# Academic Management Policy

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AMENDMENT HISTORY
1. POLICY STATEMENT

This policy gives effect to the principles of the Academic Statute.

2. DEFINITIONS

2.1. Definitions of Terms

In this policy, unless the context otherwise requires, the following definitions shall apply:

"Academic Board" means the Academic Board of Unitec established by Council pursuant to section 182 (2) of the Act under the Academic Statute.

"Academic Board Appeals Committee" means the committee granted delegated authority by Academic Board to attend to appeals.

"Academic Record" means a Student's archived accumulated record which includes Courses and their grades, year achieved, levels and Credits and Qualifications awarded by Unitec and which forms part of their overall student record.

"Academic Statute" (also the Statute) means the current document, approved by Council, that formally establishes the principles and structure by which academic quality is managed at Unitec, under section 194 of the Act.

"Act" means the Education Act 1989.

"Appellant" means a student who applies for an appeal hearing under section 4.5.

"Approved Programme" means a Programme approved by the NZQA or its delegate.

"Assessment" means the process (or processes) used to determine the granting of a Credit for a Course, or part thereof, in accordance with a bank of moderated assessment questions or tasks.

"Assessment of Prior Learning" (APL) is a process in which the evidence of achievement of outcomes is assessed by Unitec staff.

"Chief Executive" means the person appointed by the Council to the office of Chief Executive of Unitec pursuant to section 180(a) of the Act.

"Class" means a specific offering of a Course at defined times. A Course may be offered as one or more classes in a given semester.

"Corequisite" means one or more specified Courses that must ordinarily be taken in conjunction with another Course.

"Council" means the governing body of Unitec established under section 165 of the Act.

"Course" means a self-contained block of study for which Credits are granted upon successful completion.

"Credit" means the basic measure used to record the successful completion of a Course by a Student.

"Credit Recognition" means the award of Credit to a Student in recognition of successful equivalent study, at the same or a higher level, in the context of another Programme and in accordance with Unitec's policy on Credit Recognition.

"Curriculum Leader" means an academic staff member appointed by an Executive Faculty...
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>“Deciding Manager”</td>
<td>means (as the case may be) either the chair of a Programme Committee, or the Chair of the Post Graduate Research and Scholarships Committee, whose decision is being appealed under section 4.5.1</td>
</tr>
<tr>
<td>“Department”</td>
<td>means an academic unit responsible for resources, research and delivery of Courses in the domains of learning assigned to it.</td>
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<tr>
<td>“Examination”</td>
<td>is a formal Summative Assessment task, identified as an examination in official Course documents that takes place under supervision, and in a controlled and time-constrained situation.</td>
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<tr>
<td>“Executive Faculty Dean”</td>
<td>means the head of the Faculty offering the Programme or Course in question.</td>
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<tr>
<td>“Exemption”</td>
<td>means recognition (but not by way of a cross Credit) for a substantially equivalent Course for which the Student may then choose an alternative Course.</td>
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<tr>
<td>“Exit award”</td>
<td>means a Qualification that may be awarded to a Student prior to that Student completing the Programme for which he or she has been accepted and which he or she intended to complete.</td>
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<td>“Faculty”</td>
<td>means a consolidated group of disciplinary Departments being the Faculty of Creative Industries and Business, the Faculty of Technology and Built Environment or the Faculty of Social and Health Sciences. Each Faculty is established to assure the quality and consistent delivery of Unitec Programmes contained within that Faculty.</td>
</tr>
<tr>
<td>“Faculty Academic Committee”</td>
<td>(also “FAC”) is a sub-committee of Academic Board with specific delegated authority pertaining to Programmes in a Faculty</td>
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<tr>
<td>“Faculty Appeals Committee”</td>
<td>means a faculty-based committee established to attend to appeals</td>
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<tr>
<td>“Head of Department”</td>
<td>means the head of the Department offering the Course in question.</td>
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<tr>
<td>“ITPNZ”</td>
<td>means the Institutes of Technology and Polytechnics of New Zealand</td>
</tr>
<tr>
<td>“Leadership Team”</td>
<td>Means the Chief Executive, the Pae Arahi and Tier 2 managers at Unitec</td>
</tr>
<tr>
<td>“Major”</td>
<td>is a coherent and defined plan of study that enables a graduate to demonstrate skill, capability and knowledge in a specific discipline.</td>
</tr>
<tr>
<td>“Milestone Award”</td>
<td>means a Qualification that may be awarded to a Student prior to the Student having completed the Programme he or she is currently enrolled in and which he or she intends to complete.</td>
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<tr>
<td>“Moderation”</td>
<td>means the process of ensuring that Assessment activities are fair, valid and reliable, and consistent with required standards.</td>
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<tr>
<td>“Notice”</td>
<td>means a notice given in accordance with section 9.4</td>
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<td>“NZQA”</td>
<td>means the New Zealand Qualifications Authority.</td>
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<tr>
<td>“Pass Grade”</td>
<td>means, for the purpose of this policy, a grade for which Credits are earned in accordance with section 8.1.</td>
</tr>
<tr>
<td>“Practice-based Learning”</td>
<td>is a structured educational strategy integrating classroom studies with learning through productive work experience in a field related to the student’s academic or career goals.</td>
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</tbody>
</table>
"Prerequisite" means one or more specified Courses that must ordinarily be completed by a Student before that Student is permitted to enrol in a specified Course.

"Prima Facie" means that the facts and supporting evidence in the application indicate that there is at least an arguable case

"Programme" means a self-contained block of study or training or a combination of Courses with which a Student is required to be Credited in order to be awarded a specified Qualification by Unitec.

"Programme Committee" means the committee with delegated authority to ensure and maintain the quality of a Programme, or cluster of Programmes.

"Programme Leader" means the academic staff member appointed by an Executive Faculty Dean, in accordance with Unitec policy as determined by the Chief Executive from time to time, to be responsible for the management and academic development of a Programme.

"Programme Schedule" means the document that extends that which is in the generic programme regulations by detailing the programme-specific conditions that apply to each Programme

"Qualification" means either a certificate, diploma, degree, conjoint degree, graduate certificate, graduate diploma, postgraduate certificate or postgraduate diploma approved by Unitec, ITPNZ or NZQA and awarded by Unitec or NZQA.

"Responding Manager" means (as the case may be) either the chair of the Faculty Academic Appeals Committee or the Chair of the Academic Board who responds to an application for an appeal hearing under section 9.4.

"Semester" means a period of study approved by the Academic Board from time to time.

"Student" means a person enrolled for one or more Courses/Programmes at Unitec

"Summative Assessment" means any item of Assessment, the completion of which contributes to the final grade and Credits awarded to a student.

"Unitec" means Unitec Institute of Technology.
2.2. Interpretation

In this policy, as in the Academic Statute:

a) Section headings and other headings are for ease of reference only and will be ignored in interpreting the policy;
b) Any reference to any gender includes all genders and a reference to the singular includes the plural and vice versa;
c) Any reference to specific organisational units and/or roles is superseded by organisational changes that result in changed structures/titles, where the functions remain;
d) Unless the context otherwise requires, references to sections and schedules are references to sections and schedules of this policy and references to a paragraph in a schedule are references to a paragraph in that schedule;
e) Any reference to a statute or regulation will be construed as a reference to that statute or regulation as amended or re-enacted from time to time;
f) Except where defined in this policy or where it is inconsistent with the context, words used shall bear the meaning set out in section 159 of the Act.

3. ACADEMIC COMMITTEES – POWERS, FUNCTIONS, MEMBERSHIP

3.1. General

1) There shall be established:
   a) an Academic Board of Unitec which shall be responsible to Council;
   b) a Standing Committee which shall be responsible to the Academic Board;
   c) an Academic Board Appeals Committee which shall be responsible to the Academic Board;
   d) a Research Ethics Committee which shall be responsible to Council through the Academic Board and which shall have power to report directly to Council;
   e) a Research Committee which shall be responsible to the Academic Board;
   f) Faculty Academic Committees which shall be responsible to the Academic Board;
   g) from time to time, a Faculty Academic Appeals Committee for each Faculty which shall be responsible to the relevant Faculty Academic Committee;
   h) a Programme(s) Committee for every Programme or group of Programmes, which shall be responsible to the relevant Faculty Academic Committee for that Programme or group of Programmes;
   i) a Postgraduate Research and Scholarships Committee which shall be responsible to the Academic Board; and
   j) a Learning and Teaching Committee which shall be responsible to the Academic Board.

