

## ***New Zealand Diploma in Business Level 5 [NZDBO]***

To be read in conjunction with the Academic Statute and associated Policies and Procedures.

These programme regulations apply to the New Zealand Diploma in Business (Level 5) (Accounting) or (Leadership and Management) [NZDBO] programme, which leads to the award of New Zealand Diploma in Business (level 5) qualification, with strands in Accounting or Leadership and Management (120 Credits) [Ref: 2459-3].

These regulations come into effect from **Semester 1, 2022**.

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

To be eligible for admission to this programme, all applicants must meet three admission requirements:

- Requirements for either general admission, special admission, or discretionary admission
- Any additional Programme specific requirements
- 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\*\*), and meet the following requirements:

- A minimum of NCEA L2 including 10 UE literacy credits
- Equivalent of the above

Applicants who have achieved NCEA L3 OR above will be preferred candidates.  
Applicants who meet the entry criteria become eligible for selection.

#### **1.2 Whakaurunga Motuhake | Special Admission**

Applicants must have:

- 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
- 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 Tautui | Programme Specific Requirements**

There are no additional 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 as demonstrated by the equivalence of NCEA L2 including 10 UE literacy credits.

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 required for the Programme as demonstrated through an IELTS score of 5.5 (academic)

	with no individual band lower than 5.0, or equivalent, from one test taken in the preceding two years, or an equivalent described in NZQA Rules and on the Unitec English Language Requirements for International Students Web-page.												
<b>2. Paearu Kōwhiri Tukanga  Selection Criteria &amp; Process</b>	<b>2.1 Paearu Kōwhiri   Selection Criteria</b> All applicants who meet the admission requirements may be interviewed to undergo a skill review at the discretion of the Academic Programme Manager and / or the Enrolment Manager before an offer of admission is made.  <b>2.2 Tukanga Kōwhiri   Selection Process</b> Selection will be made by staff members with the delegated authority to offer places to applicants. These staff members will select students on the basis of written information supplied on the enrolment form. At the discretion of the staff members, an interview (face-to-face or electronic) may be required. A list of delegated staff members is maintained by the Programme Committee (PC) responsible for the programme.												
<b>3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga   Requirements for the Award of the Programme</b>	<b>3.1 Whakaemi Tūtukitanga   Credit Accumulation</b> 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 2a or 2b according to their chosen Strand.  <b>Table 1: Credit Requirements for New Zealand Diploma in Business (Level 5)</b> <table><tr><th>Level</th><th>Compulsory Credits</th><th>Elective Credits</th><th>Total Credits</th></tr><tr><td>5</td><td>120</td><td>0</td><td>120</td></tr><tr><td></td><td></td><td></td><td>120</td></tr></table> <b>3.1.3 Progression through the Programme</b> All students must complete the four core courses, followed by the courses specified under the relevant strand described in Table 2a (Accounting) or Table 2b (Leadership and Management) below.	Level	Compulsory Credits	Elective Credits	Total Credits	5	120	0	120				120
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5	120	0	120										
			120										

**Table 2a: Course Details – New Zealand Diploma in Business (Level 5) Accounting Strand**

All courses are compulsory.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 5					
BEBP5105	Organisations in a New Zealand Context	15			
BEBP5106	Business Environments	15			
BEBP5107	Business Functions	15			
BEBP5108	Principles of Change Management	15			
BEBP5605	Financial Accounting	15	BEBP5105 BEBP5106 BEBP5107 BEBP5108		
BEBP5606	Planning and Managing Financial Performance	15	BEBP5105 BEBP5106 BEBP5107 BEBP5108		
BEBP5607	Preparation and Analysis of Financial Statements	15	BEBP5105 BEBP5106 BEBP5107 BEBP5108		
BEBP5608	Tax and Managing Financial Risk	15	BEBP5105 BEBP5106 BEBP5107 BEBP5108		

**Table 2b: Course Details – New Zealand Diploma in Business (Level 5) Leadership and Management Strand**

All courses are compulsory.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 5					
BEBP5105	Organisations in a New Zealand Context	15			
BEBP5106	Business Environments	15			
BEBP5107	Business Functions	15			
BEBP5108	Principles of Change Management	15			
BEBP5705	Organisational Planning	15	BEBP5105 BEBP5106 BEBP5107 BEBP5108		
BEBP5706	Leadership	15	BEBP5105 BEBP5106 BEBP5107 BEBP5108		
BEBP5707	Project Management	15	BEBP5105 BEBP5106 BEBP5107 BEBP5108		
BEBP5708	Operational Management and Compliance	15	BEBP5105 BEBP5106 BEBP5107 BEBP5108		

### 3.1 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

There are no work-based components this this programme

### 3.2 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.

### 3.3 Whakaurunga Takiwā | Enrolment Periods

The normal enrolment period is one year (full-time study) or two years (part-time study).

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 12 months.

The maximum period to complete this Programme is four years.

## 4. Tūtukitanga Whakamihi | Credit Recognition

### 4.1 Whakawhiti Tūtukitanga | Cross Credit

Credits will not be awarded for successful study that took place more than 4 years prior to the date of first enrolment in the programme.

