

## **PROGRAMME REGULATIONS**

### **New Zealand Certificate in Mechanical Engineering (Level 3)**

These regulations apply to the New Zealand Certificate in Mechanical Engineering (Level 3, 120 credits) (NZCME3) and come into force in Semester 2 2017

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#### **1. 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 the English Language Entry Requirements stated in Unitec's Admission Requirement Policy.

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#### **2. 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.
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#### **3. 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.

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#### **4. 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.

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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.

## 5. Requirements for the Award of the Qualification

FOR THE AWARD OF THE NEW ZEALAND CERTIFICATE IN MECHANICAL ENGINEERING, THE STUDENT MUST ACCUMULATE MINIMUM OF 120 CREDITS FROM THE COURSES SET OUT IN TABLE 1.

## 6. Course details

*Table 1: Course Details*

All courses are compulsory.

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
<b>Level 3 - Compulsory</b>				
<b>APTE3201</b>	Engineering Workshop Health and Safety	10	Nil	Nil
<b>APTE3202</b>	Engineering Drawing and Calculations	15	Nil	Nil
<b>APTE3203</b>	Engineering Materials	20	Nil	Nil
<b>APTE3204</b>	Engineering Workshop Practice	20	Nil	Nil
<b>APTE3205</b>	Welding Processes	15	Nil	Nil
<b>APTE3206</b>	Fabrication Processes	20	Nil	Nil
<b>APTE3207</b>	Engineering Process and Quality Systems	10	Nil	Nil
<b>APTE3208</b>	Engineering Communication	10	Nil	Nil

### Summative assessment

The New Zealand Certificate in Mechanical Engineering will adopt a portfolio based assessment system to all theory knowledge and practical competency and will use online assessment where appropriate. Assessments are aligned to include the three steps of ability, action and competence.

### Grade related criteria

Assessment for courses in this programme is on a four-point basis, as defined by Unitec policies.

All assessment events will be related to the four-point grading system and a grade 'C' or above for each

assessment must be achieved for a pass grade to be awarded for the course.

Grade	Description	Credits Earned or not
A	Pass with distinction	Credits Earned
B	Pass with Merit	Credits Earned
C	Pass	Credits Earned
D	Fail	No Credits Earned

### 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.

### Other Grades

Table 3: Administrative Grade Definitions

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.
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.

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

**Conditions applying to restricted passes**

Restricted passes are not available for courses in this programme.

**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 Lecturer no less than one week prior to the assessment due date.

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**7. Transitional Arrangements / Modified Programmes of Study**

Candidates currently enrolled in programmes leading to the replaced Certificate in Automotive and Mechanical Engineering and Certificate in Applied Technology – Welding and Fabrication 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.