2) The above-mentioned boards and committees shall be constituted, and shall have the functions, powers, authorities and responsibilities, as set out below; and they shall operate according to the procedures prescribed in Schedule One to this statute.

3) No act or proceeding of any board or committee is invalidated because of:
   a) a defect in the appointment, election, nomination or co-option of a member of such board or committee;
   b) a disqualification of a member of such board or committee;
c) a defect in the convening of a meeting; or

d) a vacancy or vacancies in the membership of the board or committee.

3.2. Academic Board

1) Membership of the Academic Board shall comprise

   a) the Chief Executive
   b) From each Faculty: one Executive Faculty Dean and two academic staff. Agreed by the Faculty Academic Committee;
   c) the Executive Dean, Academic Development;
   d) the Dean, Teaching and Learning;
   e) the Dean, Teaching and Learning (Mātauranga Māori);
   f) the Dean, Research;
   g) the Executive Director, Student and Community Engagement;
   h) the Library Director;
   i) the Director, Māori Student And Community Engagement
   j) the Director, Pacific Centre for Learning, Teaching and Support
   k) the Unitec Student President, and one student nominated by the Student Council;

2) The chair of the Academic Board shall be the Chief Executive or his nominee.

3.3. Standing Committee

1) The functions of the Standing Committee shall be to exercise all powers and functions of the Academic Board as specified in section 4.1.2 of this statute in relation to any matters that are considered “extraordinary” or that require urgent attention and that cannot reasonably be deferred to the next scheduled meeting of the Academic Board.

2) The membership of the Standing Committee shall comprise:

   a) the Chair of the Academic Board for the time being, who shall be Chair;
   b) at least two Heads of Departments, appointed by the Academic Board at a regularly scheduled meeting;
   c) one Executive Faculty Dean, appointed by the Academic Board at a regularly scheduled meeting;
   d) a member appointed annually by the Unitec Student Council; and
   e) additional members of the Academic Board co-opted by the Standing Committee as necessary for a defined period or specific purpose.

3) Every decision and action of the Standing Committee shall be:

   a) reported to the Academic Board at its next scheduled meeting; and
   b) deemed to be the decision or action of the Academic Board.

3.4. Academic Board Appeals Committee

1) The function of the Academic Board Appeals Committee shall be to hear and determine, on behalf of the Academic Board and in accordance with the Procedure for the Conduct of Appeals, any other appeals by Students relating to academic matters that the Academic Board may, in its absolute discretion, agree to hear.

2) The membership of the Academic Board Appeals Committee shall, subject to certain matters set out below, be determined by the Academic Board.
3) The Academic Board Appeals Committee shall comprise at least four Academic Board members and shall include one of the Student members on the Academic Board. However, if the chair of the Academic Board considers it inappropriate for a particular Board member to sit on any appeal, the chair may replace that member with another Board member for that appeal, and the Student member may be replaced by a Student who is not a member of the Academic Board.

3.5. Research Ethics Committee

1) The powers and functions of the Research Ethics Committee shall be to:
   a) recommend to the Academic Board policy and processes for ensuring that Unitec's research complies with ethical standards and international best practice;
   b) approve research projects by staff and Students with respect to ensuring compliance with ethical standards and international best practice;
   c) approve protocols for ensuring that research complies with ethical standards;
   d) provide advice and guidance with regard to ethical standards related to research to anyone undertaking research at Unitec; and
   e) provide an avenue for handling complaints or queries made in relation to the ethics of research at Unitec.

2) Membership and practice of the Research Ethics Committee shall be in accordance with the National Standards for Ethics Committees and the Health Research Council's Guidelines on Ethics in Health Research.

3) Membership shall also include Student membership.

3.6. Research Committee

1) The powers and functions of the Research Committee shall be to:
   a) propose strategic directions and priorities for research at Unitec;
   b) maintain institutional policies, protocols and guidelines and make recommendations in relation to the conduct of research;
   c) allocate resources to support approved research projects;
   d) encourage, enhance and facilitate development of a research culture at Unitec;
   e) monitor the research outputs of Unitec and oversee preparation of research reports;
   f) foster the emergence of inter-disciplinary research networks;
   g) provide support to, and strategically interface with, the Research Committee from each Faculty.

2) Membership of the Research Committee shall be determined annually by the Academic Board.

3.7. Faculty Academic Committees

1) There shall be three Faculty Academic Committees each of which shall be responsible to the Academic Board for:
   a) maintaining and reporting on the academic standards of all Approved Programmes and Courses assigned to the Faculty in accordance with the Quality Management System; and
   b) overseeing the implementation of approved recommendations and decisions of the Academic Board and the other academic committees of Unitec which apply to the Faculty;
   c) promoting research capability and performance within the Faculty;
d) receiving the minutes of meetings of Programme(s) Committees within the Faculty and overseeing the activities of these committees;

e) evaluating Programme proposals for new Programmes and major changes to Programmes, including the regulations for the new Programme and making recommendations about such proposals to the Academic Board;

f) receiving and discussing the Programme review reports and endorsing the proposed actions of a Department or Programme Committee in relation to these;

g) receiving and discussing the monitoring reports of Programmes accredited by external agencies and endorsing the proposed actions of a Department or Programme Committee in relation to these;

h) approving Programme regulations and Programme regulation schedules for Approved Programmes, and any changes to them;

i) approving, monitoring and reviewing Short Courses and their delivery;

j) evaluating and approving proposals for field/subfield accreditation;

k) establishing subcommittees to advise and make recommendations to the Faculty Academic Committee on such matters as it considers necessary for its efficient and effective operation; and

l) doing any other matter required or permitted by this statute, or as otherwise authorised by the Academic Board.

2) Membership of each Faculty Academic Committee shall be determined annually and shall comprise:

a) the Faculty Executive Dean;

b) Associate Dean(s) of the Faculty (where appointed);

c) the Dean, Teaching and Learning or his/her delegate;

d) a Library Manager or his/her delegate;

e) the Heads of Department within the Faculty;

f) two Students studying in Programmes within the Faculty, nominated annually by the Unitec Student Council;

g) the Unitec Student President;

h) the Faculty Kaihautu;

i) additional members of staff co-opted by the Faculty Academic Committee to fulfil the requirements of 3.7(1) as necessary for a defined period.

The Chair shall be an Executive Dean, usually the Faculty Executive Dean, or their delegate, usually a Deputy or Associate Dean.

3.8. Faculty Academic Appeals Committee

1) The function of the Faculty Academic Appeals Committee shall be to hear and determine, on behalf of the Faculty Academic Committee, and in accordance with the Procedure for the Conduct of Appeals, appeals by Students against decisions of the Programme Committees from which a right of appeal lies.

2) The membership of the Faculty Academic Appeals Committee shall, subject to certain matters set out below, be determined by the Faculty Academic Committee.