- 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.
- The credit recognition may be:
  - specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or
  - 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

There are no credit transfer arrangements for this programme.

5. Waeture Aromatawai   Assessment Regulations	<b>5.1 Paparahi Aromatawai   Assessment Basis</b> Assessment in this programme is achievement based using an 11-point grading scale as detailed in Table 3 below.  Students must obtain at least 50% overall score in any achievement-based course and must attempt all compulsory assessment activities in order to pass that course.  In order to achieve a passing grade for a course in which there is a final examination, all students must achieve at least 50% in the final examination for that course.  <b>5.2 Ākoranga Taumata   Course grades</b> 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. <b>Table 3: Achievement based 11-point assessment system</b>																																																
	<table><tr><th>Grade</th><th>Meaning</th><th>Result</th><th>Percentage</th></tr><tr><td>A+</td><td>Distinction</td><td>Credits Earned</td><td>90 – 100</td></tr><tr><td>A</td><td>Distinction</td><td>Credits Earned</td><td>85 – 89</td></tr><tr><td>A-</td><td>Distinction</td><td>Credits Earned</td><td>80 – 84</td></tr><tr><td>B+</td><td>Merit</td><td>Credits Earned</td><td>75 – 79</td></tr><tr><td>B</td><td>Merit</td><td>Credits Earned</td><td>70 – 74</td></tr><tr><td>B-</td><td>Merit</td><td>Credits Earned</td><td>65 – 69</td></tr><tr><td>C+</td><td>Pass</td><td>Credits Earned</td><td>60 – 64</td></tr><tr><td>C</td><td>Pass</td><td>Credits Earned</td><td>55 – 59</td></tr><tr><td>C-</td><td>Pass</td><td>Credits Earned</td><td>50 – 54</td></tr><tr><td>D</td><td>Fail</td><td>No Credits Earned</td><td>40 – 49</td></tr><tr><td>E</td><td>Fail</td><td>No Credits Earned</td><td>0 – 39</td></tr></table>	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
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<b>5.3 Paearu Taumata   Grade Criteria</b> Students may be awarded one of the following grades for a course: <b>Table 4: Grade Criteria</b>																																																	
<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 qualification</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 changed to the grade to which the Student would otherwise be entitled. No Credits earned.</td></tr><tr><td>DNC</td><td>Did not Complete</td><td>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.</td></tr><tr><td>R</td><td>Restricted Pass</td><td>The student has been awarded a restricted pass subject to Relevant clause in this schedule. Credits earned.</td></tr><tr><td>W</td><td>Withdrawn</td><td>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.</td></tr><tr><td>#</td><td>Estimated Grade</td><td>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.</td></tr></table>	Grade	Meaning	Criteria	CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification	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.	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 Student’s Academic Record.																												
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<b>6. Aromatawai Mahinga  </b>																																																	
<b>6.1 Ākoranga Aromatawai   Course Assessment</b>																																																	

<b>Assessment Procedures</b>	<p>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> <li>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.</li> </ol> <p><b>6.4 Whakamātautau Anō   Resubmission or Reassessment</b> A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment.</p> <ol style="list-style-type: none"> <li>Students are entitled to only one reassessment or resubmission of each failed assessment event.</li> <li>All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.</li> <li>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.</li> <li>The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.</li> <li>assessments that are handed in late are not eligible for resubmission or reassessment.</li> </ol> <p><b>6.5 Āhuatanga Aromatawai Motuhake   Affected Performance Consideration</b> A student may apply for Affected Performance Consideration (APC) if:</p> <ol style="list-style-type: none"> <li>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</li> <li>The student's preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control</li> </ol> <p>Applications for APC are made by a student within 5 working days of the affected assessment event. Decisions to approve an APC and to apply any remedy are made according to the Assessment and Grading Procedures and Regulations.</p> <p><b>6.6 Pāhi Rāhui   Restricted Pass</b> Restricted pass is not available in this programme.</p> <p><b>6.7 Tuaruatanga   Repeating Courses</b></p>
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	<p>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.</p> <p>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> <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 or elsewhere at Unitec.</li> <li>A Student who has not achieved a Pass Grade in the same Course on two occasions shall not be enrolled again for that Course except with the permission of the relevant Academic Authority.</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>6.9 Examination Regulations</b></p> <p>All formal examinations in this programme are governed by the Unitec Examinations Regulations.</p> <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>7.2 Ētahi Atu Whakaritenga   Other provisions not covered elsewhere</b></p> <p><b>7.2.1 Transferring specialist stream of study</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Reselection of any specialist stream may be subject to factors such as the availability of places in the specialist stream.</li> <li>Students are unable to change specialist stream after the commencement date of those courses.</li> </ol>
<p><b>8 Āhuatanga Tauwhirowhiro Ritenga   Transitional Arrangements</b></p> <p><b>Transition plan: Current NZDB5 Programme to New NZDB5 Programme</b></p> <p>This transition plan considers several factors to ensure a fair transition for students from the current NZDB5 to the new NZDB5. It is presented firstly for new students and then for students who are in progress and who have some courses to complete.</p> <p><b><u>New full-time students in Sem 2 2021:</u></b></p> <p>New full-time students who enrol in Sem 2 2021 will do the current NZDB5 core and thereafter the new specialisation courses as per the following study plans:</p>	

