

Master of Architecture (Professional) [MARCP]

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

These programme regulations apply to the Master of Architecture (Professional) [MARCP] programme, which leads to the award of Master of Architecture (Professional) (Level 9) qualification, (240 Credits) [CA2358].

These regulations come into effect from **Semester 2, 2021**.

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| <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 (or provide a completed Early Release Exemption form), and meet the following requirements:</p> <ul style="list-style-type: none"> Applicants must have a recognised undergraduate degree in the discipline of architecture with a grade point average of 4.0 or higher for all level 7 courses. <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 Certificate programme is to commence; and holds a recognised undergraduate degree in architecture and has a significant portfolio of professional work, or has a recognised postgraduate qualification in architecture, or can demonstrate competencies equivalent to a bachelor level graduate in architecture and has a significant portfolio of professional work. <p>1.3 Whakaurunga Kōwhiringa Discretionary Admission</p> <p>There is no discretionary admission 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>International applicants and any Domestic applicant for whom English, Māori or NZ Sign is not their first language 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 Selection Criteria & Process</p> | <p>2.1 Paearu Kōwhiri Selection Criteria</p> <p>Where there are more applicants than places available, selection will be made according to the level and relevance of the formal qualifications of each applicant, and the standard of their portfolio of professional work, should it be required to be presented.</p> <p>2.2 Tukanga Kōwhiri Selection Process</p> |

| <p><i>Selection Criteria and Processes comply with Unitec's Admission Requirements Guidelines.</i></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 Master of Architecture (Professional), 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, and meet the work experience requirement outlined in 3.2.</p> <p>Table 1: Credit Requirements for Master of Architecture (Professional)</p> <table border="1" data-bbox="359 616 1197 772"> <thead> <tr> <th>Level</th> <th>Compulsory Credits</th> <th>Elective Credits</th> <th>Total Credits</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>105</td> <td>15</td> <td>120</td> </tr> <tr> <td>9</td> <td>120</td> <td></td> <td>120</td> </tr> <tr> <td></td> <td></td> <td></td> <td>240</td> </tr> </tbody> </table> <p>3.1.1 Whakaaetanga o nga akoranga ako Approval of Courses of Study</p> <ol style="list-style-type: none"> A student shall obtain approval from the relevant Academic Authority for the selection of courses to be undertaken. 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. | Level | Compulsory Credits | Elective Credits | Total Credits | 8 | 105 | 15 | 120 | 9 | 120 | | 120 | | | | 240 |
| Level | Compulsory Credits | Elective Credits | Total Credits | | | | | | | | | | | | | | |
| 8 | 105 | 15 | 120 | | | | | | | | | | | | | | |
| 9 | 120 | | 120 | | | | | | | | | | | | | | |
| | | | 240 | | | | | | | | | | | | | | |

Table 2a: Course Details – Master of Architecture (Professional)

Compulsory courses are shown in **bold** and Elective courses in *italics*.

| Course No | Course Name | Credits | Pre- requisites | Co-requisites | Restrictions |
|-------------------------------------|--|------------|--------------------------------------|---------------|------------------|
| Level 8 | | | | | |
| ARCH8011 | Research Methods | 15 | | | |
| ARCH8121 | Studio | 15 | | | |
| ARCH8122 | Studio | 30 | | | |
| ARCH8311 | Architectural Theory | 15 | | | |
| ARCH8411 | Architectural Technology | 15 | | | |
| ARCH8511 | Professional Business Management | 15 | | | |
| And one elective from the following | | | | | |
| <i>ARCH8611</i> | <i>Negotiated Study</i> | <i>15</i> | | | |
| <i>ARCH8614</i> | <i>Housing in Cities_H2</i> | <i>15</i> | | | |
| <i>ARCH8618</i> | <i>Digital Fabrication</i> | <i>15</i> | | | <i>ARCH 7621</i> |
| <i>ARCH8619</i> | <i>Design Economics</i> | <i>15</i> | | | |
| <i>ARCH8621</i> | <i>Negotiated Studio</i> | <i>15</i> | | | |
| <i>ARCH8622</i> | <i>Negotiated Studio</i> | <i>30</i> | | | |
| <i>ARCH8623</i> | <i>Special Topic 1</i> | <i>15</i> | | | |
| <i>ARCH8624</i> | <i>Special Topic 2</i> | <i>15</i> | | | |
| <i>ARCH8628</i> | <i>Re-designing Earthquake Prone Buildings</i> | <i>15</i> | | | |
| <i>ARCH8629</i> | <i>Building Conservation</i> | <i>15</i> | | | |
| <i>ARCH8631</i> | <i>Special Topic 3</i> | <i>15</i> | | | |
| Level 9 | | | | | |
| ARCH9111 | Research Project | 120 | ARCH8011 & ARCH8121 & | | |