3) The Faculty Academic Appeals Committee shall comprise at least four Faculty Academic Committee members and shall include one of the student members on the Faculty Academic Committee. However, if the Chair of the Faculty Academic Committee considers it inappropriate for a particular Committee member to sit on any appeal, the chair may replace that member with another Committee member for that appeal, and, the student member may be replaced by a Student who is not member of the Faculty Academic Committee.
3.9. Programme(s) Committees

1) Each Programme(s) Committee shall be responsible to the relevant Faculty Academic Committee for ensuring that the curriculum is continually developed and maintained and is relevant to the approved objectives of the Programme(s), and to encouraging student retention and academic progress. In addition, each Programme(s) Committee shall be responsible to the Faculty Academic Committee for:

   a) ensuring that the Programme regulations and relevant sections of this statute are implemented;
   b) ensuring that the formal requirements of the Programme(s) and its Courses are communicated in written form to students;
   c) establishing and applying appropriate procedures for the admission, enrolment and selection of Students to the Programme; and may delegate this authority in accordance with s222(2) of the Act provided that such delegation is in writing and signed by at least two members of the Programme(s) Committee. Such delegations should be recorded in the Programme(s) Committee minutes;
   d) considering and approving applications for Credit Recognition for Course(s);
   e) excluding a Student from any Course for which it is responsible, including off-site practical or work experience;
   f) ensuring that the quality assurance processes of all Courses for which it is responsible comply with the Quality Management System;
   g) ensuring the Programme(s) is/are regularly evaluated and include/s provision for Student Course evaluations and external peer review;
   h) ensuring the maintenance of required standards of Assessment and grading of Students including setting up an efficient system for Assessment and its moderation;
   i) approving the suspension or extension of a regulation where a Student on a postgraduate degree Programme is prevented by ill health or other cause from completing requirements within the maximum period of registration;
   j) approving the annual Programme report(s);
   k) formally approving Students' passes and grades for Courses other than Level 9 or 10 theses, Dissertations or research projects and any subsequent amendments to passes or grades;
   l) ensuring the fair treatment of Students in the awarding of Credits;
   m) ensuring Student records are correctly maintained in accordance with Unitec's policies and procedures;
   n) recommending to the Academic Board the award of Qualifications for Students who have met the requirements for the award of a Qualification set out in the Programme’s regulations;
   o) establishing subcommittees to advise and make recommendations to the Programme(s) Committee on such matters as it considers necessary for its efficient and effective operation; and
   p) any other matter required or permitted by this statute, or as otherwise authorised by a Faculty Academic Committee.

2) Membership of a Programme(s) Committee shall be approved by the Executive Faculty Dean and shall comprise the following:

   a) the Programme Leader and/or Curriculum Leader;
   b) any Heads of Department, or their delegates, who have responsibility for a significant number of Courses offered in the Programme(s);
   c) a Matauranga Māori champion;
   d) an elected Student representative enrolled in the Programme(s);
3.10. Postgraduate Research and Scholarships Committee

1) The powers and functions of the Postgraduate Research and Scholarships Committee shall be to:
   a) approve proposals for level 10 theses and oversee the processes of the approval of proposals for level 9 research projects, Dissertations and theses and confirmation of supervisory arrangements (including replacement supervisors);
   b) approve the registration of supervisors;
   c) appoint examiners, convenors and adjudicators for level 9 and 10 research, on the recommendation of the appropriate Programmes Committee;
   d) consider the reports of examiners and declare and approve the final grade for level 9 or 10 thesis, Dissertation or research project;
   e) award and oversee the administration of postgraduate scholarships; and
   f) advise the Academic Board on changes to generic regulations affecting postgraduate Programmes.

2) Membership of the Postgraduate Research and Scholarships Committee shall be determined annually by the Academic Board and shall include Student representation.

3.11. Learning and Teaching Committee

1) The powers and functions of the Learning and Teaching Committee shall be to advise Academic Board on all matters relating to learning and teaching. In particular the Committee shall:
   a) propose strategic directions and priorities for learning and teaching; and
   b) maintain institutional policies, protocols and make recommendations in relation to learning and teaching matters.

2) The Committee will consider:
   a) matters related to the enhancement of learning and teaching;
   b) implementation of policy related to learning, teaching and Assessment;
   c) evaluation and monitoring of quality learning, teaching and Assessment;
   d) promotion of teaching excellence;
   e) strategies to promote the reciprocity of teaching and research; and
   f) enhancement of scholarship of learning and teaching.

4. QUALIFICATION AND PROGRAMME APPROVAL AND REVIEW

1) All new and revised Qualifications/Programmes are subject to approval and review by the Academic Board.

2) The development of any new Qualification/Programme requires the prior approval of the Leadership Team.
5. PROGRAMME REGULATIONS

1) Generic programme regulations shall explain the conditions requiring regulation as specified by NZQA for approval and accreditation of Programmes and included under sub-section 5 (3).

2) Every Programme shall be supported by a Programme Schedule detailing the formal requirements for the completion of the Programme and its constituent Courses. Each Programme Schedule will be approved by a committee with relevant delegated authority. Each Programme is responsible for ensuring that all required conditions are specified, maintained and updated in accordance with appropriate processes.

3) Each Programme will be supported by generic programme regulations and a Programme Schedule that includes:
   a) requirements for admission, including the minimum English language entry requirements;
   b) the selection criteria and procedures to be employed for the acceptance of Students onto the Programme;
   c) Credit requirements for the award of the Qualification;
   d) work experience requirements for the award of the Qualification;
   e) level of each of the Courses offered;
   f) Prerequisite and Corequisite Courses (if any);
   g) compulsory and elective Courses at each level;
   h) conditions applying to the award of Credits, either specified or unspecified, on the basis of Cross Crediting from successful completion of Courses from other Programmes or institutions;
   i) conditions applying to the Assessment of Prior Learning gained through work or life experiences, and the associated procedures (in accordance with Unitec policy);
   j) Assessment requirements;
   k) provisions for impaired performance;
   l) maximum and minimum periods for completion of the Programme;
   m) conditions applying to late submission of Assessment;
   n) the criteria for the award of grades;
   o) the availability and/or conditions for awarding a restricted pass;
   p) condition for awarding a DNC grade;
   q) the provision for resits or resubmissions, where relevant;
   r) maximum Course load per Semester;
   s) the minimum number of Credits to be studied at Unitec before the Qualification will be awarded;
   t) any transitional arrangements that are applicable because of a change in regulations.

4) Programme Regulations and Programme Schedules shall be made available to Students at the commencement of the Programme and all subsequently approved changes to regulations and/or schedules made during the course of the Programme shall be notified in writing to all Students enrolled in that Programme.

6. ADMISSION, ENROLMENT AND FEES

6.1. Enrolment

1) All Programmes of study must have NZQA /ITPNZ and/or Academic Board approval before being offered to Students.
2) In accordance with the requirements of the Tertiary Education Commission, all application and enrolment information will be recorded in Unitec's Student Management System.

3) Students must comply with all relevant policies and regulations relating to enrolment, Exemptions and transfer procedures, applying to each Programme or Course.

4) All Programmes of study must have TEC funding approval prior to issuing students with invoices.

6.2. Fees

1) No person shall be deemed to have completed enrolment requirements for a Course, Class or Programme unless payment of all approved fees has been made and receipted.

2) Fees shall include any deposits specified as payable in advance in respect of a particular Course to cover materials supplied or other Course expenses.

3) Any person who submits an enrolment form or completes enrolment formalities after the stipulated closing date may be liable for a late fee as may be determined by the Council.

6.3. Certificate of Proficiency

1) A Student may be enrolled in a Course on a Certificate of Proficiency basis where either:
   a) the Student is not currently enrolled in any Programme, the completion of the Course is to cater for individual needs;
   b) the Student is currently enrolled in a Programme, but the Course concerned is not an elective within that Programme and will not contribute in any way towards achieving that Qualification.

2) Application to enrol in a Course on a Certificate of Proficiency basis must be approved by the Programme Committee for the Programme of which the Course forms a part. The Programme regulations for that Programme shall apply.

3) A Student who has obtained a pass for Certificate of Proficiency may at any time have that pass Credited to a Qualification on condition that any Prerequisite or Corequisite conditions or other requirements prescribed for that Qualification have been complied with. In exceptional circumstances the Programme Committee may exempt the Student from this requirement.

6.4. Exclusion from Programmes Involving Assessed Courses

1) Where Programme regulations allow, any Student who, over the period covered by the last four semesters of his or her studies at Unitec, including relevant study at other institutions, has not achieved a Pass Grade in Courses equivalent to one half or more of the Credits in which he or she has been enrolled over that period, shall be excluded from enrolment in assessed Courses in any Programme, and shall not be permitted to re-enrol in any Programme without the prior permission of the relevant Programme Committee.

2) Subject to section 6.6(3) of this policy, 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 Programme Committee.

