



WAETURE HŌTAKA | PROGRAMME REGULATIONS

New Zealand Diploma in Business (Level 5) NZDipBus(L5)

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

These programme regulations apply to the *New Zealand Diploma in Business (Level 5)*, 120 Credits, (with stands in Accounting and Leadership and Management, which leads to the award of the *New Zealand Diploma in Business (Level 5)* 120 credits [Ref: 2459] (with strands in Accounting and Leadership and Management).

These regulations come into effect from **Semester 1, 2018**.

Table of contents

1. Ngā Ture Hei Whakaurunga Admission Requirements	1
2. Paearu Kōwhiri Tukanga Selection Criteria & Process	2
3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga Requirements for the Award of the Qualification.....	2
4. Tūtukitanga Whakamihi Credit Recognition.....	4
5. Waeture Aromatawai Assessment Regulations	4
6. Āhuatanga Tauwhirowhiro Ritenga Transitional Arrangements.....	7
7. Whakaritenga Whānui General Provisions.....	8
8. Kupu Āpiti Schedules or Appendices.....	8

1. Ngā Ture Hei Whakaurunga | Admission Requirements

To be read in conjunction with Unitec's Admission Requirements Policy.

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), and meet the following requirements:

All applicants must have a total of at least 48 NCEA credits at level 2 in best 4 subjects including a minimum of eight literacy credits (four in reading and four in writing) in English or Te Reo Māori;

And

A minimum of 14 numeracy credits at Level 1 or higher in mathematics of pangarau.

Or

A maximum total of 20 in best 4 Sixth Form Certificate subjects;

Or

Completed an appropriate qualification at Level 3 or above;

Or

Equivalent to the above.

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 Certificate 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.

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.

1.4 Whakaurunga Reo Pākehā | English Language Admission Requirements

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

International applicants must also meet the English Language Entry Requirements stated in Unitec's Admission Requirements Policy.

2. Paearu Kōwhiri Tukanga | Selection Criteria & Process

2.1 Paearu Kōwhiri | Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied:

- Relevant work experience.
- Exceeding the minimum entry requirements.
- Commitment to all aspects of the programme.

Applicants who meet the maximum number of listed criteria will be the preferred candidates

2.2 Tukanga Kōwhiri | Selection Process

Selection will be made by a subcommittee set up for the purpose with the delegated authority to offer places to applicants. The subcommittee will select students on the basis of written information supplied on the enrolment form. At the discretion of the subcommittee, an interview (face-to-face or electronic) may be required.

3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Qualification

3.1 Whakaemi Tūtukitanga | Credit Accumulation

3.1.1 <name of qualification>

To be awarded the *New Zealand Diploma in Business (Level 5)*, a student must successfully complete a minimum of 120 credits in the pattern set out in Table 1 from the courses set out in Table 2.

Table 1: Credit Requirements for New Zealand Diploma in Business (Level 5)

Level	Compulsory Credits	Compulsory Strand Credits	Total Credits
5	60	60	120
			120

Table 2: Courses for New Zealand Diploma in Business (Level 5)

All courses are compulsory.

Course No	Course Name	Credits	Pre- requisites	Co-requisites
CORE COURSES				
BEBP5101	The Nature of Business	15		
BEBP5102	The Business Team	15		
BEBP5103	Working with other Organisations Enterprise	15		
BEBP5104	Business Innovation	15		
<i>And FOUR courses from ONE of the following Strands</i>				
ACCOUNTING STRAND COURSES				
BEBP5601	Introduction to Accounting	15	BEBP5101 BEBP5102 BEBP5103 BEBP5104	
BEBP5602	Financial Statements and Analysis	15	BEBP5101 BEBP5102 BEBP5103 BEBP5104	
BEBP5603	Budgeting and Ethics	15	BEBP5101 BEBP5102 BEBP5103 BEBP5104	
BEBP5604	Taxation and Internal Controls	15	BEBP5101 BEBP5102 BEBP5103 BEBP5104	
LEADERSHIP & MANAGEMENT STRAND COURSES				
BEBP5701	Managing Business Operations	15	BEBP5101 BEBP5102 BEBP5103 BEBP5104	
BEBP5702	Identifying the Need for Change	15	BEBP5101 BEBP5102 BEBP5103 BEBP5104	
BEBP5703	Business Planning	15	BEBP5101 BEBP5102 BEBP5103 BEBP5104	
BEBP5704	Implementing Business Plans	15	BEBP5101 BEBP5102 BEBP5103 BEBP5104	