| | | | | | |
|--|-----------------------------------|-----------|--|--|--|
| | | | ARCH8122 plus an additional 30 credits at Level 8 and an approved research proposal | | |
| Work Experience Courses (see 3.2) | | | | | |
| ARCH WE801 | Year 1A Work Experience 120 Hours | 120 Hours | | | |
| ARCH WE802 | Year 1B Work Experience 120 Hours | 120 Hours | | | |
| ARCH WE803 | Year 2A Work Experience 120 Hours | 120 Hours | | | |
| ARCH WE804 | Year 2B Work Experience 120 Hours | 120 Hours | | | |

Table 2b: Elective Courses not currently offered

| Course No | Course Name | Credits | Pre- requisites | Co-requisites | Restrictions |
|-----------|--|---------|--|---------------|--------------|
| ARCH8612 | <i>Studies in NZ & Pacific Architecture</i> | 15 | | | |
| ARCH8613 | <i>Urban Cultures</i> | 15 | | | ARCH 7616 |
| ARCH8620 | <i>Revit: Beauty and the BIM</i> | 15 | | | ARCH7614 |
| ARCH8626 | <i>Essentials of Energy Efficient Housing Design 1</i> | 15 | | | ARCH6620 |
| ARCH8627 | <i>Essentials of Energy Efficient Housing Design 2</i> | 15 | ARCH6620 or ARCH6623 or ARCH8623 or ARCH8626 | | |
| ARCH8630 | <i>Sustainable Communities</i> | 15 | | | ARCH6622 |

Notes: Elective courses offered at Level 8 within the MArch (Prof) programme are not available to students who have successfully completed an elective with the same name at Level 7 within the Bachelor of Architectural Studies programme.

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

- In order to graduate a student must complete 480 hours of approved work experience within the discipline of architecture, and present a log of this work to a standard and in a format approved by the relevant Academic Authority.
- Students who have completed appropriate practical work prior to enrolling in the programme may apply to the Programme Committee to have this work recognised. Normally no more than 240 hours will be recognised, unless exceptional circumstances apply
- Students will enrol in Administrative courses to record their achievement and recognise 240 hours of completed work experience.

3.3 Mahi Akoranga I 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 | Registration Periods

- The maximum period for completion of a master's degree will be as specified in the Programme Schedule or Programme Regulations and will not normally be exceeding 60 months from the date of commencement of study.
- In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment for a specified period as specified in the Programme Schedule or Programme Regulations and normally not exceeding 12 months.
- Where a candidate is enrolled full-time throughout the period of their registration, the maximum period of registration for the award of the degree with honours is 36 months.