3) A Student who is enrolled in a Course that comprises part of a postgraduate Programme, and has not achieved a Pass Grade for that Course shall not be enrolled again for that Course except with the permission of the Programme Committee.

4) The Programme Committee will advise the Student in writing of its decision, and the reasons for such decision, and any orders made.
6.5. Exclusion or Suspension from a Course Comprising Practice-based Learning

1) Any Student who does not meet the Prerequisite requirements in preparation for off-site practice-based learning will not proceed to the off-site practice-based learning experience and will not be awarded Credits for that Course.

2) Where a Programme Leader and/or Curriculum Leader considers, in his or her absolute discretion that a Student’s performance or participation in any off-site practice-based learning experience is unsatisfactory the Programme Leader and/or Curriculum Leader may temporarily suspend that Student’s attendance at the off site practice-based learning experience. At the time of being notified of his or her suspension, the student shall be advised of the reasons for such temporary suspension. Except where not practicable in the circumstances, a Student should not be temporarily suspended without being given the opportunity to improve his or her performance.

3) Where a Student is so temporarily suspended, the matter/s giving rise to the temporary suspension shall be investigated as soon as is reasonably practicable by the Programme Committee. In investigating the situation, and before making any decision in relation to the matter, the Programme Committee shall satisfy itself that the Student has had an opportunity to be heard, either orally or in writing.

4) Having carried out its investigation, the Committee shall determine the matter by making one or more of the following orders:
   a) remove the temporary suspension;
   b) require the Student to undertake further study in Prerequisite requirement;
   c) suspend the Student from the off-site practice-based learning experience for such a period that it thinks fit;
   d) exclude the Student from the Programme.

5) The Programme Committee will advise the Student in writing of its decision, and the reasons for such decision, and any orders made.

6.6. Application to have Exclusion Waived

1) Any excluded Student who wishes to apply for permission to re-enrol in one or more assessed Courses for a Programme from which he or she has been excluded shall lodge a written application with the office of the Programme Leader and/or Curriculum Leader at least one month before the start date of the semester or the official start date of Classes for which he or she seeks admission, together with the fee specified, if any.

2) Any excluded Student who wishes to enrol in one or more assessed Course/s for a Programme other than that from which he or she is excluded shall apply for admission in the normal way. However, the Programme Committee may at its discretion require the Student to demonstrate that he or she has a reasonable chance of success in the Programme and Course/s being applied for.

3) The decision to permit a Student who has been excluded under section 6.5(1), (2), (3) of this policy to re-enrol, shall be made by the Programme Committee.

4) The decision on whether a Student who has been excluded under section 6.5(4)(d) of this Statute may be permitted to re-enrol shall be made by the relevant Faculty Academic Committee.

5) When applying for re-enrolment, the Student shall satisfy the Programme Committee or Faculty Academic Committee that as a result of study or other activity in the intervening period, there is a reasonable chance of success in subsequent study.

6) In approving any such application, the Programme Committee or Faculty Academic Committee, as the case may be, may prescribe such conditions for re-enrolment as it considers appropriate.
7. COURSE INFORMATION

1) Course information is required to be provided to each Student at the commencement of each Course and will include:
   a) learning outcomes of the Course, with an indication of the duration and scheduling of topics to be covered;
   b) the level and Credits of the Course;
   c) attendance hours (including Course start and finish dates);
   d) notice of dates, times and weighting for any required Summative Assessment including Examinations;
   e) method/methods of Assessment to be employed;
   f) required learning resources;
   g) any Prerequisite or Corequisite Courses;
   h) time limits for Students to collect work submitted for Assessment; and
   i) time limits for staff to communicate Assessment results and related feedback to Students.

8. ASSESSMENTS

8.1. General

1) Assessment, for the award of Credits for the successful completion of a Course, may take the form of Examinations, tests, assignments, or other forms approved by the Programme Committee and may be carried out in relation to a group of Students or individual Student.

2) No subsequent changes to Assessment requirements shall be made during the Course unless approved by the Programme Committee and notified in writing to all Students enrolled in that Course. Students shall be consulted about any proposed changes prior to Programme Committee approval.

3) Where the performance of a Student in an Assessment environment is considered by the Course coordinator as having the potential to endanger the safety of others, an application may be made by the Course coordinator to the Programme Leader and/or Curriculum Leader to exclude the Student from the Assessment and/or develop an alternative Assessment to meet the learning outcomes of the Assessment event in question.

4) Students shall make themselves available to undertake all Summative Assessment items at the time and place stipulated in the Course information.

5) Credits will be granted to Students by the Programme Committee on the basis of Assessments set by the teaching staff responsible for the Course.

6) Every Programme in which Assessment contributes to Credits must include appropriate procedures for the Moderation of Assessment.

8.2. Grading Systems

1) Course results from the systems specified in sections 8.3 to 8.6 are awarded on the basis of criteria approved by Academic Board, and set out in the Programme’s regulations.

8.3. Administrative Grades

1) 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.
2) If a Student has completed all Summative Assessments, the final grade will be recorded without annotation.

3) The following administrative grades are used and may be awarded to Students in the following circumstances (where any grades lead to the accumulation of Credits toward the Qualification, the administrative grade listed will identify that Credits are earned/not earned):

i) CR – Credit Recognition: Credit earned through Cross Credit from another Qualification and/or through the Assessment of Prior Learning.

ii) CTG – Continuing: for any Course that runs for more than one semester where the final Summative Assessment has not yet occurred. No Credits earned.

iii) DEF – Deferred: where a Student has, with the permission of the Programme Committee, been allowed to complete a Course Assessment outside the scheduled Course completion, or where a scheduled Course completion for a group of Students falls outside the semester date approved by the Academic Board. Except in exceptional circumstances, any deferred grades remaining on a Student’s record beyond the end of the subsequent semester will be changed to the grade to which the Student would otherwise be entitled. No Credits earned.

iv) DNC – 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.

v) ES – Student Exchange: where a Student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No Credits earned.

vi) NGA – No Grade Associated: Course Assessment and reporting of results is carried out by an external agency. No Credits earned.

vii) W – The grade W (Withdrawn) is recorded if a 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.


ix) # – Estimated Grade: – See section 8.3 (1). Credits earned.

8.4. Competency Based Assessment System

1) In Courses in which a competency based Assessment (CBA) system is used, results shall be specified as follows:

<table>
<thead>
<tr>
<th>M</th>
<th>Merit Pass</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass</td>
<td>Credits Earned</td>
</tr>
<tr>
<td>NC</td>
<td>Not Yet Competent</td>
<td>No Credits Earned</td>
</tr>
</tbody>
</table>

8.5. Achievement Based Assessment System

1) In Courses in which a four point achievement based Assessment (ABA) system is used, results shall be specified as follows:

<table>
<thead>
<tr>
<th>A</th>
<th>Pass with distinction</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Pass with merit</td>
<td>Credits Earned</td>
</tr>
<tr>
<td>C</td>
<td>Pass</td>
<td>Credits Earned</td>
</tr>
</tbody>
</table>
2) Except as otherwise approved by the Academic Board degree Courses shall, and other Courses may, use an 11-point achievement based Assessment system, and results shall be specified as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90 – 100</td>
</tr>
<tr>
<td>A</td>
<td>85 – 89</td>
</tr>
<tr>
<td>A-</td>
<td>80 – 84</td>
</tr>
<tr>
<td>B+</td>
<td>75 – 79</td>
</tr>
<tr>
<td>B</td>
<td>70 – 74</td>
</tr>
<tr>
<td>B-</td>
<td>65 – 69</td>
</tr>
<tr>
<td>C+</td>
<td>60 – 64</td>
</tr>
<tr>
<td>C</td>
<td>55 – 59</td>
</tr>
<tr>
<td>C-</td>
<td>50 – 54</td>
</tr>
<tr>
<td>D</td>
<td>40 – 49</td>
</tr>
<tr>
<td>E</td>
<td>0 – 39</td>
</tr>
</tbody>
</table>

8.6. Level 10 Theses

Level 10 theses may be awarded grades of Pass or Fail only.

