

PROGRAMME REGULATIONS

CERTIFICATE REGULATIONS

1. Regulations

- 1.1 These regulations apply to all Certificate qualifications at Unitec.
 - 1.2 The [Academic Statute](#) of Unitec should be read in conjunction with these regulations.
 - 1.3 In these regulations, the term ‘programme schedule’ means the schedule to these Certificate Regulations for each Certificate award containing the supplementary and specific regulations relating to that Certificate.
 - 1.4 The relevant Programme Schedule should be read in conjunction with these regulations.
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2. Admission

2.1 Admission

- 2.1.1 To be admitted to the qualification of Certificate applicants must meet Unitec’s English language entry requirements (see 2.5)

AND

- 2.1.2 Meet admission requirements under one of the following provisions:

- a. General Admission (see 2.2)

OR

- b. Special Admission (see 2.3)

OR

- c. Discretionary Admission (see 2.4)

- 2.1.3 To be admitted to a specific Certificate programme, the applicant must also meet any programme specific admission requirements as set out in the respective programme schedule

AND

2.1.4 The applicant may be subject to further selection criteria (see 3.1)

2.2 General Admission

All applicants must be at least 16 years of age on the date of the programme's commencement for the semester in which they wish to enrol (or provide a completed Early Release Exemption form)

2.2.1 for Level 1 and Level 2 Certificate programmes there are no academic entry requirements;

2.2.2 for Level 3 Certificate programmes applicants must have a minimum of 3 years secondary education, OR a Unitec Certificate in Foundation Studies: Whitinga (Level 2), OR equivalent;

2.2.3 for Level 4 Certificate programmes applicants must have a minimum of 4 years secondary education, and a minimum of 12 NCEA credits at Level 1 in each of at least two subjects, OR a pass in two subjects in New Zealand School Certificate, OR Unitec Certificate in Foundation Studies: Whitinga (Level 2) in a relevant pathway, OR equivalent;

2.2.4 for Level 5 Certificate programmes applicants must have a total of at least 48 NCEA credits at level 2 in best 4 subjects, OR a maximum total of 20 in best 4 Sixth Form Certificate subjects, OR Unitec Certificate in Foundation Studies: Whitinga (Level 3) in a relevant pathway OR equivalent;

2.2.5 for Level 6 Certificate programmes applicants must have a total of at least 60 NCEA credits at level 2 in best 4 subjects OR a maximum total of 16 in best 4 Sixth Form Certificate subjects OR Unitec Certificate in Foundation Studies: Whitinga (Level 3) in a relevant pathway OR equivalent.

2.3 Special Admission

2.3.1 Applicants must have:

- a. attained the age of 20 years on or before the first day of the semester in which study for the Certificate 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.

2.4 Discretionary Admission

2.4.1 In exceptional cases an applicant who does not meet the general admission requirements and who has not reached the age of 20 on or before the first day of the semester in which study for the Certificate is to commence may apply for discretionary admission.

- 2.4.2 In assessing whether to grant discretionary admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for study at the required level.

2.5 English Language Admission Requirements

2.6 General English Language requirements

For Level 3 Certificate programmes

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 1 in English.

For Level 4 Certificate programmes

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

For Level 5 Certificate programmes

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

For Level 6 Certificate programmes

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 2 in English (4 in Reading, 4 in Writing).

2.6.1 English language requirements for international students

Applicants must have at least **ONE** of the following:

- a) Gained NCEA level 3 and met New Zealand university entrance requirements;
- b) Clear evidence that they satisfy one of the following criteria for existing English proficiency:
 1. Previous primary and secondary study in English as evidenced by completion of one of the following at schools using English as the language of instruction:
 - i. Completion of all primary education and at least three years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13), or
 - ii. Completion of at least five years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13)
 2. Previous tertiary study in English: clear evidence of completion of a tertiary qualification of at least three years' duration with English as the language of instruction in New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States.

3. Achievement of the Certificate in English Language Teaching to Adults (CELTA)
- c) Achieved, **within the preceding two years**, at least one of the English proficiency outcomes listed below:

For Level 3 Certificate programmes

1. NZ Certificate in English Language (NZCEL) (General / Workplace / Academic) (Level 3)
2. An overall IELTS band score (Academic Format) of 5.5 with no band score lower than 5. The IELTS scores used must be taken from a single IELTS Test Report Form.
3. An overall TOEFL Paper-based test (pBT) score of 500 (essay 4 TWE) OR an overall TOEFL Internet-based test (iBT) Score of 35 (writing 20)
4. First Certificate in English (FCE) with a score of 50 OR Certificate in Advanced English (CAE) with a score of 41 or higher under the Cambridge International standard tests of English as a foreign language
5. Pearson Test of English PToE (Academic) with a score of 36
6. City & Guilds Internal English for Speakers of Other Languages (IESOL) B1 Achiever with a score of 43

For Level 4 Certificate programmes

1. NZ Certificate in English Language (NZCEL) (General / Workplace / Academic) (Level 3)
2. An overall IELTS band score (Academic Format) of 5.5 with no band score lower than 5. The IELTS scores used must be taken from a single IELTS Test Report Form.
3. An overall TOEFL Paper-based test (pBT) score of 530 (essay 4.5 TWE) OR an overall TOEFL Internet-based test (iBT) Score of 46 (writing 20)
4. First Certificate in English (FCE) with a pass at Grade C OR Certificate in Advanced English (CAE) with a score of 47 or higher under the Cambridge International standard tests of English as a foreign language
5. Pearson Test of English PToE (Academic) with a score of 42
6. City & Guilds Internal English for Speakers of Other Languages (IESOL) B2 Communicator with a score of 42

