

## 6. PROGRAMME REGULATIONS



## WAETURE HŌTAKA | PROGRAMME REGULATIONS

### *New Zealand Diploma in Cybersecurity [NZDCS]*

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

Except where noted, Te Kawa Maiooro 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, the programme regulations override the provisions in Te Kawa Maiooro.

These programme regulations apply to New Zealand Diploma in Cybersecurity (Level 6, 120 credits) [Ref: 125615] programme, which leads to the award of New Zealand Diploma in Cybersecurity (Level 6, 120 credits) [Ref: 3837] qualification.

These regulations come into effect from ~~Semester 1, 2020~~ **Semester 2 2023**

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### 1. Ngā Ture Hei Whakaurunga | Admission Requirements

To be eligible for admission to this programme, all applicants must meet three admission requirements:

- Requirements for either general admission, special admission, or discretionary admission
- Any additional Programme specific requirements
- English language requirements

#### Whakaurunga Whānui | General Admission

To be admitted to this programme all applicants must be at least 16 years of age on the date of the programme's commencement for the semester in which they wish to enrol (or provide a completed Early Release Exemption form), and meet the following requirements

Successful completion of 120 credits of a level 5 qualification, which may include one of the below:

- New Zealand Diploma in Information Technology Technical Support (Level 5) [Ref: 2596];
- New Zealand Diploma in Information Systems (Level 5) [Ref: 2597];
- New Zealand Diploma in Web Design and Development (Level 5) [Ref: 2598]; or
- New Zealand Diploma in Software Development (Level 6) [Ref: 2604]; or
- first year of an IT degree; or

equivalent knowledge, skills, and experience.

### **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 Certificate 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.

### **Whakaurunga Kōwhiringa | Discretionary Admission**

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.

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.

### **Whakaurunga Hōtaka Motuhake | Programme Specific Admission**

All applicants to this programme must provide the following:

- Consent to Unitec undertaking a Police clearance check, or a Criminal Record Check, and advise Unitec of any current charges or pending court matters;
- Provide a chronological summary of his or her work history, if any, for the preceding 5 years and the name of any professional organisations and/or licensing authorities and/or registration authorities that the applicant is a member of or been licensed by and that may be relevant to any proposed internship/industry placement;
- Provide the names of 2 referees who may be contacted by Unitec or a proposed internship/industry placement provider;
- Consent to the above information being shared with any proposed internship/industry placement host for the purposes of securing a placement (please refer to Appendix 7).

### **Additional requirements for International applicants**

In addition to clause a) above, International applicants must provide a police clearance certificate for any country that they have resided in for one or more years over the last 10 years. Please note that any documents must be notarised and no more than 12 months old at the time the Programme starts.

If the applicant is unable to obtain a police clearance certificate, they must provide proof of their attempts to obtain a certificate. This must be in the form of a statutory declaration that states

whether they have any overseas criminal convictions or not. The form that the declaration should take is set out in Schedule 1 of New Zealand Legislation's Oaths and Declarations Act.

<http://www.legislation.govt.nz/act/public/1957/0088/latest/whole.html#DLM316165>"

## Whakaurunga Reo Pākehā | English Language Admission Requirements

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).

*For all international students:*

International applicants must also meet the English Language Entry Requirements stated in Unitec's Admission Requirements Procedure.

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## 2. Paearu Kōwhiri Tukanga | Selection Criteria & Process

### Paearu Kōwhiri | Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied:

- a. relevant work experience;
- b. belonging to an under-represented group within the profession;
- c. exceeding the minimum entry requirements; and
- d. commitment to all aspects of the programme.

Applicants who meet the maximum number of listed criteria will be the preferred candidates.

### Tukanga Kōwhiri | Selection Process

Selection will be made by Unitec staff members with the delegated authority to offer places to applicants. These staff members will select students on the basis of written information supplied on the enrolment form. At the discretion of the staff members, an interview (face-to-face or electronic) may be required. A list of delegated staff members will be kept by the Programme Academic Quality Committee responsible for the programme.

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## 3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Qualification

### Whakaemi Tūtukitanga | Credit Accumulation

#### 3.1.1 New Zealand Diploma in Cybersecurity

To be awarded the *New Zealand Diploma in Cybersecurity*, ākonga must successfully complete a minimum of 120 credits in the pattern set out in Table 1 from the courses set out in Table 2.

