

## 6. PROGRAMME REGULATIONS

### ***New Zealand Certificate in English Language (Academic) (Level 4) [NZCE4]***

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

These programme regulations apply to the New Zealand Certificate in English Language (Academic) (Level 4) [NZCE4] programme, which leads to the award of New Zealand Certificate in English Language (Academic) (Level 4) qualification, (60 Credits) [NZ1883-2].

These regulations come into effect from Semester 1, 2021

<p><b>1. Ngā Ture Hei Whakaurunga   Admission Requirements</b></p> <p><i>Admission Requirements comply with Unitec's Admission Requirements Guidelines.</i></p>	<p>To be eligible for admission to this programme, all applicants must meet three admission requirements:</p> <ol style="list-style-type: none"> <li>Requirements for either general admission, special admission, or discretionary admission</li> <li>Any additional Programme specific requirements</li> <li>English language requirements</li> </ol> <p><b>1.1 Whakaurunga Whānui   General Admission</b> 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.</p> <p><b>1.2 Whakaurunga Motuhake   Special Admission</b> Applicants must have:</p> <ol style="list-style-type: none"> <li>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</li> <li>provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification.</li> </ol> <p><b>1.3 Whakaurunga Kōwhiringa   Discretionary Admission</b> 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.</p> <p><b>1.4 Whakaurunga Tautui   Programme Specific Requirements</b> In addition to meeting the requirements for general, special, or discretionary admission the following Programme Specific requirements must be met prior to admission:</p> <p><b>1.5 Whakaurunga Reo Pākehā   English Language Admission Requirements</b> Applicants must have achieved a minimum standard of English as demonstrated by a minimum of eight credits at NCEA Level 1 in English or Hold the NZCEL (Level 3) (Applied) or equivalent English Language qualification as stated in Unitec's <i>Admission Requirement Guidelines</i> or Achieve an appropriate score on the <i>Language Studies English Language Placement Test</i>.</p>
<p><b>2. Paearu Kōwhiri Tukanga   Selection Criteria &amp; Process</b></p>	<p><b>2.1 Paearu Kōwhiri   Selection Criteria</b> When the number of eligible applicants for admission exceeds the number of places available, then applicants are waitlisted and invited to enrol as places become available.</p> <p><b>2.2 Tukanga Kōwhiri   Selection Process</b></p>

Selection Criteria and Processes comply with Unitec’s Admission Requirements Guidelines.	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.																																				
3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga   Requirements for the Award of the Programme Requirements comply with Unitec’s Programme Completion and Awards Policy and associated procedure.	<p><b>3.1 Whakaemi Tūtukitanga   Credit Accumulation</b></p> <p>To be awarded the New Zealand Certificate in English Language (Academic) (Level 4), a student must successfully complete a minimum of 60 credits in the pattern set out in Table 1 from the courses set out in Table 2.</p> <p><b>Table 1: Credit Requirements for New Zealand Certificate in English Language (Academic) (Level 4)</b></p> <table><tr><th>Level</th><th>Compulsory Credits</th><th>Elective Credits</th><th>Total Credits</th></tr><tr><td>4</td><td>60</td><td>0</td><td>60</td></tr></table>	Level	Compulsory Credits	Elective Credits	Total Credits	4	60	0	60																												
Level	Compulsory Credits	Elective Credits	Total Credits																																		
4	60	0	60																																		
<p><b>Table 2: Course Details – New Zealand Certificate in English Language (Academic) (Level 4)</b></p> <p>Compulsory courses are shown in <b>bold</b> and Elective courses in <i>italics</i>.</p> <table><tr><th>Course No</th><th>Course Name</th><th>Credits</th><th>Pre- requisites</th><th>Co-requisites</th><th>Restrictions</th></tr><tr><td colspan="6">Level 4</td></tr><tr><td>EAPL 4181</td><td><b>Listening for Academic Purposes</b></td><td><b>15</b></td><td></td><td></td><td></td></tr><tr><td>EAPL 4182</td><td><b>Speaking for Academic Purposes</b></td><td><b>15</b></td><td></td><td></td><td></td></tr><tr><td>EAPL 4183</td><td><b>Reading for Academic Purposes</b></td><td><b>15</b></td><td></td><td></td><td></td></tr><tr><td>EAPL 4184</td><td><b>Writing for Academic Purposes</b></td><td><b>15</b></td><td></td><td></td><td></td></tr></table>		Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions	Level 4						EAPL 4181	<b>Listening for Academic Purposes</b>	<b>15</b>				EAPL 4182	<b>Speaking for Academic Purposes</b>	<b>15</b>				EAPL 4183	<b>Reading for Academic Purposes</b>	<b>15</b>				EAPL 4184	<b>Writing for Academic Purposes</b>	<b>15</b>			
Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions																																
Level 4																																					
EAPL 4181	<b>Listening for Academic Purposes</b>	<b>15</b>																																			
EAPL 4182	<b>Speaking for Academic Purposes</b>	<b>15</b>																																			
EAPL 4183	<b>Reading for Academic Purposes</b>	<b>15</b>																																			
EAPL 4184	<b>Writing for Academic Purposes</b>	<b>15</b>																																			
	<p><b>3.2 Mahi Waehanga Pāhekoheko   Integrated and Work-based components</b></p> <p>There are no integrated or work-based components for this programme.</p> <p><b>3.3 Mahi Akoranga   A Wāhanga   Course Load per Semester</b></p> <p>The normal full-time course load is 60 credits per semester.</p> <p><b>3.4 Whakaurunga Takiwā   Enrolment Period</b></p> <p>The normal enrolment period is one semester (full-time study), or a maximum of four semesters (Part-time study).</p> <p>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.</p> <p>The maximum period to complete this Programme is four semesters.</p> <p><b>3.5 Whakawhiwhi Tāpiripiri   Additional Awards</b></p> <p>No additional awards are available</p>																																				
4. Tūtukitanga Whakamihi   Credit Recognition	<p><b>4.1 Whakawhihi Tūtukitanga   Cross Credit</b></p> <p>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.</p>																																				