Accounting:

Current core courses: Sem 2 2021
BEBP5101 Nature of Business
BEBP5102 Business Team
BEBP5103 Working with Māori Organisations
BEBP5104 Business Innovation
New Accounting Specialisation courses: Sem 1 2022
BEBP5605 Financial Accounting
BEBP5606 Planning and Managing Financial Performance
BEBP5607 Preparation and Analysis of Financial Statements
BEBP5608 Tax and Managing Financial Risk

Leadership and Management

Current core courses: Sem 2 2021
BEBP5101 Nature of Business
BEBP5102 Business Team
BEBP5103 Working with Māori Organisations
BEBP5104 Business Innovation
New Leadership and Management Specialisation courses: Sem 1 2022
BEBP5705 Organisational Planning
BEBP5706 Leadership
BEBP5707 Project Management
BEBP5708 Operational Management and Compliance

**New part-time students in Sem 2 2021:**

This table contains the structure and mapping of the core courses that lead into the Accounting, and Leadership and Management streams:

Current NZDB core	New NZDB core	Mapped
BEBP5101 Nature of Business	Business Functions	80%
BEBP5102 Business Team		
BEBP5103 Working with Māori Organisations		
	BEBP5105 Organisations in a New Zealand context	
	BEBP5106 Business Environments	
BEBP5104 Business Innovation	BEBP5108 Principles of Change Management	80%

**Study-plan for part-time students for core and specialisation courses:**

Accounting:

Semester	Courses from
Sem 2 2021	
BEBP5101 Nature of Business	Old Programme
BEBP5104 Business Innovation	Old Programme
Sem 1 2022	
BEBP5105 Organisations in a New Zealand context	New Programme
BEBP5106 Business Environments	New Programme
Sem 2 2022	
BEBP5605 Financial Accounting	New Programme
BEBP5606 Planning and Managing Financial Performance	New Programme
Sem 1 2023	
BEBP5608 Tax and Managing Financial Risk	New Programme
BEBP5607 Preparation and Analysis of Financial Statements	New Programme

Leadership and Management specialisation:

Sem 2 2021	
BEBP5101 Nature of Business	Old Programme
BEBP5104 Business Innovation	Old Programme

Sem 1 2022	
BEBP5105 Organisations in a New Zealand context	New Programme
BEBP5106 Business Environments	New Programme
Sem 2 2022	
BEBP5705 Organisational Planning	New Programme
BEBP5706 Leadership	New Programme
Sem 1 2023	
BEBP5707 Project Management	New Programme
BEBP5708 Operational Management and Compliance	New Programme

#### Student who are currently active in the programme but have not completed their courses

All students who are active in the programme but have not completed their studies will receive notification that there are plans to change the delivery of NZDB5 and will be encouraged to return to complete their studies. These students will receive individual study plans and furthermore, where there is no perfect fit as described above, the following general guidelines will apply:

Leadership and Management:

Current core courses	New core courses
BEBP5101 Nature of Business	BEBE5107 Business Functions
BEBP5102 Business Team	BEBP5707 Project Management
BEBP5103 Working with Māori Organisations	BEBP5105 Organisations in a New Zealand Context
BEBP5104 Business Innovation	BEBP5108 Principles of Change Management
	BEBP5106 Business Environments
Current L&M courses	New L&M courses
BEBP5701 Operations Man	BEBP5708 Operational Management and Compliance
BEBP5703 Bus planning	BEBP5705 Organisational Planning
BEBP5702 Ident need change	No direct match
BEBP5704 Implement Bus Plans	No direct match
	BEBP5706 Leadership

#### Accounting

Current core courses	New core courses
BEBP5101 Nature of Business	BEBE5107 Business Functions
BEBP5102 Business Team	BEBP5707 Project Management
BEBP5103 Working with Māori Organisations	BEBP5105 Organisations in a New Zealand Context
BEBP5104 Business Innovation	BEBP5108 Principles of Change Management
	BEBP5106 Business Environments *
Current Accounting courses	New Accounting courses
BEBP5601 Intro to Accounting	BEBP5605 Financial Accounting
BEBP5602 Financial Statements and Analysis	BEBP5607 Preparation and Analysis of Financial Statements
BEBP5603 Budgeting and Ethics	BEBP5606 Planning and Managing Financial Performance
BEBP5604 Taxation and Internal Controls	BEBP5607 Preparation and Analysis of Financial Statements BEBP5608 Tax and Managing Financial Risk

\*Students will have to do an additional course to match all the GPOs and LOs of the new core courses.

#### 9. Regulation Version Control

Ver No.	Approved by	Date of Change	Effective from	Description of change
1	NZQA	12/10/2021	2022-Sem1	New Programme Regulations