



# WAETURE HŌTAKA | PROGRAMME REGULATIONS

## ***New Zealand Diploma in Interior Design (Commercial)***

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

These programme regulations apply to the *New Zealand Diploma in Interior Design (Commercial)* (Level 6, 120 credits).

These regulations come into effect from **Semester 1, 2019**.

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

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

#### **Whakaurunga Whānui | General Admission**

To be admitted to this programme, all applicants must:

- a. hold the *New Zealand Diploma in Interior Design (Residential)* (Level 5, 120 credits) [Ref: 3665].

#### **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 programme is to start;  
AND
- b. provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification.

#### **Whakaurunga Kōwhiringa | Discretionary Admission**

- a. 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 programme is to start may apply for discretionary admission.
- b. In assessing whether to grant discretionary admission, the primary focus will be on the applicant's level of preparedness for study at the required level.

#### **Whakaurunga Reo Pākehā | English Language Admission Requirements**

- a. Applicants must have achieved a minimum standard of English as demonstrated by a minimum of eight credits at NCEA Level 2 in English, with four credits in reading and four credits in writing.
- b. International applicants for whom English is not their first language must meet the English language admission requirements set-out in Unitec's *Admission Requirements Policy*.

## Atu Reo Pākehā | Additional Admission Requirements

- a. Applicants must pass an *Ishihara Test for Colour Vision [Pseudoisochromatic Plate Ishihara Compatible Colour Vision (PIPIC)]* administered by programme staff.

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## Paearu Kōwhiri Tukanga | Selection Criteria and Process

### Paearu Kōwhiri | Selection criteria

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

- ability in interior design and potential to benefit from the programme;
- commitment to the field of interior design;
- evidence of oral presentation skills;
- evidence of ability in spatial awareness;
- motivation to complete the programme; and
- evidence of previous learning, life and/or work experience, and other skills likely to contribute to successful programme completion.

These criteria are not ranked in any order; applicants who meet the greatest number of criteria will be the preferred applicants.

### Tukanga Kōwhiri | Selection process

Selection will be made by a sub-committee of the Programme Academic and Quality Committee set up for that purpose with the delegated authority to offer places to applicants.

The sub-committee will select students on the basis of written information supplied on the enrolment form. A face-to-face or electronic interview may also, at the discretion of the sub-committee, be required.

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

### Whakaemi Tūtukitanga | Credit Accumulation

To be awarded the *New Zealand Diploma in Interior Design (Commercial)*, a student must successfully complete a minimum of 120 credits in the pattern set out in Table 1 from courses listed on Table 2.

Table 1: Credit requirements

LEVEL	COMPULSORY CREDITS	ELECTIVE CREDITS	TOTAL CREDITS
6	120	0	120

Table 2: Course details

Note: all courses in this programme are compulsory

NUMBER	TITLE	LEVEL	CREDITS	PRE-REQUISITES	CO-REQUISITES
CIAR6500	Commercial Components	6	15	None	None
CIAR6501	Commercial Design Studio 1	6	15	None	CIAR6504
CIAR6502	Commercial Design Studio 2	6	15	CIAR6501 CIAR6504	CIAR6500
CIAR6503	Construction Technology	6	15	None	None
CIAR6504	Digital Presentation 1	6	15	None	None
CIAR6505	Digital Presentation 2	6	15	CIAR6504	None
CIAR6506	Professional Practice	6	15	None	None
CIAR6507	Project Co-ordination in Commercial Design	6	15	CIAR6506	None

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

All students must comply with work-based learning requirements defined in the relevant work-based training agreement reached between the student, the employer/supervisor, and Unitec.

### Mahi Akoranga | A Wāhanga | Course-load per semester

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

The normal part-time course-load is 30 credits per semester.