<p><i>Credit Recognition complies with Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p>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.</p> <p>b. The credit recognition may be:</p> <ul style="list-style-type: none"><li>i. specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or</li><li>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.</li></ul> <p><b>4.2 Aromatawai Tōmua   Assessment of Prior Learning (APL)</b> Assessment of Prior Learning is not available for this programme.</p> <p><b>4.3 Ngā whakawhitinga   Credit Transfer</b> There are no credit transfer arrangements for this programme.</p>															
<p><b>5. Waeture Aromatawai   Assessment Regulations</b> <i>Assessment Regulations comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p><b>5.1 Paparahi Aromatawai   Assessment Basis</b> All written assessment is competency based using a Pass/NC grading scale. Students must achieve all of the outcomes in competency-based assessment in order to pass that course.</p> <p><b>5.2 Ākoranga Taumata   Course grades</b> Course grades will be determined according to the following criteria. Participants must achieve all of the outcomes in order to pass competency-based assessment.</p> <p><b>Table 3: Competency based 2-point assessment system</b></p> <table><tr><th>Grade</th><th>Meaning</th><th>Result</th></tr><tr><td>P</td><td>Pass</td><td>Credits Earned</td></tr><tr><td>NC</td><td>Not Competent</td><td>No Credits Earned</td></tr></table>	Grade	Meaning	Result	P	Pass	Credits Earned	NC	Not Competent	No Credits Earned						
Grade	Meaning	Result														
P	Pass	Credits Earned														
NC	Not Competent	No Credits Earned														
	<p><b>5.3 Paearu Taumata   Grade Criteria</b> Students may be awarded one of the following grades for a course:</p> <p><b>Table 4: Grade Criteria</b></p> <table><tr><th>Grade</th><th>Meaning</th><th>Criteria</th></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></table>	Grade	Meaning	Criteria	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.
Grade	Meaning	Criteria														
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.														
<p><b>6. Aromatawai Mahinga   Assessment Procedures</b></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><i>Assessment Procedures comply with Unitec's Assessment Moderation and Grades Policy and associated procedure.</i></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   Roto   Te Reo   Assessment in Te Reo</b> Assessment in Te Reo is not available as this is an English Language programme.</p> <p><b>6.3 Tāpaetanga Tōmuri   Submission and late submission of work</b> The due dates for all summative assessment work will be notified at the commencement of each course.</p> <ol style="list-style-type: none"> <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> </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. The following conditions apply:</p> <ol style="list-style-type: none"> <li>only one resubmission of each failed assessment event.</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 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>Assignments 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> <ul 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> </ul> <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> There are no restricted passes available in this programme.</p> <p><b>6.7 Tuaruatanga   Repeating Courses</b> 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 and will specify any course grade that will be carried over. 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> <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</li> </ol>
--	---

	<p>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.</p> <p>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.</p> <p>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.</p> <p>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 Pīra   Appeals</b> Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.</p>
<b>7. Whakaritenga Whānui   General Provisions</b>	<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 are maintained by the Programme Academic Quality Committee responsible for the Programme.</li> </ul> <p><b>7.2 Āhuatanga Tauwhirowhiro Ritenga   Transition Arrangements</b> There are no current transition arrangements for the programme.</p> <p><b>7.3 Ētahi Atu Whakaritenga   Other provisions not covered elsewhere</b> Not applicable.</p>
<b>8. Kupu Āpiti   Schedules or Appendices</b>	
<p><b><i>Schedule 1: Whakamātautau Taumata   Embedded Assessment (Unit) Standards</i></b></p> <p>22749</p> <p>22750</p> <p>22751</p> <p>22891</p> <p>22892</p>	