Postgraduate Diploma in Applied Science

Waeture ā-Hōtaka | Programme Regulations

To be read in conjunction with Te Kawa Maiorooro | Educational Regulatory Framework and associated Policies and Procedures.

Except where noted, Te Kawa Maiorooro applies to all Te Pūkenga ākonga and kaimahi and all learning, teaching, research, and support activities delivered by and on behalf of Te Pūkenga. Where a higher standard is set or restrictions or exceptions apply, these programme regulations override the provisions in Te Kawa Maiorooro.

Ākonga are enrolled and complete under the programme regulations in place when they first enrol except where change is required by an external regulatory or standard setting body. In such cases, ākonga are notified of any changes in writing.

These programme regulations apply to the:

- *Postgraduate Diploma in Applied Science (Level 8, 120 credits)* and

- *Postgraduate Diploma in Applied Science (Level 8, 120 credits* with a specialisation in *Biodiversity Management*.

These regulations come into effect from Semester 1, 2023.

1. Ngā Ture Hei Whakaurunga | Admission Requirements *Admission Requirements comply with Unitec's Admission Requirements Guidelines.*	To be eligible for admission to this programme, all applicants must meet four admission requirements: a. Requirements for either general admission, special admission, or discretionary admission b. Any additional Programme specific requirements c. English language requirements d. Access to a computer and internet access **1.1 Whakaurunga Whānui | General Admission** To be admitted to this programme all applicants must meet the following requirements: a. a recognised bachelor's degree (or higher) in a relevant discipline with merit achievement deemed to be a grade average of B- or higher; or b. A professional qualification in a relevant discipline, recognised as being equivalent to merit achievement in a bachelor's degree or equivalent; or **1.2 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 commence; and b. provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification. **1.3 Whakaurunga Tautui | Programme Specific Requirements** There are no programme specific requirements. **1.4 Whakaurunga Reo Pākehā | English Language Admission Requirements** Domestic applicants must have achieved a the minimum requirement to go to a New Zealand University or equivalent. International applicants must also meet the English

2. Paearu Kōwhiri Tukanga| Selection Criteria & Process	**2.1 Tukanga Kōwhiri | Selection Process** Selection will be on a first come first served basis. Wait listing will occur as per Te Kawa Maiorooro.
3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Programme	**3.1 Whakaemi Tūtukitanga | Credit Accumulation** The award of the Postgraduate Diploma in Applied Science (no specialisation) is not currently offered. To be awarded the Postgraduate Diploma in Applied Science or Postgraduate Diploma in Applied Science with a major in Biodiversity Management, a student must successfully complete 120 credits accumulated in the pattern set out in Table 1 from the courses set out in Table 2. *Applied Research Methods* (level 5, 15 credits) and *Dissertation* (level 8, 60 credits) are core compulsory courses for this degree. *Partnership and Stakeholder Engagement* (level 8, 15 credits) is compulsory for the Biodiversity Management major. *Table 1: Credit Requirements for Postgraduate Diploma in Applied Science and Postgraduate Diploma in Applied Science (Biodiversity Management)*

Level	Core Compulsory Credits	Specialisation Compulsory Credits	Elective Credits	Total Credits
8	75	15	30	120

Up to 30 credits of elective courses can be selected from other postgraduate programmes, subject to Academic Programme Manager approval. These courses must enable the ākonga to meet the Graduate Profile Outcomes of the programme.

3.1.1 Additional requirements for Postgraduate Diploma in Applied Science
None

Table 2: Course Details – Postgraduate Diploma in Applied Science
. Compulsory courses for the Postgraduate Diploma in Applied Science are shown in **bold**, for the Postgraduate Diploma in Applied Science (Biodiversity Management) in ***bold italics*** and Elective courses in *italics*.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 8					
NSCI8001TP	***Partnership and Stakeholder Engagement***	*15*			
NSCI8002TP	**Applied Research Methods**	**15**			
NSCI8003TP	*Biosecurity: strategy and implementation*	*15*			
NSCI8004TP	*Contemporary Issues*	*15*			
NSCI8005TP	*Ecological Consultancy*	*15*			
NSCI8006TP	*Ecological Restoration*	*15*			
NSCI8007TP	*Environmental Monitoring*	*15*			

