

## ***New Zealand Diploma in Construction [NZDC]***

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

These programme regulations apply to the New Zealand Diploma in Construction [NZDC] programme, which leads to the award of New Zealand Diploma in Construction (Level 6) qualification, with strands in Construction Management and Quantity Surveying (240 credits) [NZ2420-1].

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

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

*Admission Requirements comply with Unitec’s Admission Requirements Guidelines.*

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:

- All applicants must have a total of at least 60 NCEA credits at level 2 including 12 credits in Maths; or
- Successful completion of an approved qualification at Level 3 or above; or equivalent.

#### **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**

There is no discretionary admission available in this programme

#### **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 as demonstrated by the equivalence of 8 credits at NCEA Level 2 in English (4 in Reading, 4 in Writing).

Domestic applicants for whom English, Māori or NZ Sign is not their first language and who cannot provide evidence of the above, and all International applicants must provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by 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**

*Selection Criteria and Processes comply with*

#### **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:

- have demonstrated the greatest work experience
- have demonstrated scholastic success.

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

#### **2.2 Tukanga Kōwhiri | Selection Process**

<i>Unitec's Admission Requirements Guidelines.</i>	Selection will be made by Unitec 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 Academic Quality Committee (PAQC) responsible for the programme.																				
<b>3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga   Requirements for the Award of the Programme</b>  <i>Requirements comply with Unitec's Programme Completion and Awards Policy and associated procedure.</i>	<b>3.1 Whakaemi Tūtukitanga   Credit Accumulation</b> To be awarded the New Zealand Diploma in Construction, a student must successfully complete a minimum of 240 credits in the pattern set out in Table 1 from the courses set out in Table 2a or 2b depending on their chosen strand.  <b>Table 1: Credit Requirements for New Zealand Diploma in Construction</b> <table border="1" data-bbox="359 548 1204 750"> <thead> <tr> <th>Level</th> <th>Compulsory Credits</th> <th>Elective Credits</th> <th>Total Credits</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>30</td> <td>0</td> <td>30</td> </tr> <tr> <td>5</td> <td>120</td> <td>0</td> <td>120</td> </tr> <tr> <td>6</td> <td>90</td> <td>0</td> <td>90</td> </tr> <tr> <td></td> <td></td> <td><b>Total Credits</b></td> <td><b>240</b></td> </tr> </tbody> </table>	Level	Compulsory Credits	Elective Credits	Total Credits	4	30	0	30	5	120	0	120	6	90	0	90			<b>Total Credits</b>	<b>240</b>
Level	Compulsory Credits	Elective Credits	Total Credits																		
4	30	0	30																		
5	120	0	120																		
6	90	0	90																		
		<b>Total Credits</b>	<b>240</b>																		

**Table 2a: Course Details – New Zealand Diploma in Construction (Construction Management Strand)**

All courses are Compulsory (shown in **bold**)

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
<b>Level 4</b>					
CIBC4001	Construction Industry Environment	15			
CIBC4002	Materials and Structural Principles	15			
<b>Level 5</b>					
CIBC5003	Environmental Impact	15			
CIBC5011	Estimation for Small Buildings	15	CIBC5005		
CIBC5005	Construction for Small Buildings	15			
CIBC5004	Building Services	15	CIBC4002 and CIBC5005		
CIBC5015	Professional Practice for the Construction Industry	15			
CIBC5021	Site Safety and Quality Assurance Planning for Construction	15			
CIBC5006	Construction for Medium and Large Buildings	15	CIBC5005		
CIBC5022	Site Survey Preparation and Analysis	15			
<b>Level 6</b>					
CIBC6012	Programming for Medium Buildings	15			
CIBC6023	Method Statements for Medium Buildings	15			
CIBC6014	Financial Administration of Construction Contracts	15			
CIBC6013	Construction Industry Procurement	15			
CIBC6024	Planning Construction for Medium Buildings	15	CIBC5021		
CIBC6025	Site Management	15			

**Table 2b: Course Details – New Zealand Diploma in Construction (Quantity Surveying Strand)**

All courses are Compulsory (shown in **bold**)