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| | <p>d. Where a candidate is undertaking the degree by part-time study, the maximum period of registration for the award of the degree with honours is 60 months; this period being reduced to account for periods of full-time study.</p> <p>e. The maximum period of registration to be eligible for the award of the degree with honours, as outlined herein, shall be reduced in proportion to the number of cross-credits gained.</p> <p>f. Enrolment for a Master’s degree will normally be continuous. The relevant Academic Authority may, on the receipt of an application from a candidate, approve a suspension of enrolment for up to a maximum of 12 months. In such cases the period of suspension will not count towards the registration period of the degree.</p> <p>g. On the recommendation of the relevant Academic Authority, and with the approval of the Director Research and Enterprise/Tūāpapa Rangahau, a student may be permitted to enrol for 15 credits in dissertation, thesis, or research project. This approval will apply in cases where the student already has paid for the full number of research credits required for their degree, and the supervisors state the dissertation, thesis or research project will be submitted no later than two months after the semester begins. Should that deadline not be met, the student will be required to enrol for a further 15 credits.</p> <p>3.5 Whakawhiwhi Tāpiripiri Additional Awards</p> <p>3.5.1 Master’s Degree with Honours</p> <p>To be awarded the <name of qualification> with Honours, a student must successfully complete a minimum of 180 credits which includes the completion of a thesis, dissertation or research project of at least 45 credits at level 9 with the following conditions:</p> <p>a. The master’s degree shall be awarded with First Class Honours if the following criteria are satisfied, within the time limits as defined in section 3.4. b, c, d and e of these regulations: achieved a cumulative Grade Point Average of 7.0 or better in all necessary courses, with no less than a B+ in any one course, and with no less than an A- for the thesis, dissertation or research project and completion of the requirements within the time limits.</p> <p>b. The master’s degree shall be awarded with Second Class Honours if the following criteria are satisfied, within the time limits as defined in section 3.4. b, c, d and e of these regulations: achieved a cumulative Grade Point Average of 5.0 or better in all necessary courses, with no less than a B- in any one course and with no less than a B in the thesis, dissertation or research project and completion of the requirements within the time limits.</p> <p>c. The master’s degree with honours shall be awarded if all courses and the thesis, dissertation or research project achieve a passing grade, and all requirements are completed within the time limits.</p> <p>d. A student may repeat a course that he/she has successfully completed in order to achieve a higher grade to be used in the calculation of honours.</p> <p>e. A candidate who has failed any course shall not be eligible for honours.</p> |
| <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</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>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> <ol style="list-style-type: none"> 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. <p>c. Cross credits will not be given for a Research Project, Dissertation or Thesis in a postgraduate programme.</p> <p>4.2 Aromatawai Tōmua Assessment of Prior Learning (APL)</p> <p>Assessment of Prior Learning is not available for this programme.</p> <p>4.3 Ākongā Whakawhiti Student Exchange</p> |

Study at an international partner institution is available in this Programme. Credit Recognition is applied to the Unitec student's academic record upon their return to New Zealand.

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 scale. Students must obtain at least 50% overall score in any achievement-based course in order to pass that course.

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 |
| 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. |

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| | <p>W Withdrawn</p> | <p>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> |
| | <p># Estimated Grade</p> | <p>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> |
| <p>6. Aromatawai Mahinga Assessment Procedures</p> <p><i>Assessment Procedures comply with Unitec’s Assessment Moderation and Grades Policy and associated procedure.</i></p> | <p>6.1 Ākoranga Aromatawai Course Assessment</p> <p>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</p> <p>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>6.3 Tāpaetanga Tōmuri Submission and late submission of work (for level 8 courses only)</p> <ol style="list-style-type: none"> 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. c. 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. d. Applications for extensions must be made in line with School practice as described in course material. e. 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. f. 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. <p>6.4 Whakamātautau Anō Resubmission or Reassessment (for level 8 courses only)</p> <ol style="list-style-type: none"> a. A piece of assessment that has been awarded a ‘fail’ grade may be re-submitted: <ol style="list-style-type: none"> i. only one failed assessment per course may be re-submitted; OR ii. no more than 30 per cent of the course value of assessment may be submitted for re-assessment. b. The maximum grade allowable for a re-assessed failed assessment is C-. c. An assignment may not be re-submitted more than once. d. If a ‘fail’ grade is awarded, the candidate shall receive a copy of the assessed work and the original shall be held. e. The candidate shall make a request for a re-submission to the relevant Academic Authority, in writing, within seven working days of the return of the assignment, and negotiate a re-submission date with the lecturer responsible for the assignment. f. Any candidate who is required to re-submit or significantly revise a Master’s research thesis, dissertation, or research project must do so within three months from the date of notification of the result. <ol style="list-style-type: none"> i. In exceptional circumstances, this period may be extended by the relevant Academic Authority. | |

- ii. If submission is not completed by the end of the period for which fees have been paid, the student must re-enrol and pay for 15 credits.

