

Appendix 3: Programme Regulations



PROGRAMME REGULATIONS

New Zealand Certificate in Horticulture Services (Landscape Design)

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

1. Programme Regulations

These programme regulations apply to the New Zealand Certificate in Horticulture Services (Landscape Design) (Level 4, 60 credits) [NZ2674].

These regulations come into effect from *Semester 1, 2020*.

2. Admission Requirements

2.1 Admission

2.1.1 To be admitted to this programme, all applicants must meet Unitec's language entry requirements (see 2.5)

AND

2.1.2 Meet admission requirements under one of the following provisions:

a. General Admission (see 2.2)

OR

b. Special Admission (see 2.3)

OR

c. Discretionary Admission (see 2.4)

2.2 General Admission

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)

2.2.1 For the Level 4 New Zealand Certificate in Horticulture Services (Landscape Design), applicants must have a minimum of 4 years of 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 equivalent;

2.3 Special Admission

Applicants may be granted Special Admission if they 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.

2.4 Discretionary Admission

2.4.1 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.

2.4.2 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 level 4 required by the New Zealand Certificate in Horticulture Services (Landscape Design).

2.5 English Language Admission Requirements

2.5.1 General English Language requirements

For Level 4 New Zealand Certificate in Horticulture Services (Landscape Design), applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

2.5.2 English Language requirements for international students

International students for whom English is not their first language must also meet the English Language Entry Requirements stated in Unitec's Admission Requirements Policy.

3. Selection Criteria & Selection Process

3.1 Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, a selection process will be implemented, which may involve an interview (remotely or in person). Those who are judged (e.g. on motivation, commitment and/or relevant prior knowledge or experience) as having the strongest chance of succeeding in the programme will be selected.

3.2 Selection Process

Students will be selected on the basis of written information supplied on the enrolment form and any information gained from an interview.

4. Requirements for the Award of the Qualification

4.1 Credit Accumulation

Students must successfully complete a minimum of 60 credits from the compulsory courses listed at Table 1. All courses are compulsory.

Table 1: Course Schedule for the New Zealand Certificate in Horticulture Services (Landscape Design) (Level 4)

Course no.	Course name	Credits	Pre- requisites	Co-requisites	Restrictions
LAND4113	Design Studio	15		LAND4113	
LAND4114	Design Representation	15		LAND4114	
LAND4443	Horticulture for Landscape	15			
LAND5557	Designing with Plants	15			

4.2 Enrolment Periods

Except in exceptional circumstances, the maximum time for completion

of the Certificate is five years from the date of first enrolment.

5. Credit Recognition

5.1 Cross Credit

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

5.2 Assessment of Prior Learning (APL)

Prior Learning will be assessed and recognised for all courses in this programme.

6. Assessment Regulations

6.1 General

The student must obtain at least 50% overall in any course in order to pass that course.

6.2 Summative Assessment Work

6.2.1 The due dates for all summative assessment work will be notified to students at the commencement of each course, and made available online via Moodle. A late policy exists. It is a penalty of 1 grade point for up to 24hrs late, 2 grade points for 2-7 days late and 4 grade points for 8-14 days late. No work is accepted when it is over 14 days late, except by discretion of the Course Co-ordinator, or with an accepted Special Assessment Circumstances application. Note: When a late grade penalty drops the grade below 50%, a 5% reduction shall be applied in lieu of a grade point reduction. Granting of an extension of time, without penalty, is managed through the SAC process, covered in 7.5. This refers to situations in which the student is unable to meet deadlines due to extenuating circumstances, to be assessed by the course co-ordinator.

6.2.2 Resits and resubmissions will be considered as follows:

- 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 Academic Leader.
- 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.

6.3 Assessment in Te Reo

Students have the right to submit assessments using Te Reo Māori. Details can be found in the Te Reo Māori policy.

6.4 Assessment basis

All summative assessment events are achievement-based, using an 11-point grading scale.

6.5 Course grades / Calculation of course grades

Course grades are calculated by the mathematical aggregation of weighted assessment marks, using Swedish rounding (.5 and above rounds up). The following course grades (Table 2, Table 3) will be awarded to students who obtained the designated marks:

Table 2: Course Grades

Grade	Percentage	Results
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

Table 3: Administrative Grades

Grade	Meaning	Criteria
CR	Credit Recognition	Credit earned through Cross Credit from another qualification.
DEF	Deferred	The Course result has been deferred.
R	Restricted Pass	The student has been awarded a restricted pass.
W	Withdrawn	If a student withdraws from a Course after the 10% date of the Course is completed. 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.

6.6 Conditions applying to restricted passes

- 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 Repeating Courses

Students may enrol and repeat courses that they have failed, up to 2 times. Beyond this, permission to enrol a third time must be sought from the Framework Programme Committee.

6.8 Appeals

Refer to the Academic and Programme Management Policy

7. Transition Arrangements

7.1 Transitions for Programme Changes for Semester 1, 2020

Transition Table showing arrangements for students in the NZ Certificate of Horticultural Services (Landscape Design) from existing to new proposed programme structure.

All students will follow this pattern of courses from Semester 1 2020.

Previous Course Structure	Credits	New Course Structure	Credits
LAND4113 Design Studio	15	LAND4113 Design Studio	15
LAND4114 Representation	15	LAND4114 Representation	15
LAND4442 Plants for Garden Design	30	LAND4443 Horticulture for Landscape	15
		LAND5557 Designing with Plants	15

For students transitioning to the new structure who fail a course that is not part of the new structure, an individual study plan will be designed to ensure that they are not disadvantaged by these changes. This may involve them repeating a course that is not part of the new structure.

General Provisions

Other provisions not covered elsewhere

Exemption of course assessment

Students who re-enrol in a course having previously failed it or withdrawn may be credited with course assessment satisfactorily passed during their previous enrolment. Students must apply in writing, and re-enrol in the course in the subsequent 12 months (2 semesters). After this time, course work can only be carried forward at the discretion of the Programme Framework Committee.