**Table 1: Credit Requirements for New Zealand Diploma in Cybersecurity**

Level	Compulsory Credits	Elective Credits	Total Credits
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6	120	0	120
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**Table 2: Course Details – New Zealand Diploma in Cybersecurity**

Note: all courses are compulsory.

Course No	Course Name	Credits	Pre- requisites	Co-requisites
HTCS6701	Information System Security	15		
HTCS6702	Cryptography	15		
HTCS6703	Network Security	15		
HTCS6704	Cybersecurity Management	15		
HTCS6705	Ethical Hacking and Testing	15		
HTCS6706	Cybersecurity Data Analysis	15		
HTCS6707	Cybersecurity Project*	30		45 credits of level 6 NZDCS courses

\* Under special circumstances, the appropriate academic authority may allow ākonga to complete the 30 credit HTCS6707 in a single semester.

### **Mahi Waehanga Pāhekoheko | Integrated and Work-integrated components**

Practical experience is essential, and it is recommended that the programme include learners completing at least half of the study in real or realistic practical settings. Those settings may include workplaces, labs or other simulated environments, or table-top walk through exercises. Therefore, all ākonga will engage in either work-integrated learning or simulations.

### **Mahi Akoranga I A Wāhanga | Course Load per Semester**

The normal full-time course load is 60 credits per semester.

### **Whakaurunga Takiwā | Enrolment periods**

- The normal enrolment period is two semesters (full-time study) or four semesters (part-time study).
- 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 two years.
- The maximum period to complete this qualification, with the approval of the relevant academic authority is four years.

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

There are no modified programmes of study in this programme.

## **Whakawhiwhinga Puta | Exit or Milestone Awards**

There are no exit or milestone awards available in this Programme

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## **4. Tūtukitanga Whakamihi | Credit Recognition**

Read in conjunction with Te Kawa Maiooro | Te Pūkenga Educational Regulatory Framework

### **Whakawhiti Tūtukitanga | Cross Credit**

- a. 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.
- b. An 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.
- c. 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.

## **Aromatawai Tōmua | Assessment of Prior Learning (APL)**

Assessment of Prior Learning is available for all courses in this programme. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Procedure.

## **Ngā whakawhitinga | Credit Transfer Arrangements**

Read in conjunction with Te Kawa Maiooro | Te Pūkenga Educational Regulatory Framework

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## **5. Waeture Aromatawai | Assessment Regulations**

Assessment regulations comply with Unitec's Assessment and Grading Procedures and Te Kawa Maiooro | Te Pūkenga Educational Regulatory Framework.

### **Paparahi Aromatawai | Assessment basis**

Assessment in this programme is achievement based using an 11 point. Ākonga must obtain at least 50% overall score in any achievement-based course in order to pass that course. Assessment elements in each course are generally compulsory unless noted otherwise.

## Ākoranga Taumata | Course grades

Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales. Students must obtain at least 50% overall score in order to pass achievement-based assessment.

**Table 3a: Achievement based (11-point) assessment system**

Grade	Meaning	Result	Percentage
A+	Distinction	Credits Earned	90 – 100
A	Distinction	Credits Earned	85 – 89
A-	Distinction	Credits Earned	80 – 84
B+	Merit	Credits Earned	75 – 79
B	Merit	Credits Earned	70 – 74
B-	Merit	Credits Earned	65 – 69
C+	Pass	Credits Earned	60 – 64
C	Pass	Credits Earned	55 – 59
C-	Pass	Credits Earned	50 – 54
D	Fail	No Credits Earned	40 – 49
E	Fail	No Credits Earned	0 – 39

## Paearu Taumata | Grade criteria

Ākonga may be awarded one of the following grades for a course as per the criteria described in Table 4:

**Table 4: Grade Criteria**

Grade	Meaning	Criteria
CR	Credit Recognition	Read in conjunction with Te Kawa Maiooro
CTG	Continuing	The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No Credits earned
DEF	Deferred	The ākonga has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, any Deferred Grade remaining on an ākonga's record beyond a duration equal to that of the original course will be changed to the grade to which the ākonga would otherwise be entitled. No Credits earned.
DNC	Did not Complete	The grade DNC (Did Not Complete) is recorded if an ākonga has either withdrawn after 80% of the scheduled Course duration; or not attempted a compulsory item of Assessment within a Course. No Credits earned.
ES	Student Exchange	The ākonga has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No Credits earned.