NSCI8008TP	*Freshwater Ecosystems and Management*	*15*			
NSCI8009TP	*Applied Ecological Genetics*	*15*			
NSCI8010 TP	*Human Impacts: managing waste, energy and resources*	*15*			
NSCI8011TP	*Marine Ecosystems and Management*	*15*			
NSCI 8012TP	*Mātauranga Māori*	*15*			
NSCI8013TP	*Remote Sensing and GIS*	*15*			
NSCI8014TP	*Sustainable Food Systems*	*15*			
NSCI8015TP	*Taxonomic Methods*	*15*			
NSCI8016TP	*The Human Dimension of Change*	*15*			
NSCI8017TP	**Dissertation**	**60**	**NSCI8001, NSCI8002**		

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components
The 60 credit *Dissertation* may be completed in the workplace with academic supervision provided by Te Pūkenga staff. In such instances, the research project will be governed by a tripartite agreement between the ākonga, Te Pūkenga and the external organisation. This agreement will specify the arrangements for academic supervision by Te Pūkenga staff, pastoral care and professional supervision by the workplace organisation and expectations for ākonga compliance with relevant policies of Te Pūkenga and the external organisation.

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 | Enrolment Periods
a. The normal enrolment period is 12 months (full-time study) or 24 months (part-time study)
b. The maximum period to complete this qualification, with the approval of the relevant Academic Authority is 36 months.
c. Ākonga 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 12 months.
d. Enrolment 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 6 months. In such cases, the period of suspension will not count towards the registration period of the degree.

3.5 Whakawhiwhi Tāpiripiri| Additional Awards
There are no additional awards available for this programme.

3.6 Exit or Milestone Awards
There are no formal exit or milestone awards for this programme. Ākonga enrolled in the Postgraduate Diploma in Applied Science may choose to exit the programme before completion and seek to cross credit completed courses to another programme under the conditions described in the Programme Regulations of that programme.

4. Tūtukitanga Whakamihi |	**4.1 Whakawhiti Tūtukitanga	Recognition of Prior Knowledge and Skills** 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.

Credit Recognition	a. Ākonga 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:
	  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.
	Recognition of Prior Knowledge and Skills will not be considered for a Research Project in this programme.
	
	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 the dissertation. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Procedure.
	
	4.3 Ngā whakawhitinga | Credit Transfer Arrangements
	
	Graduates of the Postgraduate Certificate in Applied Science may apply for a transfer of relevant credits towards the Postgraduate Diploma in Applied Science, provided that the period between completing the award of the Postgraduate Certificate and applying for admission to the Postgraduate Diploma programme does not normally exceed three years; in exceptional circumstances, the relevant Academic Authority may approve the waiver of this requirement.

5. Waeture Aromatawai | Assessment Regulations	Assessment regulations comply with Te Kawa Maiorooro | Educational Regulatory Framework and Kaupapa-here | Assessment Policy. Ākonga will be notified of summative assessment requirements at the start of each course. **5.1 Paparahi Aromatawai | Assessment Basis** Assessment in all courses in this programme is achievement-based, using an 11-point grading scale. Ākonga must attempt and submit all summative assessment items within the timeframe or by due date indicated in the course outline unless an extension has been applied for and granted. Ākonga must obtain at least 50 per cent overall in any course in order to pass that course. All summative assessment is compulsory unless noted otherwise. **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+	Pass	Credits Earned	90 – 100
A	Pass	Credits Earned	85 – 89
A-	Pass	Credits Earned	80 – 84
B+	Pass	Credits Earned	75 – 79
B	Pass	Credits Earned	70 – 74
B-	Pass	Credits Earned	65 – 69
C+	Pass	Credits Earned	60 – 64
C	Pass	Credits Earned	55 – 59
C-	Pass	Credits Earned	50 – 54

D	Fail	No Credits Earned	40 – 49
E	Fail	No Credits Earned	0 – 39

5.3 Paearu Taumata | Grade Criteria

Ākonga may be awarded one of the following grades for a course:

