



**New Zealand Certificate in Study and Career Preparation
Level 4
60 credits**

**GENERAL PROGRAMME REGULATIONS
2021**

Approved by NZQA August 9, 2021

**These Regulations should be read in conjunction with the
SPCNM Policies and Procedures**

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New Zealand Certificate in Study and Career Preparation Regulations

1.0 Graduate Profile Outcomes

1.1 Discipline specific attributes

- Locate, select and analyse relevant information from a variety of sources and apply context-relevant tasks and problems.
- Work independently and collaboratively on content- relevant academic tasks and problems.
- Construct a reasoned and researched argument, communicated using a range of appropriate media.
- Develop and critique a study and career plan that identifies specific long-term career goals.

1.2 Generic / Transferable attributes

In addition to the above-mentioned discipline-specific skills, graduates will also have the following generic / transferable attributes

- Communication demonstrates effective aural, written and oral communication as well as the ability to perceive and exhibit appropriate non-verbal communication
- Cultural competence demonstrates understanding of the relevance of the Treaty of Waitangi/te Tiriti o Waitangi to healthcare in Aotearoa New Zealand and applies these principles to their practice.
- Problem solving demonstrates the ability to analyse information and arrive at an appropriate solution
- Critical thinking demonstrates the ability to compare and contrast information and make appropriate deductions
- Independent learning demonstrates the ability to self-motivate in knowledge acquisition
- Teamwork demonstrates the ability to work as an effective member of a team
- Ethical practice demonstrates the ability to act professionally with cultural competence and sensitivity
- Information literacy demonstrates the ability to access information and to process it critically
- Information and Communication Technology demonstrates the ability to use information technology with confidence

1.3 Awarding the Qualification

A New Zealand Certificate in Study and Career Preparation Level 4 shall be awarded to students who achieve a minimum of 60 credits in the study of Natural Medicine in a minimum of 6 months and a maximum of 24 months.

1.4 Course Delivery

Courses may be taught on-campus (face-to-face), on-line (distance) or via blended delivery.

2.0 Application and Admission

2.1 The Application process

The application process will comprise the following steps:

- 2.1.1 On-line application forms are received and considered by the admissions sub-committee
- 2.1.2 Selection interview. Applicants from outside the Greater Auckland area may be interviewed by telephone or by VOIP (eg Zoom);

2.2 Admission

- 2.2.1 Admission to the programme shall be subject to the approval of the Academic Board of the South Pacific College of Natural Medicine.
- 2.2.2 Applicants must be at least 18 years old at the commencement of the programme.
- 2.2.3 Entry requirements
 - Applicants under the age of 20 must have minimum of NCEA level 2 (or equivalent) including English or a Level 4 industry-specific qualification;
 - Applicants over the age of 20, who do not have documented achievement in English Communication, will be required to undertake a basic English communication task;
 - Where English is a second language, applicants must meet the Academic IELTS, overall band of 5.5 (or equivalent), with no band score under 5.0, before enrolment.
- 2.2.4 Selection criteria
 - Preference will be given to applicants who
 - Demonstrate previous engagement with natural health;
 - Interact in a professional and respectful manner;
 - Are not in full-time employment;
 - Are able to engage on-campus classes or scheduled Zoom sessions.
- 2.2.7 Students are expected to have a level of basic competency in computing skills and to have access to a reliable computer with video/audio capacity and stable internet connection.
- 2.2.8 Where a student has indicated a medical issue, a medical certificate may be requested as proof of the students' capacity for tertiary study.

3.0 Enrolment

- 3.1 Enrolment in a programme of study must be approved by the Academic Board;
- 3.2 The Academic Board may, in exceptional circumstances, approve a programme of study which does not, in every particular, satisfy these regulations for the programme of study;
- 3.3 Fulltime enrolment in this programme is recommended.