### Whakaurunga Takiwā | Enrolment periods

- The normal enrolment period is one year (full-time) or 18 months to six years (part-time).
- Where a student is prevented from completing the programme requirements within the maximum period of enrolment, whether by ill-health or other cause, the relevant Academic Authority may approve suspension of enrolment for up to a maximum of one year.
- The maximum period to complete this qualification with the approval of the relevant Academic Authority is six years.

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

There are no modified programmes of study available for this programme.

### Whakawhiwhinga Puta | Exit or Milestone Awards

There are no exit or milestone awards available for this programme.

## Tūtukitanga Whakamihi | Credit Recognition

### Whakawhiti Tūtukitanga | Cross-credit

- Credits will not be awarded for successful study that took place more than five 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.
- 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 previous study has taken place in a programme with a similar

philosophy but there is no exact match in the programme's courses.

### Aromatawai Tōmua | Assessment of Prior Learning (APL)

Assessment of Prior Learning (APL) is available for all courses in this programme.

APL decisions will be made on a case-by-case basis in accordance with Unitec's *Assessment of Prior Learning Policy*.

## Waeture Aromatawai | Assessment Regulations

### Paparahi Aromatawai | Assessment basis

Assessment in this programme uses both achievement- (ABA) and competency-based (CBA) grading scales for courses, as detailed in Table 3 below.

In order to pass a course, students must obtain at least 50 per cent overall in any achievement-based course and/or achieve all outcomes in a competency-based course.

Table 3: Assessment basis by course

CODE	COURSE	ASSESSMENT BASIS
CIAR6500	Commercial Components	Competency-based
CIAR6501	Commercial Design Studio 1	Achievement-based
CIAR6502	Commercial Design Studio 2	Achievement-based
CIAR6503	Construction Technology	Competency-based
CIAR6504	Digital Presentation 1	Achievement-based
CIAR6505	Digital Presentation 2	Achievement-based
CIAR6506	Professional Practice	Competency-based
CIAR6507	Project Co-ordination in Commercial Design	Competency-based

### Ākoranga Taumata | Course grades

For courses making use of achievement-based assessment, grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the scales presented on Table 4 below.

Table 4: Achievement-based grade scales

GRADE	MEANING	RESULT	PERCENTAGE
A+	Distinction	Credits Earned	90 – 100
A	Distinction	Credits Earned	85 – 89
A-	Distinction	Credits Earned	80 – 84
B+	Merit Pass	Credits Earned	75 – 79
B	Merit Pass	Credits Earned	70 – 74
B-	Merit Pass	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

For courses making use of competency-based assessment, grades will be determined according to the criteria listed on Table 5.

Table 5: Competency-based grade criteria

GRADE	MEANING	RESULT
M	Merit Pass	Credits Earned
P	Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

### Paearu Taumata | Grade criteria

Students may be awarded one of the following grades for a course as per the criteria described in Table 6 below.

Table 6: Grade criteria

GRADE	MEANING	CRITERIA
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification.
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 piece of 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 student has either withdrawn after 75% of the scheduled course duration; or has 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 the 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	Any portion of summative assessment has been estimated.

## Aromatawai Mahinga | Assessment Procedures

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

All students have the right to submit any summative assessment task, or part thereof, in Te Reo Māori.

This is administered in accordance with Unitec's *Assessment in Te Reo Māori Policy*. The process for submission of assessment work in Te Reo Māori is detailed in the programme's digital and printed course materials.

### Tāpaetanga Tōmuri | Submission and late submission of work

- a. Applications for extensions must be made in accordance with the Special Assessment Circumstances clause set-out in these regulations.
- b. Any assessment that is submitted late, and does not have a prior-approved extension or application under Special Assessment Circumstances, will be penalised by a deduction of 10 per cent per day of the student's assessment mark, up to five calendar days.
- c. No assessment items will be accepted five calendar days after the due date. If the assessment is not compulsory, the student will receive a 'zero' grade for that assessment item. If the assessment is compulsory, the student will receive a "DNC" grade for the entire course.