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 4					
CIBC4001	Construction Industry Environment	15			
CIBC4002	Materials and Structural Principles	15			
Level 5					
CIBC5003	Environmental Impact	15			
CIBC5011	Estimation for Small Buildings	15	CIBC5005		
CIBC5005	Construction for Small Buildings	15			
CIBC5031	Measurement for Small Buildings	15	CIBC5005		
CIBC5004	Building Services	15	CIBC4002 and CIBC5005		
CIBC5015	Professional Practice for the Construction Industry	15			
CIBC5006	Construction for Medium and Large Buildings	15	CIBC5005		
CIBC5032	Estimation for Medium and Large Buildings	15	CIBC5011		
Level 6					
CIBC6012	Programming for Medium Buildings	15			
CIBC6033	Measurement for Medium and Large Buildings	15	CIBC5031		
CIBC6014	Financial Administration of Construction Contracts	15			
CIBC6013	Construction Industry Procurement	15			
CIBC6034	Measurement for Buildings, Services and Civil Works	15	CIBC5031		
CIBC6035	Cost Planning	15			

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

There are no compulsory work-based components in this programme.

### 3.3 Mahi Akoranga | 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

The normal enrolment period is two years (full-time study) or four 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 one semester (six months).

The maximum period to complete this Programme is six years.

## 4. Tūtukitanga Whakamihhi | Credit Recognition

*Credit Recognition complies with Unitec's Assessment, Moderation and Grades Policy and associated procedure.*

### 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

There are no credit transfer arrangements for this programme.

#### 5. Waeture Aromatawai | Assessment Regulations

*Assessment Regulations comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.*

#### 5.1 Paparahi Aromatawai | Assessment Basis

Assessment in this programme is achievement based using an 11-point grading scale for courses as detailed in Table 3 below.

#### 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. Participants 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:

**Table 4: Grade Criteria**

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.

<p><b>6. Aromatawai Mahinga   Assessment Procedures</b></p> <p><i>Assessment Procedures comply with Unitec's Assessment Moderation and Grades Policy and associated procedure.</i></p>	<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> <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 be granted permission to undertake:</p> <ol style="list-style-type: none"> <li>a resubmission/reassessment for a failed assessment item within a course which scored a D grade with the following conditions: <ol style="list-style-type: none"> <li>an application for a resubmission/reassessment must be made within 5 days of receiving their marked assessment;</li> <li>only one reassessment or resubmission per course;</li> <li>any approved resubmission/reassessment 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 assessment will accompany resubmitted assessment. 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> </li> </ol> <p><b>Or</b></p> <ol style="list-style-type: none"> <li>a reassessment for a failed course if they gained a mark of 45% or more in that course with the following conditions: <ol style="list-style-type: none"> <li>permission is granted on the recommendation of the relevant academic committee;</li> <li>any reassessment will be developed to reflect the learning outcomes of the course and their respective weightings;</li> <li>only one opportunity to undertake a reassessment of a course;</li> <li>the reassessment must be taken within one month of the course end date;</li> <li>a student passing the reassessment will gain the minimum grade available as a pass in the course;</li> <li>assessments that are handed in late are not eligible for reassessment.</li> </ol> </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> </ol>
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	<p>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 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> 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.</p> <p>a. Only one restricted pass may be awarded in this programme. b. A restricted pass is awarded at the discretion of the relevant academic authority and may not be applied for directly by a student. c. The relevant academic authority may, at their discretion, use a restricted pass to:</p> <ol style="list-style-type: none"> <li>i. set conditions for future performance in other courses</li> <li>ii. prevent a student from using a restricted pass to meet the prerequisite requirements of another course.</li> </ol> <p>d. A student may decline the award of a restricted pass by notifying the relevant academic authority in writing not later than 20 working days from notification of the results.</p> <p><b>6.7 Tuaruatanga   Repeating Courses</b> 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> 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> <p>a. 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. b. 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. c. 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. d. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.</p> <p><b>6.9 Examination Regulations</b> There are no formal examinations in this programme.</p> <p><b>6.10 Tono Pira   Appeals</b> 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> 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 Āhuatanga Tauwhirowhiro Ritenga   Transitional Arrangements</b></p>	

This programme replaces the National Diploma in Construction Management (Level 6) and National Diploma in Quantity Surveying (Level 6). The replaced programmes will be phased out and will remain available for current students until last date for completion, which is 31 December 2017. Alternatively, current students can be transitioned to this new version.

**9. Regulation Version Control**

<i>Ver No.</i>	<i>Approved by</i>	<i>Date of Change</i>	<i>Effective from</i>	<i>Description of change</i>
1.1	Various	Various	Various	As noted in above tables
1.2	AACSC	12/08/2021	2022-Sem1	Reformat regulations to stand-alone to include Generic Requirments.