Table 4: Grade Criteria

AEG	Aegrotat	successful outcome of an Assessment Concession process
AS	Advanced Standing	award of a block of approved prior learning credits to allow entry to a programme with exemptions
AO	Attendance Only	Ākonga met course attendance requirements
DNC	Did not Complete	Did Not Complete - where a compulsory element of a course is not submitted, or the ākonga formally withdrew after 80% or informally withdrew at any time.
GP	Grade Pending	Ākonga has an approved extension to complete an agreed portion of work or assessment beyond the course end date.
NP	Not passed	
P	Ungraded pass	may be used for the outcome of an RPKS process or anywhere a graded level of achievement cannot be applied
RP	Restricted Pass	Programme Committees have the discretion to award a Restricted Pass instead of 'D' in the range 45%-49% to an ākonga whose narrow fail has been compensated by good grades in their other modules in the same programme. Note: A course for which a Restricted Pass (RP) has been awarded is not normally accepted as meeting the prerequisite requirements for any other course.
WD	Withdrawn	Formal withdrawal after the no academic penalty period (10%).
CTG	Continuing	A System Derived Grade. The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No Credits earned

6. Aromatawai Mahinga | Assessment Procedures

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.

Ākonga must attempt all compulsory assessment activities in order to pass and receive credit for any course. Ākonga who do not attempt or submit a summative assessment will be

awarded a 'Did Not Complete'(DNC) for the assessment. Note that some assessment require a must pass to pass the course. Information will be provided in course information.

6.2 Aromatawai I Roto I Te Reo | Assessment in Te Reo
All ākonga 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.

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. Any assessment that is submitted late (and does not have a prior approved extension) will be penalised by a deduction of 10% per day of the participants assignment mark, up to five (5) days, inclusive of weekends.
c. Applications for extensions must be made in accordance with the procedure noted in Ākonga Handbooks and course documentation.
d. 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.
e. No assessment will be accepted five (5) days (inclusive of weekends) after the due date. Assessments received after five days will receive a 'zero' grade.
f. If the ākonga does not achieve the minimum pass mark for an assessment as stated in the course information then the ākonga will be awarded a Did Not Complete (DNC) grade for the entire course.

6.4 Whakamātautau Anō | Resubmission or Reassessment
Resubmissions are not available in this programme.

6.5 Āhuatanga Aromatawai Motuhake | Assessment Concession
Ākonga may apply for an Assessment Concession if:

a. The ākonga 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 ākonga preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control

Applications for Assessment Concession are made by a ākonga within 5 working days of the affected assessment event. Decisions to approve an Assessment Concession and to apply any remedy are made in accordance with Unitec procedures and approved by the delegated authority.

Any programme-specific restrictions or limitations on assessment concessions are detailed in the programme regulations, programme handbook, and, where appropriate, in the relevant course outline.

6.6 Pāhi Rāhui | Restricted Pass
There are no restricted passes in this programme.

6.7 Tuaruatanga | Repeating Courses
Ākonga enrolled in courses in this programme do not have an automatic right to re-enrol. These ākonga must apply for permission to re-enrol to the Academic Programme Manager.

	6.8 Whakakorenga | Exclusions Exclusion from courses is governed by the Unitec Admission and Enrolment Procedures. If an ākonga fails to achieve at least 50 per cent of the credits that they are enrolled in any 12-month period then the Ākonga cannot automatically re-enrol in any further courses. The decision whether ākonga can re-enrol in further courses will be based on the ākonga's likelihood of succeeding in further study and will be made by the Head of School. When calculating the 12-month period, Unitec reserves the right to include any relevant time spent by the ākonga studying at another tertiary institution. **6.9 Examination Regulations** All examinations in this programme are governed by the Examinations Regulations Policy. **Dissertation** g. The 60 credit Dissertation will 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, or the candidate's supervisor or advisor. h. When a dissertation has been submitted by a candidate who is also a Unitec staff member, the assessor normally would be external to Unitec. i. An assessor of a dissertation shall have substantial experience of examining postgraduate degree candidates. **6.10 Tono Pīra | Appeals** Ākonga may appeal the decisions made under these regulations in accordance with the Ākonga Concerns and Complaints Policy and the Ākonga Appeals Policy and Procedures..
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 Te Korowai Kahurangi.
8. Kupu Āpiti | Schedules or Appendices	