Progression Through the Programme

Students will complete all compulsory 'core' courses prior to specialist strand courses.

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

There are no integrated and work-based components in this programme.

3.3 Mahi Akoranga I A Wāhanga | Course Load per Semester

The normal full-time course load is 60 credits per semester, or 75 credits with the approval of the relevant Academic Authority.

3.4 Whakaurunga Takiwā | Enrolment periods

- a. The normal enrolment period is 12 months (full-time study) or 24-36 months (part-time study).
- b. Students who are prevented by ill health, or other cause, from completing the programme requirements within the maximum period of enrolment, the relevant Academic Authority may approve suspension of enrolment for up to a maximum of 6 months.
- c. The maximum period to complete this qualification, with the approval of the relevant Academic Authority is 5 years.

4. Tūtukitanga Whakamihi | Credit Recognition

4.1 Whakawhiti Tūtukitanga | Cross Credit

- a. 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.
- b. 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.
- c. 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 Policy.

5. Waeture Aromatawai | Assessment Regulations

The due dates for all summative assessment work will be notified at the commencement of each course.

5.1 Paparahi Aromatawai | Assessment basis

Assessment in this programme is achievement based using an 11 point scale.

Students must obtain at least 50% overall score in any achievement based course in order to pass that course.

5.2 Ākoranga Taumata | Course grades

Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales. Students must obtain at least 50% overall score in order to pass achievement based assessment.

Table 3: Achievement based (11-point) assessment system

Grade	Meaning	Result	Percentage
A+	Distinction	Credits Earned	90 – 100
A	Distinction	Credits Earned	85 – 89
A-	Distinction	Credits Earned	80 – 84
B+	Merit	Credits Earned	75 – 79
B	Merit	Credits Earned	70 – 74
B-	Merit	Credits Earned	65 – 69
C+	Pass	Credits Earned	60 – 64
C	Pass	Credits Earned	55 – 59
C-	Pass	Credits Earned	50 – 54
D	Fail	No Credits Earned	40 – 49
E	Fail	No Credits Earned	0 – 39

5.3 Paearu Taumata | Grade criteria

Students may be awarded one of the following grades for a course as per the criteria described in Table 4:

Table 4: Grade Criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification. Credits earned.
CTG	Continuing	The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No Credits earned.
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 changed to the grade to which the Student would otherwise be entitled. 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.
ES	Student Exchange	The Student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No Credits earned.
NGA	No Grade Associated	Course Assessment and reporting of results is carried out by an external agency. No Credits earned
R	Restricted Pass	The student has been awarded a restricted pass subject to Relevant clause in these regulations. 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 Student’s Academic Record.
---	-----------------	--

5.4 Aromatawai Mahinga | Assessment Procedures

5.4.1 Aromatawai I Roto I Te Reo | Assessment in Te Reo

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 detailed on Programme Moodle pages and other course material.

Assessment in Te Reo Māori is governed by the Unitec Assessment in Te Reo Māori policy.

5.4.2 Tāpaetanga Tōmuri | Submission and late submission of work

- Applications for extensions must be made under the Special Assessment Circumstances policy (see 5.4.4 below).
- Any assessment that is submitted late (and does not have a prior approved extension or Special Assessment Circumstance) will be penalised by a deduction of 10% per day of the student’s assignment mark, up to five (5) days, inclusive of weekends.
- No assignments will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the student will receive a ‘zero’ grade for that assignment. If the assignment is compulsory, then the student will receive a DNC grade for the entire course.