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

There is no provision for the award of a restricted passes in this Programme.

6.7 Tuaruatanga | Repeating Courses

Any Student enrolled in a level 8 course that comprises part of a postgraduate programme does not have an automatic right to re-enrol. Students must apply for permission to re-enrol to the relevant Academic Authority (see 6.8c below). There is no provision for third time enrolment for a course that comprises part of a Postgraduate Programme.

A Master's research thesis, dissertation, or research project at Level 9 may not be repeated (see 6.8 below).

Students who are given permission to repeat a Level 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.
- c. A Student who has not achieved a Pass Grade for a level 8 Course 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.
- e. There are no provisions for repeating a Level 9 Course.

6.9 Research Projects and Examination Regulations

6.9.1 Supervision of Theses, Dissertations, and Research Projects

- a. A proposal for a thesis, dissertation, or research project topic must meet the requirements of the relevant Academic Authority. Supervisors should be appointed no later than six weeks from the commencement of the thesis, dissertation, or research project.
- b. Prior to commencement of a thesis, dissertation, or research project, the relevant Academic Authority shall oversee the appointment of supervisors.
- c. A candidate undertaking a thesis, dissertation, or research project shall have a minimum of two supervisors, except as in clause c(iv) below.
 - i. At least one supervisor shall have experience of supervising candidates to the successful completion of the research component of a Masters or Doctoral degree;

- ii. One supervisor shall be the principal supervisor with responsibility to supervise the candidate on a regular and frequent basis;
- iii. With the exception of external supervisors or advisers, all supervisors shall be registered on Unitec's Register of Supervisors;
- iv. A candidate undertaking a research project worth fewer than 60 credits may have one supervisor, provided that supervisor is on the Principal Supervisors Register.
- d. If the absence or unavailability of a supervisor would be likely to unreasonably disadvantage student progress, a substitute supervisor will be appointed. Any change of supervisor will be approved by the relevant Academic Authority.
- e. In the case of candidates whose work is not proceeding satisfactorily due to an ineffective working relationship with their supervisor(s), the relevant Academic Authority may, where necessary, arrange for a suitably qualified replacement to be appointed.

6.9.2 Thesis, Dissertation, and Research Project Examination Regulations

- a. The Director Research and Enterprise/Tūāpapa Rangahau shall appoint examiners on the basis of recommendations made by the relevant Academic Authority.
- b. Theses, dissertations, and research projects will not be accepted for examination unless the student is enrolled on the relevant course at the time that they submit the work and unless a signed Declaration Form is provided at the time of submission.
- c. All theses, dissertations, and research projects over 60 credits shall be assessed by a minimum of two examiners, at least one of whom shall be an independent external examiner who is not a member of the academic staff of Unitec. Persons who have acted as a candidate's supervisor or adviser normally will not be appointed as examiners of that candidate's research.
- d. Research components of 60 credits or less must be assessed by a person who has not acted as a candidate's supervisor or advisor and must be moderated by a person other than the assessor, the candidate's supervisor, or advisor.
- e. When a thesis, dissertation, or research project has been submitted by a candidate who is also a Unitec staff member, all examiners appointed to assess the work normally would be external to Unitec.
- f. The examiners shall be appointed on the basis of postgraduate qualifications, experience in research, or independent scholarship and practice in the general area of the candidate's study, and at least one examiner must have experience as a specialist in the area to be examined.
- g. At least one examiner for a thesis, dissertation, or research project shall have substantial experience of examining postgraduate degree candidates.
- h. Each examiner for a thesis, dissertation, or research project shall read and examine the submitted work and present an independent report to the Director Research and Enterprise/Tūāpapa Rangahau.

In completing the report, each examiner shall consider whether the work satisfies the requirements of the degree and shall make an appropriate recommendation in accordance with guidelines to examiners.

6.9.3 Thesis, Dissertation, and Research Project Examination

All examinations in this programme are governed by the Unitec Examinations Regulations.