NGA	No Grade Associated	Course Assessment and reporting of results is carried out by an external agency. No Credits earned
R	Restricted Pass	The ākonga has been awarded a restricted pass subject to Relevant clause in this schedule. Credits earned.
W	Withdrawn	The ākonga withdraws from a Course after 10% of the scheduled Course duration and up to, or at, the date at which 80% of the scheduled Course has passed. No credits earned.
#	Estimated Grade	If any portion of Summative Assessment has been estimated, the final grade will be an estimated grade, and annotated “#” on the ākonga’s Academic Record.

## 6. Aromatawai Mahinga | Assessment Procedures

### 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 detailed on Programme Moodle pages and another course material.

Assessment in Te Reo Māori is governed by the Unitec Assessment in Te Reo Māori procedure.

### Submission and late submission of work

- The due dates for all summative assessment work will be notified at the commencement of each course.
- 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 ākonga’s assignment mark, up to five (5) days, inclusive of weekends.
- Applications for extensions must be made in accordance with standard practices of the School of Computing and Information Technology or under the Assessment Concessions Policy.
- 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.
- No assignments will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the ākonga will receive a ‘zero’ grade for that assignment. If the assignment is compulsory, then the ākonga will receive a DNC grade for the entire course.

### Whakamātautau Anō | Resubmission or Resit

An ākonga may apply to undertake a resubmission/resit for a failed assessment within 5 days of receiving their marked assessment.

- Ākonga are entitled to:
- only one resit or resubmission per course.
- All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.
- In all cases for resubmission, the original marked assignment will accompany resubmitted assignments. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked, and the original grade will stand.

- The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.
- Assignments that are handed in late are not eligible for resubmission or resits.

### Āhuatanga Aromatawai Motuhake | Assessment Concession

Any ākonga whose performance in a summative assessment is affected by factors beyond their control may apply for Assessment Concessions under the following conditions:

- The ākonga was unable to complete the summative assessment item; *or*
- The ākonga's ability to complete the summative assessment (preparation/performance) was impaired; *or*
- The ākonga needs to request extra time to complete the summative assessment (see 5.4.3 above).

### Pāhi Rāhui | Restricted passes

There are no restricted passes in this programme.

### Akoranga Tuaruatanga | Repeating Courses

Ākonga may enrol and repeat courses that they have failed, up to 2 times.

Ākonga who are repeating a course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant academic authority, ākonga may not be required to repeat an equivalent assessment item that they had previously passed. This should be negotiated within the first two weeks of the commencement of the course.

### Whakakorenga | Exclusions

No ākonga will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant academic authority.

- Any ākonga who 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, may be excluded by the relevant Academic Authority from enrolment in assessed Courses in any Programme, and may not be permitted to re-enrol in any Programme without the prior written permission of the relevant Academic Authority.
- An ākonga who has not achieved a Pass Grade in the same Course shall not be enrolled again for that Course except with the permission of the relevant Academic Authority.
- The relevant Academic Authority will advise the ākonga in writing of their decision, and the reasons for such decision, and any orders made.

### Examination Regulations

There are no formal examinations in this programme.

### Tono Pira | Appeals



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

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## **7. Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements**

### **Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements**

There are no transitional arrangements

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

There are no modified programmes of study in this programme.

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## **8. Whakaritenga Whānui | General Provisions**

### **Whakamāramatanga ā-kaupapa | Definition of Terms**

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

- '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.
- 'Factors beyond the control of the Ākonga' means any circumstance or situation, which the ākonga could not have reasonably prevented, including, but not limited to, sickness or injury to the ākonga, or bereavement.
- 'Relevant academic authority' refers to an individual or role holder, or in some cases a committee, who have been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant academic authority delegations is maintained by the Programme Academic Quality Committee responsible for the Programme.

### **Ētahi Atu Whakaritenga | Other provisions not covered elsewhere**

Not applicable