5.4.3 Whakamātautau Anō | Resubmission or Reassessment

A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment.

- Students are entitled to only one reassessment or resubmission of each failed assessment event.
- All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.
- In all cases for resubmission, the original marked assignment will accompany resubmitted assignments. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.
- The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.

5.4.4 Āhuatanga Aromatawai Motuhake | Special Assessment Circumstances

Any student whose performance in a summative assessment is affected by factors beyond their control may apply for Special Assessment Circumstances under the following conditions:

- The student was unable to complete the summative assessment item; *or*
- The students’ ability to complete the summative assessment (preparation/performance) was impaired; *or*
- The student needs to request extra time to complete the summative assessment (see 5.4.3 above).

5.4.5 Pāhi Rāhui | Restricted passes

The relevant Academic Authority may award a 'restricted pass' in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance. The following applies to the award of a restricted pass:

- a. the relevant Academic Authority may, at their discretion, prevent a student from using a restricted pass to meet the prerequisite requirements of another course;
- b. A student may decline the award of a restricted pass by notifying the office of the relevant Dean in writing not later than 20 working days from mailing of the results.

5.4.6 Akoranga Tuaruatanga | Repeating Courses

Students may enrol and repeat courses that they have failed, up to 2 times. Permission to enrol a third time is governed by 5.4.7 below.

Students who are repeating a 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.

5.4.7 Whakakorenga | Exclusions

No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant Academic Authority.

Any student who, over the period covered by the last four semesters of his or her studies at Unitec, (including, where relevant, study at other institutions) has not achieved a Pass Grade in courses equivalent to at least 50% of the credits in which he or she has been enrolled over that period, shall be excluded from the Programme and shall not be permitted to re-enrol in any programme without the prior permission of the relevant Academic Authority.

5.5 Examination Regulations

All examinations in this programme are governed by the Unitec Examinations Regulations Policy.

5.6 Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the relevant section of the Academic and Programme Management Policy.

6. Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

There are no transition arrangements for this programme.

Students currently enrolled in the *New Zealand Diploma in Business (Level 6, 240 credits)* will not generally transfer to this programme. The *New Zealand Diploma of Business (Level 6, 240 credits)* will be offered until Semester 2, 2020, to allow currently-enrolled students the opportunity to complete their 240-credit programme of study. Any transitions between the two programmes that are required after the expiry of the *New Zealand Diploma of Business (Level 6, 240 credits)* will be on a case by case basis.

6.1 Hōtaka Whakarerekē O Ngā Āhuatanga Ako | Modified Programmes of Study

There are no modified programmes of study in this programme.

7. Whakaritenga Whānui | General Provisions

7.1 Whakamāramatanga ā-kaupapa | Definition of Terms

In these regulations, unless the context otherwise requires, the following definitions shall apply:

- 'Affected' means influenced in some way. For time-constrained items such as tests, Examinations, and presentations this may include the inability to attend any or all of the Assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.
- 'Factors beyond the control of the Student' means any circumstance or situation, which the Student could not have reasonably prevented, including, but not limited to, sickness or injury to the Student, or bereavement.
- '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 are maintained by the Ako Ahimura Learning & Teaching Committee responsible for the Programme.

7.2 Ētahi Atu Whakaritenga | Other provisions not covered elsewhere

7.2.1 Transferring specialist stream of study

- a. Students who wish to reselect their specialist stream of study must withdraw from the courses that they no longer wish to undertake, and enrol in the replacement courses prior to commencing the specialist stream courses.
- b. Reselection of any specialist stream may be subject to factors such as the availability of places in the specialist stream.
- c. Students are unable to change specialist stream after the commencement date of those courses.

8. Kupu Āpiti | Schedules or Appendices