### Whakamātautau Anō | Re-submission or Re-assessment

- a. A student may apply to undertake a re-submission/re-assessment for a failed assessment within five days of receiving their marked assessment.
- b. Students are entitled to only one re-assessment or re-submission per course.
- c. All re-submissions/re-assessments will be carried out within a specified time period as agreed with the relevant Academic Authority.
- d. For re-submissions: in all cases, the original marked assignment must accompany re-submitted assessment items. If re-submitted work is not accompanied by the original marked assessment item, the re-submitted work will not be marked and the original grade will stand.
- e. The maximum grade for any re-submission or re-assessment of an assessment item is the lowest possible "pass" grade.

### Āhuatanga Aromatawai Motuhake | Special Assessment Circumstances

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

- a. the student was unable to complete the summative assessment item;
- b. OR
- c. the students' ability to complete the summative assessment (preparation/performance) was impaired;
- d. OR
- e. the student needs to request extra time to complete the summative assessment.

### Pāhi Rāhui | Restricted passes

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

The following conditions apply to a restricted pass:

- a. 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;
- b. the relevant Academic Authority may, at their discretion, prevent a student from using a restricted pass to meet the pre-requisite requirements of another course.

### Akoranga Tuaruatanga | Repeating Courses

Students may enrol and repeat courses they have failed up to two times.

Permission to enrol a third time is governed by the “Exclusions” clause set-out in these regulations.

### Whakakorenga | Exclusions

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

Any student who, over the period covered by the last four semesters of their studies, has not achieved a ‘Pass’ grade in courses equivalent to at least 50 per cent of the credits in which they have been enrolled over that period, shall be excluded from the programme, and shall not be permitted to re-enrol in any programme without prior permission from the relevant Academic Authority.

### Whakaritenga hakamātautau | Examination Regulations

All examinations in this programme are governed by Unitec’s *Examinations Regulations Policy*.

### Tono Pira | Appeals

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

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## Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

### Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

Students currently enrolled in the Level 6 *Diploma of Applied Interior Design* and who have not yet met the requirements of that qualification may transition into the *New Zealand Diploma in Interior Design (Commercial)* via cross-credit.

Cross-crediting of previous study shall be administered according to the relevant clause in these regulations.

Table 7 below specifies the courses from the Diploma of Applied Interior Design that may be credited towards the New Zealand Diploma in Interior Design (Commercial).

*Table 7: Equivalent courses for transition into the NZDiplntDes (Commercial)*

Diploma in Applied Interior Design			NZ Diploma in Interior Design (Commercial)		
CODE	COURSE	CREDITS	CODE	COURSE	CREDITS
DEVS6951	Commercial Components	15	CIAR6500	Commercial Components	15
DEVS6956	Commercial Design Studio 1	15	CIAR6501	Commercial Design Studio 1	15
DEVS6957	Commercial Design Studio 2	15	CIAR6502	Commercial Design Studio 2	15
DEVS6950	Technology: Commercial Construction and Services	15	CIAR6503	Construction Technology	15
DEVS6953	Visual communication 3	15	CIAR6504	Digital Presentation 1	15
DEVS6954	Visual Communication 4	15	CIAR6505	Digital Presentation 2	15
			CIAR6506	Professional Practice <sup>†</sup>	15
DEVS6960	Professional practice 2	15	CIAR6507	Project Co-ordination in Commercial Design	15

<sup>†</sup> = As a new course, CIAR6506 has no equivalent in the existing Diploma in Applied Interior Design.

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## Whakaritenga Whānui | General Provisions

### 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 or diminished performance in any or all assessment events. For other items it may be the inability to meet, or diminished performance within, deadlines.
- **'Factors beyond the control of the student'** means any circumstance or situation 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, role-holder, or committee, who has been delegated the authority to decide within a specific circumstance. A schedule of the various relevant Academic Authority delegations is maintained by the relevant Programme Academic and Quality Committee.