8.7. Special Assessment Circumstances

This section relates to Student performance in Summative Assessment being affected by factors beyond the control of the Student.

8.7.1. Special Assessment Circumstances – Definitions

1) "Affected" means influenced in some way. For time-constrained items such as tests, Examinations, and presentations this may include the inability to attend any or all of the Assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.

2) "Factors beyond the control of the Student" means any circumstance or situation, which the Student could not have reasonably prevented, including, but not limited to, sickness or injury to the Student, or bereavement.

8.7.2. Special Assessment Circumstances – Process

1) In the first instance, the Student shall complete the approved form to apply for consideration of affected performance and submit the application to Student Central. Except in exceptional circumstances this must be no later than 5 working days after the due date of the Summative Assessment, and with appropriate documentary evidence of both the circumstances and the effect on performance. Except in exceptional circumstances appropriate documentary evidence such as a medical certificate must be dated within 24 hours or one working day of the due time of that Assessment item.
2) The Programme Leader and/or Curriculum Leader shall decide the validity of each application. To be considered valid, the application shall be capable of being verified as bona fide and must be supported by such evidence as the Programme Leader and/or Curriculum Leader shall require.

3) If the Student is dissatisfied with the decision of the Programme Leader and/or Curriculum Leader, the Student may request that the Programme Committee reconsider the decision.

4) The Programme Committee shall consider valid applications in the context of the proportion of total Assessment that the Student has completed, or may complete. On the basis of this the Programme Committee may:
   a) uphold the application as per 7.7.2(6); or
   b) hold the application pending completion of the rest of the Assessment items in the Course; or
   c) decline the application.

5) If section 8.7.2 (4)(c) applies, the application shall be returned to the Student, who may appeal to the Executive Faculty Dean.

6) If either section 8.7.2(4) (a) or (b) applies, the Programme Committee shall select the method to be used to determine the mark or grade to be awarded. Under normal circumstances the methods are:
   a) extension of the relevant deadline for completion;
   b) completion of the Assessment or an equivalent Assessment at another time;
   c) completion of an alternative form of Assessment;
   d) determination of the final grade by mathematical extrapolation if the Student has completed the substantial majority (which, except in exceptional circumstances shall be at least 80%) of the Summative Assessment of the Course; or
   e) estimation of a mark or grade in accordance with section 8.7.2 (7).

7) If a Student has completed the majority of Course Assessments, and these Assessments are individual rather than group Assessments, the Programme Committee may use one of the following methods (taking into account section 8.3 (1) regarding recording of estimated grades):
   a) estimation of the mark or grade that the Student would have gained had the circumstances not arisen;
   b) changing the weighting of the Assessment items completed to estimate a grade for the complete Course,

8) If the mark or grade for the Assessment item determined in accordance with section 8.7.2(7) is lower than that achieved by the student despite the circumstances, the mark or grade actually achieved shall stand.

9) The result shall be notified to the Student in writing.

8.8. Restricted Pass

1) The Programme Committee may award a "restricted pass" in a Course which was narrowly failed and where the Programme Committee considers that marginal failure is compensated by good overall performance.

2) The conditions which apply to a restricted pass shall be included in the Programme regulations.
3) A Student may decline the award of a restricted pass by notifying the office of the Executive Faculty Dean in writing not later than 20 working days from mailing of the results.

4) The Programme Committee may, at its discretion, prevent a Student from using a restricted pass to meet the Prerequisite requirements of another Course.

8.9. Notification of Results

1) The Course results following their approval by the Programme Committee will be advised to Students by post or by other methods approved by the Chief Executive from time to time.

2) Results may be publicly displayed at the discretion of the Programme Committee. Any results publicly displayed will use student ID numbers, not student names.

8.10. Availability of Marked Assessments

1) Students shall be entitled to the return of all written work (or a copy thereof) submitted for Assessment, and to be given access to a copy of the marking schedule used to mark the Assessment (subject to 8.10 (2) and (3)). In the case of computerised tests, scripts will not be returned to the Students. However, Students are entitled to feedback on their performance in these Assessments.

2) In the case of Examinations, once the mark/grade for the Examination has been approved by the Programme Committee, Students are entitled to:
   a) be given supervised access to their original marked Examination answer booklet and a copy of the marking schedule used to mark the Examination; and
   b) take away a copy of their marked final Examination answer booklet at no cost to the Student.

3) Original marked Examination answer booklets must not be taken away by Students.

4) Time limitations for collection of work submitted by students for Summative Assessment other than Examinations may be set. Such limitations will be notified in the Course information. Where such limitations are set, Assessments not collected by the due time may be destroyed. If no time limitation is set for the collection of assessed work, any uncollected work may be destroyed one year following the completion of the Course.

5) Departments must retain all Students’ original marked Examination booklets for a period of one year. At the conclusion of this retention period, a sample range of the ‘top, middle and bottom’ marked Examination booklets, together with a copy of the related Course Examination questions and marking schedule must be kept by the Department and archived indefinitely. All remaining original marked Examination booklets can be destroyed in accordance with any approved Records Retention and Disposal Scheme that Unitec may have in place.

6) Departments must provide a copy of the Course Examination questions and related marking schedule to the Library as soon as is practicable following publication/communication of Examination Course results. The Library will make this material available to Students for a period of five years, after which it will be archived indefinitely. In exceptional circumstances, a Department may apply to the Dean, Teaching and Learning for permission to withhold Student access to this material.

9. STUDENT APPEALS

9.1. Types of Appeals

1) A Student may make an application to appeal to the relevant Faculty Academic Appeals Committee against a decision of a Programme Committee relating to:
9.2. Grounds of Appeal

1) Other than an appeal heard by the Academic Board Appeals Committee under section 9.1(1), there shall be only two grounds of appeal, being either:

a) that additional information has become available which had not been, and could not reasonably have been, available at the time the original decision was made; or

b) that there had been a material irregularity in the summative assessment of the Course or in the procedures adopted by the Programme Committee.

9.3. Making an Application to Appeal

1) An application for an appeal shall be made in writing, summarising the relevant facts, setting out the grounds of appeal and must be received by the Executive Faculty Dean, in the case of an application under sub- section 9.1(1), or the Chair of Academic Board, in the case of an appeal under sub- section 9.1(2), within 15 working days after the mailing (by post) by Unitec of notification of a decision:

a) as to the final grade awarded for a Course; or

b) as to special Assessment circumstances or the award of a Qualification; or

c) as to enrolment in or admission to a Programme or Course;

The relevant Chair of the Faculty Academic Appeals Committee or the Chair of Academic Board (as the case may be) shall advise by written notice to the Deciding Manager (“the Notice”) that an application for an appeal has been received from a Student (referred to hereafter as “the Appellant”) and attach to the Notice a copy of the Appellant’s application for an appeal.
2) The Notice shall also request that the Deciding Manager provide:
   i) a written response to the Responding Manager relating to the Appellant’s application to appeal, answering any questions put by the Responding Manager and within the time limit specified;
   ii) a copy of all relevant documents, including a copy of any committee minutes or file notes relating to the original decision.

3) The Responding Manager may also seek further clarification from the Appellant in relation to the facts stated or other matters relating to the application to appeal.

9.5. Decision whether Appeal Application is Granted

1) The precondition for an appeal hearing to be granted is that the Responding Manager must first decide whether:
   a) The application for an appeal complies with the relevant requirements of subsection 9.1 to 9.3 above; and
   b) The summary of facts in the application for an appeal establish a Prima Facie case for either or both of the grounds of appeal set out in sub section 9.2(1).
   c) Within 10 (ten) working days of receiving the application to appeal, the Responding Manager shall write to the Appellant either:
      i) granting the Appellant leave to appeal and including a copy of the relevant sections of the statute or programme regulations and a brief outline of the appeal hearing process as set out in the Procedure for the Conduct of Appeals; or
      ii) denying the Appellant leave to appeal together with the reasons for this decision.

   The letter shall be given to the Appellant by hand or sent to the address for the Appellant held by Unitec.

9.6. Hearing Procedure

Appeal hearings granted under this section 9 shall be conducted in accordance with the Procedure for the Conduct of Appeals.