Scope of Work to be examined. The following shall be presented for examination:

- An oral explanation of the work in a public setting;
- The Design project as two dimensional or three-dimensional manifestation
- A digital copy of the work; which shall be lodged with the Unitec Library
- Two soft-bound copies plus a PDF (e-copy) of an explanatory document which includes, a review of current theory and practice, a description of the development of the work and a critical appraisal of the finished work and the theoretical framework that informed it. Minimum 10,000 words excluding notes and bibliography.

- a. The Director Research and Enterprise/Tūāpapa Rangahau shall appoint examiners on the basis of recommendations made by the relevant Academic Authority. The implementation of a recognised procedure for checking the authenticity of the research report is mandatory, prior to research projects being submitted to examiners.

- b. Each examiner for a thesis, dissertation, or research project shall read and examine the submitted work and present an independent report to the Director Research and Enterprise/Tūāpapa Rangahau. In completing the report, each examiner shall consider whether the work satisfies the requirements of the degree and shall make an appropriate recommendation in accordance with guidelines to examiners.
- c. In the event of any reference to plagiarism in an examiner's report, the Postgraduate Office may review the circumstances around such a claim before the report is referred to the Director Research and Enterprise/Tūāpapa Rangahau for approval of the final grade. If there is cause for concern about the claim, the Director Research and Enterprise/Tūāpapa Rangahau will enter into dialogue with the examiner to facilitate clarification.
- d. Where changes to the thesis, dissertation, or research project have been required by the examiners in order for it to be accepted and a grade awarded, these changes have to be made to the satisfaction of the student's primary supervisor. Confirmation the changes have been satisfactorily made needs to be sent to Tūāpapa Rangahau before the student submits their electronic copies for completion.
- e. Where there are two examiners and the recommended grades of those examiners are not identical, the Director Research and Enterprise/Tūāpapa Rangahau, having read the examiners' reports, shall apply the following steps in sequence until a result is reached:
 - i. Provided one of the recommended grades is not a failing grade:
 - a. If the range of recommended grades is two grade levels, the Director Research and Enterprise/Tūāpapa Rangahau shall award the higher of the two recommended grades;
 - b. If the range of recommended grades is three grade levels, the Director Research and Enterprise/Tūāpapa Rangahau shall award the intermediate grade between the two recommended grades;
 - c. If the range between two recommended grades is more than three grade levels, the Director Research and Enterprise/Tūāpapa Rangahau shall apply the process in clause e(iii) below.
 - ii. If one of the recommended grades is a failing grade, the Director Research and Enterprise/Tūāpapa Rangahau shall apply the process in clause e(iii) below.
 - iii. The Director Research and Enterprise/Tūāpapa Rangahau shall initiate a process of consultation with the examiners and endeavour to determine whether a closer agreement may be reached between the examiners.
If, following that consultation, any of the conditions in this clause are satisfied, the Director Research and Enterprise/Tūāpapa Rangahau shall award the grade applicable under the relevant provision of clause e(i) above. However, if none of the conditions in clause e are satisfied, the Dean shall apply the process in clause e(iv).
 - iv. On the basis of a recommendation by the relevant Academic Authority and after due consideration and approval by the Director Research and Enterprise/Tūāpapa Rangahau, the Director Research and Enterprise/Tūāpapa Rangahau shall appoint an independent adjudicator (being an experienced academic in a relevant field and, normally, external to Unitec).
The adjudicator will determine a final grade, within the range of grades originally assigned by the examiners, based on an assessment of the student's research work and anonymous copies of the previous examiners' reports and recommended grades (copies of which will be provided to the adjudicator).
- f. In cases where more than two examiners have been appointed, the Director Research and Enterprise/Tūāpapa Rangahau may accept a majority recommendation, provided the majority recommendation includes at least one examiner who is external to Unitec.

