



# WAETURE HŌTAKA | PROGRAMME REGULATIONS

To be read in conjunction with the *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 Information Systems* (Level 5, 120 credits), which leads to the award of the *New Zealand Diploma in Information Systems* (Level 5) [Ref; 2594].

These regulations come into effect from **Semester 2, 2018**.

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## NGĀ TURE HEI WHAKAURUNGA | ADMISSION REQUIREMENTS

To be read in conjunction with the *NZQA Qualification Document* and *Unitec's Admission Requirements Policy*.

### 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 start for the semester in which they wish to enrol (or provide a completed *Early Release Exemption Form*), and meet the following requirements:

- NCEA Level 2 with at least 14 credits in ICT-related subjects, and a minimum of 10 credits at NCEA Level 1 in literacy and 10 credits at NCEA Level 1 in numeracy;  
OR
- A maximum total of 20 in best four Sixth-form Certificate subjects;  
OR
- *Unitec Certificate in Foundation Studies: Whitinga* (Level 3) in a relevant pathway;  
OR
- *The New Zealand Certificate in Information Technology Essentials* (Level 4);  
OR
- Equivalent.

All applicants to this programme are also recommended to hold appropriate assessment standards in *Digital Technologies Level 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 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**

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 Diploma is to start 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.

### **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 for whom English is a second language must also meet the English Language Entry Requirements detailed in Unitec's *Admission Requirements Policy*.

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## **PAEARU KŌWHIRI TUKANGA | SELECTION CRITERIA & PROCESS**

### **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:

- a. relevant work experience;
- b. belonging to an under-represented group within the profession;
- c. exceeding the minimum entry requirements; and
- d. commitment to all aspects of the programme.

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

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

Selection will be made by a sub-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, 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 Information Systems* (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 the NZDIS (Level 5)*

<b>Level</b>	<b>Compulsory Credits</b>	<b>Elective Credits</b>	<b>Total Credits</b>
5	120	0	120

Table 2: Course details for the NZDIS

Note: all courses are compulsory

Course No	Course Name	Credits	Level	Pre-requisites	Co-requisites
HTCS5601	Requirements Engineering Principles	15	5		
HTCS5602	Support Concepts and Principles	15	5		
HTCS5603	User Interface Design Principles	15	5		
HTCS5604	Quality Assurance and Deployment	15	5		
HTCS5605	Database Design Principles	15	5		
HTCS5606	Programming Principles	15	5		
HTCS5607	IS Application Project	30	5		HTCS5601 HTCS5602 HTCS5603 HTCS5604

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

There are no work-based components.

### Mahi Akoranga | A Wāhanga | Course Load per Semester

The normal full-time course load is 60 credits per semester.

### Whakaurunga Takiwā | Enrolment periods

- The normal enrolment period is two semesters (full-time study) or four semesters (part-time study).
- The relevant Academic Authority may approve suspension of enrolment for up to a maximum of one semester for students who are prevented, by ill health, or other cause, from completing the programme requirements within the maximum period of enrolment.
- The maximum period to complete this qualification, with the approval of the relevant Academic Authority is two (full-time) or four (part-time) years.

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## 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.
- 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.

### 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 in accordance with Unitec's *Assessment of Prior Learning Policy*.

## WAETURE AROMATAWAI | ASSESSMENT REGULATIONS

### Whānui | General

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

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

All students have the right to submit part or all of any summative assessment task in te reo Māori. The process for submission of summative assessment work in te reo is detailed on course Moodle® pages. Assessment submission in te reo Māori is governed by Unitec's *Assessment in Te Reo Māori Policy*.

### Paparahi Aromatawai | Assessment basis

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

In order to pass any achievement-based course, students must obtain at least 50 per cent overall.

### Ākoranga Taumata | Course grades

Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales.

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

Grade	Percentage
A+	90 – 100
A	85 – 89
A-	80 – 84
B+	75 – 79
B	70 – 74
B-	65 – 69
C+	60 – 64
C	55 – 59
C-	50 – 54
D	40 – 49
E	0 – 39

### Paearu Taumata | Grade criteria

Students may be awarded one of the 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.
DEF	Deferred	The student has approval to complete an assessment beyond the scheduled 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	A 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.
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.

## Tāpaetanga Tōmuri | Submission and late submission of work

- a. Applications for extensions must be made in accordance with standard practices of the Practice Pathway or Network or under the *Special Assessment Circumstances Policy*.
- b. Any assessment that is submitted late (and does not have a prior-approved extension or Special Assessment Circumstance application) will be penalised by a deduction of 10 per cent per day of the student's assignment mark, up to five days, inclusive of weekends.
- c. No assignments will be accepted five 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.

## Whakamātautau Anō, Whakamahia Anō | Re-sits and re-submissions

A student may apply to undertake a re-sit/re-submission for a failed assessment within five days of receiving their marked assessment.

- a. Students are entitled to **one** re-sit or re-submission of each failed assessment event.
- b. All re-sits and re-submissions will be carried out within a specified time period as agreed with the relevant Academic Authority. In all cases, the original marked assignment will accompany re-submitted assignments. If re-submitted work is not accompanied by the original marked assignment, the re-submitted work will not be marked and the original grade will stand.
- c. The maximum grade for any re-sit/re-submission of an assessment is the lowest pass grade.

## 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:

- a. The student was unable to complete the summative assessment item; or
- b. The students' ability to complete the summative assessment (preparation/performance) was impaired; or
- c. 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 no 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 prerequisite requirements of another course.

## Akoranga Tuaruatanga | Repeating Courses

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

Students who are repeating a course would normally be required to submit all assessment items. With approval from the relevant Academic Authority, students may not, in some cases, be required to repeat an equivalent assessment item they had previously passed. This should be negotiated within the first two weeks of the commencement of the course.

## 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, (including,

where relevant, study at other institutions) 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 the prior permission of the relevant Academic Authority.

### **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*.

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## **WHAKARITE TAUWHIROWHIRO | TRANSITIONS ARRANGEMENTS**

### **Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements**

Students may apply to transfer to the *New Zealand Diploma in Information Systems* (Level 5) from the *Diploma in Information Technology Support* (Level 6) if they have not yet completed that programme. Credit will be awarded for courses on a case-by-case basis under these *Programme Regulations*.

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

There are no modified programmes of study in this programme.

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## **WHAKARITENGA WHĀNUI | GENERAL PROVISIONS**

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 has been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant delegations is maintained by the Ako Ahimura Learning & Teaching Committee responsible for the Programme.