10. QUALIFICATIONS AND PROGRAMMES

10.1. Awarding of Qualifications

1) Subject to section 10.1(2) all Qualifications shall be conferred upon graduands at a Unitec graduation ceremony.

2) Graduands who have outstanding amounts payable to Unitec, including amounts payable for fees, fines or other items, will be allowed to graduate, but the relevant Qualification and transcript will be withheld until the outstanding amount is paid in full.

3) A Qualification will be awarded to a Student who has accumulated the number and level of Credits required for completion of the relevant Programme, and who has fulfilled all other requirements of the Programme, as stated in the Programme Schedule.

4) The responsibility for determining whether a Student has accumulated the required number and level of Credits and fulfilled any other requirements lies with the Programme Committee responsible for each Programme.
5) To be awarded a Qualification, a minimum number of Credits shall be required. The minimum number of Credits for each Programme shall be as prescribed in the relevant Programme regulations.

6) Qualifications shall be awarded on the basis of the completion of an Approved Programme and the accumulation of Credits earned by passing Courses.

7) Except where specific transition provisions in Programme regulations prescribe to the contrary, Students may graduate from a Programme in accordance with the regulations in force at the time of their most recent admission to that Programme.

10.2. Qualifications

1) Where a degree Qualification is awarded with a specified Major, the Major must be no fewer than 120 Credits of a 360 Credit Programme (pro-rata for Programmes of more than 360 Credits). A minimum of 40 Credits (pro rata for Programmes of more than 360 Credits) of the total Credits in the Major subject area must be offered at level 7 or 8 for a bachelor degree.

2) Credits shall be awarded for the successful completion of a Course.

3) Credits shall be allocated to Courses on the basis of one Credit for each notional 10 to 12 hours of Student learning or 1/120 of a notional full-time year's work.

4) All Courses shall be classified at levels one to ten, according to the level or extent of intellectual demand and the complexity of skills, with levels being congruent with NZQA definitions.

5) Qualifications shall be awarded on completion of an Approved Programme in which a minimum number of Credits have been accumulated as provided below:

   i) **Level 1 Certificate** – a minimum of 40 Credits at level 1 or above;
   
   ii) **Level 2 Certificate** – a minimum of 40 Credits at level 2 or above;
   
   iii) **Level 3 Certificate** – a minimum of 40 Credits at level 3 or above;
   
   iv) **Level 4 Certificate** – a minimum of 40 Credits at level 4 or above;
   
   v) **Level 5 Certificate** – a minimum of 40 Credits at level 5 or above;
   
   vi) **Level 6 Certificate** – a minimum of 40 Credits at level 6 or above;
   
   vii) **Level 7 Certificate** – a minimum of 40 Credits at level 7 or above;
   
   viii) **Level 5 Diploma** – a minimum of 120 Credits from level 4 or above, including at least 72 Credits at level 5;
   
   ix) **Level 6 Diploma** – a minimum of 120 Credits from level 5 or above, including at least 72 Credits at level 6;
   
   x) **Level 7 Diploma** – a minimum of 120 Credits from level 5 or above, including at least 72 Credits at level 7;
   
   xi) **Bachelor Degree** – a minimum of 360 Credits from levels 5 to 7, including at least 72 Credits at level 7;
   
   xii) **Conjoint Degree** – a level 7 Qualification with Credit values determined on the following basis:

<table>
<thead>
<tr>
<th>Credits of component degree 1</th>
<th>Credits of component degree 2</th>
<th>Credits of conjoint degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>360</td>
<td>360</td>
<td>540</td>
</tr>
<tr>
<td>480</td>
<td>630</td>
<td>630</td>
</tr>
<tr>
<td>600</td>
<td>720</td>
<td>720</td>
</tr>
<tr>
<td>Credits of component degree 1</td>
<td>Credits of component degree 2</td>
<td>Credits of conjoint degree</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>480</td>
<td>480</td>
<td>720</td>
</tr>
<tr>
<td>600</td>
<td>600</td>
<td>810</td>
</tr>
<tr>
<td></td>
<td>600</td>
<td>900</td>
</tr>
</tbody>
</table>

In addition to meeting the Credit requirements listed above, Students must complete a minimum number of Credits at level 7 as specified in the relevant conjoint Programme’s regulations.

i) **Bachelor Honours** – a minimum of 120 Credits at level 8, with a research component that represents at least 30 Credits at that level;

ii) **Graduate Certificate** – a minimum of 60 Credits, including at least 40 Credits at level 7 or above;

iii) **Graduate Diploma** – a minimum of 120 Credits, including at least 72 Credits at level 7 or above;

iv) **Postgraduate Certificate** – a minimum of 60 Credits at level 8;

v) **Postgraduate Diploma** – a minimum of 120 Credits from levels 7 and above, including at least 72 Credits at level 8;

vi) **Master** – a minimum of 40 credits at level 9 with the remainder at level 8.

The Master Degree is at least 240 credits except where:

1) It builds on a Bachelor Degree with Honours or an equivalent qualification, or significant relevant professional experience, in which cases it can be fewer than 240 but no fewer than 120 credits;

2) It builds on a three year Bachelor Degree or an equivalent qualification, in which cases it can be fewer than 240 but no fewer than 180 credits.

vii) **Doctoral** – at least 360 Credits.

### 10.3. Exit Awards

1) To be awarded an exit award its availability must be specified in the Programme regulations and a student must have:

   a) accumulated the number and level of Credits described in the regulations of the Qualification;

   b) lodged a completed application to be awarded the exit award with the Programme Leader and/or Curriculum Leader; and

   c) as part of the application, declared that he or she does not currently intend to enrol or continue in the study of the Qualification.

2) An exit award will not be awarded to any Student who has, at the time of application for the award or at the time of the award, enrolled in future semester for any Course which is part of the Qualification.

### 10.4. Milestone Awards

1) The ability of a Programme Committee to award Milestone Awards first needs approval from Academic Board.

2) To be awarded a Milestone Award a Student must have:
10.5. Posthumous Awards

1) If a student dies before receiving their qualification the following provisions shall apply:
   i) The qualification shall be granted posthumously unless the student’s personal representative or next-of-kin has, with the consent of Council, withdrawn the application.
   ii) In any other case, the student’s personal representative or next-of-kin may apply and the qualification shall be granted

2) Notwithstanding 9.1 and 9.2(5) above, the institution may elect to grant a qualification prior to a student’s death where a student has been formally medically diagnosed with a terminal illness. This will be subject to:
   a) Confirmation that the student has normally completed greater than 66% of the requirements for the qualification; and
   b) The approval of the Chief Executive

3) An honorary certificate, diploma or degree may be granted in special circumstances or posthumously to any student who died before completing their qualification at the institution. Such a qualification may be granted at the time the student would normally have completed their course of study.
SCHEDULE 1. ACADEMIC DRESS

Members of staff of Unitec attending or taking part in public ceremonies for which academic dress is prescribed shall wear the academic dress of their degrees.

The academic dress worn by persons who have had their degrees conferred by Unitec shall conform to the specifications set out below.

The official robes for the principal office holders at any public ceremony for which academic dress is prescribed shall conform to the specifications set out below.

1. **Diplomas**
   1. Black gown with open sleeves of the same style as the Cambridge University Bachelor of Arts gown.

2. **Degree of Bachelor**
   1. Black gown with open sleeves of the same style as the Cambridge University Bachelor of Arts gown.
   2. A black mortar-board cap with a black tassel.
   3. A black hood in the Cambridge style, standard size.
   4. The hood will have a V-band on the neck in cream with a green raparapa pattern.
   5. The hood will have the standard Unitec two part neckband with the off-white embroidered raparapa design on green background on the wearer’s left side, and green embroidered raparapa design on off-white background on the right side.
   6. The hood will be fully lined with the approved colour for the discipline.