6.9.4 Examiners' recommendations

- a. The examiners shall, at the time of the presentation of work, determine and make a recommended grade to the Director Research and Enterprise/Tūāpapa Rangahau. The examiners may recommend that a project be:
 - accepted and a grade awarded;
 - accepted and a grade awarded after minor amendments have been made to the satisfaction of one or more of the examiners;

- rejected in its present form and awarded a grade of D, but be permitted to be revised, resubmitted, and re-examined by at least two of the original examiners, including at least one external examiner, with a maximum grade of C-.
 - failed with no right of resubmission, and awarded a grade of E.
- b. The Chair of the Final Convenors panel will provide a written report to the Director Research and Enterprise/Tūāpapa Rangahau. This will include convenors' and examiners' reports of each individual examination. In the case the examiners recommend accepting the work after minor amendments have been made, or rejecting it but permitting re-submission, the Convenor of the respective examination will provide this information to the Chair before the proceedings of the moderation panel. The Chair will forward this information, together with any further similar demands by the adjudicator, to the Director Research and Enterprise/Tūāpapa Rangahau.
 - c. The Director Research and Enterprise/Tūāpapa Rangahau shall declare the final grade for the research project.
 - d. In the case a Research Project has received A or A+ final grade, the final moderation panel may recommend to the Director Research and Enterprise/Tūāpapa Rangahau to award the degree (upon completion) with Distinction for Architectural Design.
 - e. Any and all correspondence with the candidate regarding the outcome of the examination process shall be conducted by the Director Research and Enterprise/Tūāpapa Rangahau.

6.10 Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.

6.10.1 Appeals against Decisions for Thesis, Dissertation, or Research Project

- a. Candidates may appeal against a decision of the Director Research and Enterprise/Tūāpapa Rangahau in accordance with Assessment, Moderation, and Grades Policy.
- b. Applications for appeal must be received by the Chair of the Academic Board within 15 working days of the mailing of the decision of the Director Research and Enterprise/Tūāpapa Rangahau. In exceptional circumstances, the Chair of the Academic Board may extend the time for receipt of the application for appeal.
- c. The only allowable grounds for appeal are that:
 - i. Except as allowed for in the Assessment, Moderation, and Grades Policy, there shall be two grounds of appeal only. These grounds are that:
 - a) additional information has become available that was not available and could not reasonably have been made available at the time the original decision was made; or
 - b) there was a material irregularity in the conduct of summative assessment on the course or in the procedures of the relevant Academic Authority or the Director Research and Enterprise/Tūāpapa Rangahau.
- d. If, in the opinion of the Chair of the Academic Board, the grounds for appeal have not been satisfied, the Chair of the Academic Board shall notify the student within 10 working days that the appeal will not be heard.

7. Whakaritenga Whānui | General Provisions

7.1 Whakamāramatanga ā-kaupapa | Definition of Terms

In these regulations, unless the context otherwise requires, the following definitions shall apply:

- '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.
- 'Dissertation' means a record of a course of study in which a candidate undertakes an independent scholarly investigation of an appropriate topic, and/or a small-scale research project deemed equivalent to 60 credits, level 9.
- 'External Examiner' means a person external to Unitec appointed to assess student work.
- 'Research Project' means a record of a course of study in which a candidate undertakes a practice-based, applied scholarly investigation of an appropriate topic, deemed equivalent to at least 45 credits, level 9.
- 'Supervisor' means a person who fulfils the role of adviser, mentor and motivator, thereby guiding the academic progress of the candidate to reach his or her research potential.

- ‘Thesis’ means a record of sustained independent research in which the candidate’s own work forms, as a point of origin or reference, a significant part of the intellectual enquiry of an appropriate topic. It is normally 90 credits or more at Level 9.

8 Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

There are no transition arrangements currently active in this programme.

9. Kupu Āpiti | Schedules or Appendices

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

There are no modified programmes of study currently active in this programme.

10. 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> |
|----------------|---|-----------------------|-----------------------|--|
| 1.5 | Programme Improvement Committee | 13-15/6/18 | Sem 1 2019 | Replacement of pre-req ARCH8111 with ARCH8121 & ARCH8122 for ARCH9111 |
| 1.6 | Academic Approvals Committee Standing Committee | 15/3/21 | Sem 1 2021 | Addition of two administrative courses for work experience recognition and reformatting the document |
| 1.6.1 | Academic Approvals Committee Standing Committee | 01/06/21 | Sem 1 2021 | Addition of two more administrative courses for work experience recognition ARCH WE803 & WE804 |