

Postgraduate Certificate in Creative Practice [PGCCP]

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

These programme regulations apply to the Postgraduate Certificate in Creative Practice [PGCCP] programme, which leads to the award of Postgraduate Certificate in Creative Practice (Level 8) qualification (60 Credits) [CA2402-1].

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

<p>1. Ngā Ture Hei Whakaurunga Admission Requirements</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"> Requirements for either general admission, special admission, or discretionary admission Any additional Programme specific requirements English language requirements <p>1.1 Whakaurunga Whānui General Admission</p> <p>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 and meet the have the following:</p> <ol style="list-style-type: none"> a recognised Bachelor's degree in the same or similar discipline, with merit achievement deemed to be an average of B- or higher in all Level 7 courses; <p>OR</p> <ol style="list-style-type: none"> a professional qualification in a relevant discipline, recognised as being equivalent to merit achievement in a Bachelor's degree. <p>1.2 Whakaurunga Motuhake Special Admission</p> <p>Applicants must have:</p> <ol style="list-style-type: none"> 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. <p>1.3 Whakaurunga Kōwhiringa Discretionary Admission</p> <p>There is no discretionary admission available in this programme</p> <p>1.4 Whakaurunga Tautui Programme Specific Requirements</p> <p>There are no programme specific requirements.</p> <p>1.5 Whakaurunga Reo Pākehā English Language Admission Requirements</p> <p>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)</p> <p>Any Domestic applicant 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 also 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.</p>
<p>2. Paearu Kōwhiri Tukanga</p>	<p>2.1 Paearu Kōwhiri Selection Criteria</p> <p>When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied:</p> <ul style="list-style-type: none"> Assessed level of personal motivation to complete the qualification;

<p>Selection Criteria & Process</p> <p><i>Selection Criteria and Processes comply with Unitec's Admission Requirements Guidelines.</i></p>	<ul style="list-style-type: none"> • Coherence in expression of ideas and opinions; • Creative aptitude; • Academic aptitude; • Level of awareness of the discipline; • Quality of independent references; • Ability to contribute to group learning. <p>Applicants who meet the maximum number of listed criteria will be the preferred candidates</p> <p>2.2 Tukanga Kōwhiri Selection Process</p> <p>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.</p>						
<p>3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga Requirements for the Award of the Programme</p> <p><i>Requirements comply with Unitec's Programme Completion and Awards Policy and associated procedure.</i></p>	<p>3.1 Whakaemi Tūtukitanga Credit Accumulation</p> <p>To be awarded the Postgraduate Certificate in Creative Practice 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>Table 1: Credit Requirements for Postgraduate Certificate in Creative Practice</p> <table border="1" data-bbox="359 817 874 936"> <thead> <tr> <th>Level</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>Level 8 Elective courses</td> <td>60 credits</td> </tr> <tr> <td>Total</td> <td>60 credits</td> </tr> </tbody> </table> <p>3.1.1 Whakaaetanga o nga akoranga ako Approval of Courses of Study</p> <p>A student shall obtain approval from the relevant Academic Authority for the selection of courses to be undertaken.</p> <p>In exceptional circumstances, the relevant Academic Authority may recommend a personal programme of study that does not conform to that set out in the <i>Programme Regulations</i>. Such approval shall be noted in the approvals register of the relevant Academic Authority.</p>	Level	Credits	Level 8 Elective courses	60 credits	Total	60 credits
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Table 2: Course Details – Postgraduate Certificate in Creative Practice

Elective courses are shown in *italics*.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 8					
ICIB8072	<i>Research in the Creative Industries</i>	15			
ICIB8073	<i>Kaupapa Māori Rangahau</i>	15			
ICIB8421	<i>Wairua Toi Māori– Designing Culturally Responsive Spaces</i>	15			
ICIB8422	<i>Ahua Toi Māori – Customary Design in Contemporary Contexts</i>	15			
ICIB8903	<i>Creativity and Creative Practice</i>	15			
ICIB8904	<i>Creative Leadership</i>	15			
ICIB8905	<i>Collaborative Practice</i>	15			
ICIB8906	<i>Negotiated Study</i>	15			
ICIB8907	<i>Negotiated Study (Extended)</i>	30			
ICIB8921	<i>Professional Knowledge Evaluation</i>	15			
PASA8250	<i>Writing for the Stage</i>	30			
PASA8251	<i>Adaptation for the Stage</i>	15			
PASA8260	<i>Directing for the Stage</i>	30			
PASA8264	<i>Digital Performance</i>	15			
PASA8350	<i>Writing for the Screen</i>	30			