3. **Degree of Bachelor with Honours**
   1. Black gown with open sleeves of the same style as the Cambridge University Bachelor of Arts gown.
   2. A black mortar-board cap with a black tassel.
   3. A Unitec green hood, in the Cambridge style, standard size.
   4. The hood will have the standard Unitec two part neckband with the off-white embroidered raparapa design on green background on the wearer’s left side, and green embroidered raparapa design on off-white background on the right side.
   5. The hood will be fully lined with the approved colour for the discipline.

4. **Graduate Diplomas**
   1. Black stole with a strip of discipline colour approximately 2 cm tall across the bottom edge of the stole.

5. **Postgraduate Diplomas**
   1. Bottle green stole with yellow raparapa placed on the end of the stole and a strip of discipline colour approximately 2 cm tall across the bottom edge on the other side of the stole.
   2. If the diplomate is not a graduate, the stole will be worn over a black gown with open sleeves of the same style as the Cambridge University Bachelor of Arts gown.
6. **Degree of Master**

   i) Black gown of the same style as the Cambridge University Master of Arts gown.
   
   ii) A black mortar-board cap with a black tassel.
   
   iii) A Unitec green hood in the Cambridge style, standard size, with a band in cream with a green raparapa pattern approximately 2.5 cm from the outer edge.
   
   iv) The hood will have the standard Unitec two part neckband with the off-white embroidered raparapa design on green background on the wearer’s left side, and green embroidered raparapa design on off-white background on the right side.
   
   v) The hood will be fully lined with the appropriate colour for the discipline as listed below.

7. **Doctoral Degrees**

   i) Professional Doctorates (e.g. Doctor of Computing)
   
   ii) Gown of the same style as the Cambridge University Master’s gown in bottle green with 100mm facings in the colour of the discipline.
   
   iii) A Tudor Bonnet in black velveteen with green cord and tassels.
   
   iv) A hood in the Cambridge style, standard size, in bottle green cloth outer and satin lining in the colour of the discipline.
   
   v) The hood will have the standard Unitec two part neckband with the off-white embroidered raparapa design on green background on the wearer’s left side, and green embroidered raparapa design on off-white background on the right side; the whole neck-band backed in the colour of the discipline overlapping the front part by approximately 8 mm along both edges.

8. **Doctor of Philosophy**

   i) Gown of the same style as the Cambridge University Master’s gown in bottle green cloth with 100 mm wide bone satin facings down either side of the front, with an 8 mm strip of red satin at the outside edges.
   
   ii) A Tudor Bonnet in black velveteen with green cord and tassels.
   
   iii) A hood in the Cambridge style, standard size, in bottle green cloth outer and red satin lining.
   
   iv) The hood will have the standard Unitec two part neckband with the off white embroidered raparapa design on green background on the wearer’s left side, and green embroidered raparapa design on off white background on the right side; the whole neck-band backed in red satin overlapping the front part by approximately 8 mm along both edges.
   
   v) In addition to the academic dress listed a wearer may also wear a cloak and/or korowai.

9. **Honorary Degrees of Bachelor and of Master**

   i) A scarlet coloured gown in the style of the equivalent Cambridge degree.
   
   ii) A black satin grosgrain trencher cap.
   
   iii) The hood is that of the degree being conferred.

10. **Honorary Professional Doctorate**

    i) Gown in the same colour and style as the Professional Doctorate.
    
    ii) A Tudor Bonnet in black velveteen with red cord and tassels.
    
    iii) A hood in the Cambridge style, standard size, all in satin the colour of the discipline (outer and lining).
    
    iv) The hood will have the standard Unitec two part neckband with the off-white embroidered raparapa design on green background on the wearer’s left side, and green embroidered
11. **Honorary Doctorate of Philosophy**
   
i) Gown in the same colour and style as the Doctor of Philosophy.
   
ii) A Tudor Bonnet in black velveteen with red cord and tassels.
   
iii) A hood in the Cambridge style, standard size, all in red satin (outer and lining).
   
iv) The hood will have the standard Unitec two part neckband with the off-white embroidered raparapa design on green background on the wearer’s left side, and green embroidered raparapa design on off-white background on the right side; the whole neck-band backed in red satin overlapping the front part by approximately 8 mm along both edges.

12. **Discipline Colours for Hood Linings, Stole Edging and Facings**

   The colours used for the respective disciplines are as listed below, and in accordance with the standard colour card held by the Student Registry.

   
<table>
<thead>
<tr>
<th>Discipline</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Animal Technology</td>
<td>Loden</td>
</tr>
<tr>
<td>Applied Science/Osteopathy</td>
<td>Jade</td>
</tr>
<tr>
<td>Applied Technology</td>
<td>Gold</td>
</tr>
<tr>
<td>Architecture</td>
<td>White</td>
</tr>
<tr>
<td>Architectural Studies</td>
<td>Steel</td>
</tr>
<tr>
<td>Arts</td>
<td>Royal Blue</td>
</tr>
<tr>
<td>Business</td>
<td>Hot Pink</td>
</tr>
<tr>
<td>Communication</td>
<td>Citrus</td>
</tr>
<tr>
<td>Computing and Computer Systems</td>
<td>New Coral</td>
</tr>
<tr>
<td>Construction</td>
<td>Burgundy</td>
</tr>
<tr>
<td>Construction Management</td>
<td>Silver</td>
</tr>
<tr>
<td>Design</td>
<td>Cobalt</td>
</tr>
<tr>
<td>Design Management</td>
<td>Slate</td>
</tr>
<tr>
<td>Design and Visual Arts</td>
<td>Bright Pink</td>
</tr>
<tr>
<td>Education</td>
<td>Lilac</td>
</tr>
<tr>
<td>Educational Management</td>
<td>Maize</td>
</tr>
<tr>
<td>Engineering</td>
<td>Irish Green</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>Mandarin</td>
</tr>
<tr>
<td>Health Science</td>
<td>Turquoise</td>
</tr>
<tr>
<td>Innovation and Entrepreneurship</td>
<td>Plum</td>
</tr>
<tr>
<td>International Communication</td>
<td>Citrus</td>
</tr>
<tr>
<td>Landscape Architecture</td>
<td>Violet</td>
</tr>
<tr>
<td>Nursing</td>
<td>Purple</td>
</tr>
<tr>
<td>Performing and Screen Arts</td>
<td>Cherry Red</td>
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</tbody>
</table>
   | Product Design                            | Bordeaux
Professional Accountancy                        Petal
Project Management                             Silver
Quantity Surveying                             Burgundy
Resource Management                           Rustic
Social Practice                                Tango
Sport                                          Bright Blue
Teaching (ECE)                                 Guardsman Red
Technology                                     Irish Green

13. Chair of Council

i) The robe is a black gown with a wide, 7 cm front facing of bone satin, edged with 3cm bottle green satin, from neck to hem. Bottle green raparapa sits on the cream facing below the shoulder. The hem is edged with a wide 7 cm facing of bone satin. The sleeves are elbow length, lined with bone satin.

ii) Tudor Bonnet in bottle green velvet with gold cord and tassels.

14. Chief Executive

i) The robe is a black gown with a wide, 7 cm front facing of bone satin, edged with 3cm bottle green satin, from neck to hem. Bottle green raparapa sits on the cream facing below the shoulder. The sleeves are elbow length, lined with bone satin.

ii) A Tudor Bonnet in bottle green velvet with gold cord and tassels.

15. Unitec Council

i) On Unitec academic occasions, council members may wear the academic dress relating to their degree. Those whose standing is other than a degree may wear a Cambridge gown.

