCLD Courses</th><th colspan="2">NZDLA Courses</th><th>Grade awarded for NZDLA</th></tr> </thead> <tbody> <tr> <td>LAND 4113</td><td>Design Studio</td><td>HORT5404</td><td>Design Studio</td><td>P (Pass)</td></tr> <tr> <td>LAND 4114</td><td>Design Representation</td><td>HORT5401</td><td>Landscape Graphics</td><td>P (Pass)</td></tr> <tr> <td>LAND 4443</td><td>Horticulture for Landscape</td><td>HORT5405</td><td>Planting Plans &amp; Documentation</td><td>P (Pass)</td></tr> <tr> <td>LAND 5557</td><td>Designing with Plants</td><td>HORT5402</td><td>Planting Design</td><td>Grade carried over from NZDL course</td></tr> </tbody> </table>				NZCLD Courses		NZDLA Courses		Grade awarded for NZDLA	LAND 4113	Design Studio	HORT5404	Design Studio	P (Pass)	LAND 4114	Design Representation	HORT5401	Landscape Graphics	P (Pass)	LAND 4443	Horticulture for Landscape	HORT5405	Planting Plans & Documentation	P (Pass)	LAND 5557	Designing with Plants	HORT5402	Planting Design	Grade carried over from NZDL course
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<p><b>9. Version Tracking</b></p> <table border="1"> <thead> <tr> <th>Version No.</th><th>Date of Change</th><th>Approved by</th><th>Effective from</th><th>Description of change</th></tr> </thead> <tbody> <tr> <td>1</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>					Version No.	Date of Change	Approved by	Effective from	Description of change	1																			
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