For Level 5 Certificate programmes

1. NZ Certificate in English Language (NZCEL) (Academic) (Level 4)

2. An overall IELTS band score (Academic Format) of 5.5 with no band score lower than 5. The IELTS scores used must be taken from a single IELTS Test Report Form.
3. An overall TOEFL Paper-based test (pBT) score of 550 (essay 5 TWE) OR an overall TOEFL Internet-based test (iBT) Score of 46 (writing 20)
4. First Certificate in English (FCE) with a pass at Grade C OR Certificate in Advanced English (CAE) with a score of 47 or higher under the Cambridge International standard tests of English as a foreign language
5. Pearson Test of English PToE (Academic) with a score of 42
6. City & Guilds Internal English for Speakers of Other Languages (IESOL) B2 Communicator with a score of 42

For Level 6 Certificate programmes

1. NZ Certificate in English Language (NZCEL) (Academic) (Level 4)
2. An overall IELTS band score (Academic Format) of 6 with no band score lower than 5.5. The IELTS scores used must be taken from a single IELTS Test Report Form.
3. An overall TOEFL Paper-based test (pBT) score of 550 (essay 5 TWE) OR an overall TOEFL Internet-based test (iBT) Score of 60 (writing 20)
4. First Certificate in English (FCE) with a pass at Grade B OR Certificate in Advanced English (CAE) with a score of 52 or higher under the Cambridge International standard tests of English as a foreign language
5. Pearson Test of English PToE (Academic) with a score of 50
6. City & Guilds Internal English for Speakers of Other Languages (IESOL) B2 Communicator with a score of 66

3. Selection Criteria and Process

Any selection criteria will be specified in the programme schedule.

4. Requirements for the Award of the Qualification

4.1 Credits and courses

- a. To be awarded a Certificate a student must have successfully completed the required total of credits and courses specified in the programme schedule for the Certificate, including the completion of all compulsory courses and any pre- and co-requisites specified;

- b. Students may be awarded credit through cross credits (as specified in clause 5 below), unless otherwise specified in the programme schedule for the certificate.

4.2 Progress through the Certificate

- 4.2.1 Except in exceptional circumstances, no student may enrol for more than 80 credits in any one semester or more than 36 credits in a summer semester.
- 4.2.2 Except in exceptional circumstances, the maximum time for completion of a Certificate is five years from the date of first enrolment.

5. Credit Recognition

- 5.1 Subject to the provisions of the programme schedule for the qualification, the Programme Committee may award a student cross credits in recognition of successful equivalent study, at the same or a higher level in the context of another programme.
- 5.2 Credit Recognition is achieved by the award of cross credits. Credit recognition may be recognized by the granting of *specified* or *unspecified* credits:
 - a. specified credits, where there is direct equivalence of the learning outcomes of a successfully completed course and a course in the programme;
 - b. unspecified credits, 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. Unspecified credits will be awarded at the discretion of, and at a level decided by, the Programme Committee.

6. Assessment of Prior Learning (APL)

Unless otherwise specified in the Programme Schedule, prior learning can be assessed and recognised for all courses and graduate outcomes.

7. Assessment

7.1 General

- 7.1.1 All assessment is standards based, and may be achievement based or competency based as specified in the programme schedule for the qualification.

7.2 Summative Assessment Work

- 7.2.1 The due dates for all summative assessment work will be notified to students at the commencement of each course. No late work will be accepted for marking unless specified in the programme schedule for the qualification.
- 7.2.2 All student summative assessment work will be graded as specified in the programme schedule for the qualification.
- 7.2.3 No resits or resubmissions of work submitted by a student for summative assessment will be allowed unless otherwise stated in the programme schedule for the qualification.
- 7.2.4 The maximum grade that a student can receive for resits or resubmissions of summative assessment work is the minimum possible passing grade.

7.3 Course grades

- 7.3.1 Course grades are calculated by the mathematical aggregation of weighted summative assessment grades on the basis set out in the programme schedule for the qualification.
- 7.3.2 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.
- 7.3.3 The Programme Committee may award a 'restricted pass' in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance. The conditions which apply to a restricted pass shall be included in the programme schedule for the qualification, and:
 - a. 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;
 - b. the Programme Committee may, at its discretion, prevent a student from using a restricted pass to meet the prerequisite requirements of another course.

8. Transitional Arrangements/Modified Programmes of Study

Where transitional arrangements or modified programmes of study apply these will be set out in the programme schedule for the qualification.

8.1 Transition arrangements for policy on 15 credit courses

- 8.1.1 From 2008 Unitec courses will progressively convert their credit values to 15 or multiples thereof.

- 8.1.2 Programme schedules will include the transition arrangements specific to the programme.
- 8.1.3 Programme Committees may award unspecified credit to a maximum of 6 credits to students who incur a credit deficit as a result of the policy where such an award would enable them to complete their programme.
- 8.1.4 Programme Committees may authorise personal programmes of study to ensure that students are not disadvantaged by the policy.
- 8.1.5 The transition arrangements will expire five years after the introduction of the credit value change to each programme.
- 8.1.6 Where transitional arrangements do not exist or have expired in the programme specific regulations then the student will be required to complete a modified programme of study as approved by the Programme Committee.

9. Commencement

These regulations came into force Semester 2, 2015.