16. Professional Scarves

i) Those attaining the status of professor may wear the Unitec professorial scarf on formal academic occasions. This is a 10 cm wide bone satin scarf, embroidered with bottle green raparapa, with a fine gold braid linking the scarf at the chest. It is worn around the neck on top of the gown and hood, and falls to the hem of the gown.

ii) Those attaining the status of adjunct professor may wear the Unitec adjunct professor’s scarf on formal academic occasions. This is a 10 cm wide bottle green satin scarf, embroidered with bone raparapa, and with a fine gold braid linking the scarf at the chest. It is worn around the neck on top of the gown and hood, and falls to the hem of the gown.
SCHEDULE 2. PROGRAMMES IN THE FACULTY OF CREATIVE INDUSTRIES AND BUSINESS

The following Qualifications are assigned to the Faculty of Creative Industries and Business (those in italics are awaiting external approval body approval)

- Doctor of Computing;
- Master of Architecture;
- Master of Architecture (Professional);
- Master of Business Innovation and Entrepreneurship;
- Master of Business;
- Master of Computing;
- Master of Design Management;
- Master of Design;
- Master of International Communication;
- Master of Landscape Architecture;
- Master of Professional Accountancy;
- Master of Project Management;
- Postgraduate Diploma in Business;
- Postgraduate Diploma in Computing;
- Postgraduate Diploma in Design Enterprise;
- Postgraduate Diploma in International Communication;
- Postgraduate Diploma in Professional Accountancy;
- Bachelor of Architectural Studies;
- Bachelor of Architecture;
- Bachelor of Business;
- Bachelor of Communication;
- Bachelor of Communication (Hons);
- Bachelor of Computing Systems;
- Bachelor of Design (all majors);
- Bachelor of Design and Visual Arts;
- Bachelor of Landscape Architecture;
- Bachelor of Performing and Screen Arts;
- Graduate Diploma in Business;
- Graduate Diploma in Computing;
- Graduate Diploma in Creative Practice;
- Graduate Diploma in Event Communication;
- Graduate Diploma in Leadership Māori Development;
Diploma in Applied Computer Systems Engineering;
Diploma in Applied Interior Design
Diploma in Contemporary Music;
Diploma in Design Media;
Diploma in Information Technology Support;
Diploma in Landscape Design;
Diploma in Management;
Diploma in Performance Technology;
Diploma in Professional Accountancy;
Diploma in Tourism Leadership and Management;
Certificate in Business (Introductory);
Certificate in Business Administration and Computing Level 3;
Certificate in Business Administration and Computing Level 4;
Certificate in Communication and Media Arts;
Certificate in Computer Servicing;
Certificate in Design and Visual Arts;
Certificate in Home Garden Design;
Certificate in Information Technology;
Certificate in Music (Introductory);
Certificate in Technical Communication;
Certificate in Traditional and Contemporary Māori Weaving;
National Certificate in Business (Introductory);
National Certificate in Computing (Level 3);
National Certificate in Financial Services (Financial Advice);
National Certificate in Real Estate (Salesperson);
National Certificate in Retail;
National Diploma in Business;
New Zealand Diploma in Business;
NZIM Certificate in Management;
and any other Programme that the Academic Board may, from time to time, assign to the Faculty.
SCHEDULE 3. PROGRAMMES IN THE FACULTY OF SOCIAL AND HEALTH SCIENCES

The following Qualifications have been assigned to the Faculty of Social and Health Sciences (those in italics are awaiting external approval body approval):

- Doctor of Philosophy (Education);
- Master of Education;
- Master of Educational Leadership and Management;
- Master of Health Science;
- Master of Osteopathy;
- Master of Social Practice;
- Postgraduate Certificate in Educational Leadership and Management;
- Postgraduate Certificate in Health Science;
- Postgraduate Certificate in Social Practice;
- Postgraduate Diploma in Counselling;
- Postgraduate Diploma in Education;
- Postgraduate Diploma in Educational Leadership and Management;
- Postgraduate Diploma in Health Science;
- Postgraduate Diploma in Social Practice;
- Bachelor of Applied Animal Technology;
- Bachelor of Applied Science (Animal Management and Welfare and Biodiversity Management);
- Bachelor of Applied Science (Human Biology);
- Bachelor of Arts;
- Bachelor of Health Science (Medical Imaging);
- Bachelor of Nursing;
- Bachelor of Social Practice;
- Bachelor of Sport;
- Bachelor of Teaching (Early Childhood Education);
- Graduate Certificate in English as an Additional Language;
- Graduate Diploma in Counselling;
- Graduate Diploma in Education Technology;
- Graduate Diploma in Educational Management (Early Childhood Education);
- Graduate Diploma in Higher Education;
- Graduate Diploma in Not for Profit Management;
- Diploma in Athlete Development;
- Diploma in English (Advanced);
- Diploma in Enrolled Nursing;
Diploma in Sport and Fitness Education;
Diploma in Veterinary Nursing;
Certificate in Animal Care;
Certificate in Animal Management;
Certificate in Animal Welfare Investigation;
Certificate in Community Skills;
Certificate in Employment and Community Skills;
Certificate in Employment Skills;
Certificate in Employment Skills English;
Certificate in English as an Additional Language;
Certificate in English;
Certificate in Foundation Studies (Level 2): Whitinga;
Certificate in Foundation Studies (Level 3): Whitinga;
Certificate in Intensive English;
Certificate in Language Teaching;
Certificate in Liaison Interpreting;
Certificate in Nursing;
Certificate in School Middle Management;
Graduate Certificate in Educational Middle Management;
National Certificate in Adult Literacy Education (Vocational Tutor/Lecturer or Workplace Trainer);
National Certificate in Mental Health (Mental Health Support Work);

and any other Programme that the Academic Board may, from time to time, assign to the Faculty.
SCHEDULE 4. PROGRAMMES IN THE FACULTY OF TECHNOLOGY AND BUILT ENVIRONMENT

The following Qualifications have been assigned to the Faculty of Technology and Built Environment (those in italics are awaiting external approval body approval):

- Bachelor of Applied Technology;
- Bachelor of Construction;
- Bachelor of Engineering Technology (Civil);
- Graduate Diploma in Construction Project Management;
- Diploma in Applied Technology;
- Diploma in Applied Technology (Building);
- Diploma in Environmental Technology;
- Certificate in Applied Technology;
- Certificate in Automotive and Mechanical Engineering;
- Certificate in Construction Site Safety;
- Certificate in Electrical and Electronic Engineering;
- Certificate in Electrical and Electronics;
- Certificate in Multiskill Building Construction;
- Technology Pathway Certificate (Automotive);
- National Certificate in Carpentry;
- National Certificate in Drainlaying;
- National Certificate in Electrical Engineering (Level 2);
- National Certificate in Electrical Engineering (Level 3);
- National Certificate in Electrical Engineering (Level 4);
- National Certificate in Gasfitting;
- National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering) Level 3;
- National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering) Level 4;
- National Certificate in Motor Industry (Entry Skills) Level 2;
- National Certificate in Painting;
- National Certificate in Plumbing and Gasfitting;
- National Diploma in Architectural Technology;
- National Diploma in Construction Management;
- National Diploma in Quantity Surveying;
- National Diploma in Surveying;
- New Zealand Diploma in Engineering;
- New Zealand Diploma in Engineering (Civil);

and any other Programme that the Academic Board may, from time to time, assign to the Faculty.
REFERENCE DOCUMENTS

[1] Academic Statute
[2] Procedure for the Conduct of Appeals

DOCUMENT DETAILS

<table>
<thead>
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<th>3</th>
<th>Issue Date this Version:</th>
<th>13/02/2014</th>
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<td>This Version Approved by:</td>
<td>Academic Board</td>
<td>Date of Approval:</td>
<td>13/02/2014</td>
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<td>Executive Dean, Academic Development</td>
<td>Document Sponsor:</td>
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<td>Date of Next Review:</td>
<td>June 2015</td>
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<td>Date first version issued:</td>
<td>27/06/2013</td>
<td>Original Approval Body:</td>
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AMENDMENT HISTORY

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<th>Issue Date</th>
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<tr>
<td>1</td>
<td>27/06/2013</td>
<td>Brand new policy – Includes administrative/operational content removed from Academic Statute</td>
<td>Academic Board</td>
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<tr>
<td>2</td>
<td>18/12/2013</td>
<td>New section 3: Academic Committees – Powers, Functions, Membership</td>
<td>Academic Board Standing Committee</td>
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<td>18/12/2013</td>
<td>Change to section 6.3.1) a) – Certificate of Proficiency</td>
<td>Academic Board</td>
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<td>3</td>
<td>13/02/2014</td>
<td>Amendment to Membership Structure – sections 3.7(2) and 3.9(2)</td>
<td>Academic Board</td>
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