PASA8360	Directing for the Screen	30																																			
PASA8363	Documentary Filmmaking	15																																			
PASA8770	Producing	30																																			
PASA8882	Form and Innovation	15																																			
PASA8883	Digital Storytelling	15																																			
PASA8884	Visual Media Technologies	15																																			
PASA8999	Special Topic	15																																			
Or an approved course from another Unitec post-graduate programme																																					
	<p>3.2 Mahi Waehanga Pāhekoheko Integrated and Work-based components There are no compulsory work-based requirements in this programme.</p> <p>3.3 Mahi Akoranga A Wāhanga Course Load per Semester The normal full-time course load is 60 credits per semester.</p> <p>3.4 Whakaurunga Takiwā Enrolment Periods</p> <ol style="list-style-type: none"> The maximum period for completion of a postgraduate diploma will normally be 18 months from the date of commencement of study. In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment of no more than six months. 																																				
<p>4. Tūtukitanga Whakamihhi Credit Recognition</p> <p><i>Credit Recognition complies with Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p>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.</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. Cross credits will not be given for a Research Project in a postgraduate programme. <p>4.2 Aromatawai Tōmua Assessment of Prior Learning (APL) Assessment of Prior Learning is available for all courses in this programme with the exception of any a Research Project. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Procedure.</p>																																				
<p>5. Waeture Aromatawai Assessment Regulations</p> <p><i>Assessment Regulations comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p>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.</p> <p>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.</p> <p>Table 3: Achievement based 11-point assessment system</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Meaning</th> <th>Result</th> <th>Percentage</th> </tr> </thead> <tbody> <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> </tbody> </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
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	D	Fail	No Credits Earned	40 – 49																														
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	<p>5.3 Paearu Taumata Grade Criteria Students may be awarded one of the following grades for a course: Table 4: Grade Criteria</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Meaning</th> <th>Criteria</th> </tr> </thead> <tbody> <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>CTG</td> <td>Continuing</td> <td>The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No Credits earned</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>ES</td> <td>Student Exchange</td> <td>The Student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No Credits earned.</td> </tr> <tr> <td>NGA</td> <td>No Grade Associated</td> <td>Course assessment and reporting of results are not required for this course or are carried out by an external agency. 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> </tbody> </table>				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 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.	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 are not required for this course or are carried out by an external agency. 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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<p>6. Aromatawai Mahinga Assessment Procedures</p> <p><i>Assessment Procedures comply with Unitec’s Assessment Moderation and Grades Policy and</i></p>	<p>6.1 Ākoranga Aromatawai Course Assessment 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>6.2 Aromatawai I Roto I Te Reo Assessment in Te Reo 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>																																	

associated procedure.

6.3 Tāpaetanga Tōmuri | Submission and late submission of work

- a. The due dates for all summative assessment work will be notified at the commencement of each course.
- b. Unless an extension has been granted by the relevant Academic Authority and except in exceptional circumstances beyond the control of the candidate, no late work will be accepted for marking.

6.4 Whakamātautau Anō | Resubmission or Reassessment

A student may be granted permission to undertake a resubmission/reassessment for a failed assessment item within a level 8 course which scored a 'D' grade, with the following conditions:

- a. an application for a resubmission/reassessment must be made within 5 days of receiving their marked assessment;
- b. only one reassessment or resubmission per course;
- c. no more than 30 % of the course value of assessment may be submitted for re-assessment;
- d. any approved resubmission/reassessment will be carried out within a specified time period as agreed with the relevant academic authority;
- e. 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;
- f. the maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade;
- g. assessments that are handed in late are not eligible for resubmission or reassessment.

6.5 Āhuatanga Aromatawai Motuhake | Affected Performance Consideration

A student may apply for Affected Performance Consideration (APC) if:

- a. 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
- 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.

6.6 Pāhi Rāhui | Restricted Pass

No restricted passes shall be awarded for courses in a Postgraduate Certificate.

6.7 Tuaruatanga | Repeating Courses

- a. Students may not enrol to repeat a level 8 course that they have failed without the permission of the Academic Programme Manager.
- 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.

6.8 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.

- 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.

	<p>c. A Student who has not achieved a Pass Grade for a Course shall not be enrolled again for that Course except with the permission of the relevant Academic Authority.</p> <p>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>6.9 Examination Regulations There are no formal examinations in this programme.</p> <p>6.10 Tono Pira Appeals Students may appeal other decisions made under these regulations in accordance with the Student Appeal Procedure.</p>																				
<p>7. Whakaritenga Whānui General Provisions</p>	<p>7.1 Whakamāramatanga ā-kaupapa Definition of Terms In these regulations, unless the context otherwise requires, the following definitions shall apply:</p> <ul style="list-style-type: none"> • ‘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. 																				
<p>8 Āhuatanga Tauwhirowhiro Ritenga Transitional Arrangements There are no active transition arrangements in this programme.</p>																					
<p>9. Regulation Version Control</p> <table border="1" data-bbox="134 880 1481 1261"> <thead> <tr> <th>Ver No.</th> <th>Approved by</th> <th>Date of Change</th> <th>Effective from</th> <th>Description of change</th> </tr> </thead> <tbody> <tr> <td>1.1</td> <td>Various</td> <td>Various</td> <td>Various</td> <td>As noted in comments above</td> </tr> <tr> <td>1.2</td> <td>AAC</td> <td>10/08/2021</td> <td>2022-Sem1</td> <td>Update Entry Criteria to align with NZQA approvals and RO482 20140912, as expressed in response to Requirement 8 of the NZQA RFI dated 30/05/2014</td> </tr> <tr> <td></td> <td></td> <td>26/08/2021</td> <td></td> <td>Reformat to consolidated regulations with the removal of Generic Regulation clauses Inactivate electives that are no longer offered and delete them from the programme – ICIB8311, ICIB8312, ICIB8121, ICIB8122, ICIB8123, ICIB8291, ICIB8292, ICIB8311, ICIB8312, ICIB8313, PASA6262, PASA8253, PASA8351, PASA8353, PASA8356, PASA8880</td> </tr> </tbody> </table>		Ver No.	Approved by	Date of Change	Effective from	Description of change	1.1	Various	Various	Various	As noted in comments above	1.2	AAC	10/08/2021	2022-Sem1	Update Entry Criteria to align with NZQA approvals and RO482 20140912, as expressed in response to Requirement 8 of the NZQA RFI dated 30/05/2014			26/08/2021		Reformat to consolidated regulations with the removal of Generic Regulation clauses Inactivate electives that are no longer offered and delete them from the programme – ICIB8311, ICIB8312, ICIB8121, ICIB8122, ICIB8123, ICIB8291, ICIB8292, ICIB8311, ICIB8312, ICIB8313, PASA6262, PASA8253, PASA8351, PASA8353, PASA8356, PASA8880
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