- 3.4 Application for part-time study may be allowed under discretion of the Admissions Committee.
- 3.5 Part-time enrolment comprises:
- Semester 1:
 - Introduction to Natural Medicine
 - Computing and Digital Skills
 - Semester 2:
 - Introduction to Biological Sciences
 - Academic Learning Skills
- 3.6 No student will be eligible to enrol more than twice in any one course without the express approval of Academic Board;
- 3.7 No enrolments will be accepted after one week from the commencement of classes;
- 3.8 An orientation course is offered to all new students to acquaint them with College expectations and procedures.

4.0 Recognition of Prior Learning/ Credit Recognition Transfer

Recognition of Prior Learning/Credit Recognition Transfer (RPL/CRT) will not be considered for courses taught in the NZ Certificate in Study & Career Preparation L4 programme.

5.0 Fees

5.1 Course Fees

- 5.1.1 Course fees are set annually by the Board of Directors in accordance with TEC regulations.
- 5.1.2 A student services fee may be charged in accordance with NZQA and TEC regulations.
- 5.1.3 All fees must be paid in full by the notified date unless other arrangements have been made with the College.
- 5.1.4 Students will be excluded from courses if fees are not paid, or if evidence of their Studylink or Fees Free application has not been submitted, within 2 weeks of the due date.
- 5.1.5 Students who are being sponsored, or who are on a scholarship or benefit may request an extension of the due date of payment from the *Financial Controller*.
- 5.1.6 Unless stated otherwise, programme and/or course fees do not include additional costs such as textbooks, travel, special clothing, equipment and photocopying.
- 5.1.7 No student shall graduate unless all course fees and any outstanding invoices have been paid in full.
- 5.1.8 If a student is excluded from or has abandoned a course or the programme outside of the early withdrawal period, then no refund of course fees will be given.

5.2 Fees Protection Procedures

- 5.2.1 Student fees will be deposited into a *Static Trust Account* administered by an approved professional as per the NZQA Fee Protection Policy 2004. The amount held in the *Static Trust Account* will be at least equal to the sum of all the fees paid by each individual student, less the portion related to study already undertaken against that fee, should a refund be required.
- 5.2.2 If the College voluntarily withdraws, or ceases to offer its programmes, all efforts would be made to protect student interests. Students will be given a choice of receiving a pro-rata refund or assistance to enrol in a similar programme with a transfer of fees.
- 5.2.3 All students will sign the Student Acknowledgement form – Student Fee Protection Static Trust Form. These will be lodged in the student’s file.

5.3 Refunds: Withdrawal from courses or the programme

- 5.3.1 If a student withdraws before the academic programme commences then they will receive a refund of all course fees paid. The administration fee is not refundable.
- 5.3.2 A student who formally withdraws within two weeks (14 calendar days) of the commencement of a semester will receive a refund of all payments made less costs, which will not exceed 10% of the total fees paid.
- 5.3.3 No refunds will normally be made after two weeks (14 calendar days) from the commencement of the semester.
- 5.3.4 If a student is excluded, then no refund of course fees will be given.

5.4 International students

- 5.4.1 The tuition costs for international students are higher than for New Zealand students as Government financial assistance is not available to the College for international students.
- 5.4.2 If an on-campus International Student withdraws from a course/programme before the expiry date of their visa the College will notify the New Zealand Immigration Service.
- 5.4.3 If an International Student is granted permanent residency within 20 days of the commencement of an academic year, then the student will receive a refund of the international fees and will be charged the domestic course fees.
- 5.4.4 If an International Student is granted permanent residency after more than 20 days of the commencement of the academic year, then they will receive no refund of their course fees. The following year they will be charged as a domestic student.

6.0 Progression through the programme

6.1 Normal progression

- 6.1.1 Students normally study the four courses comprising the NZ Certificate full-time.

- 6.1.2 If permitted to study part-time, students will normally commence in Semester One and must complete all four courses in two consecutive semesters.

6.2 Barriers to progression

- 6.2.1 Failure to uphold the accepted standards of professional and ethical behaviour will result in the student being denied the opportunity to progress in the programme.
- 6.2.2 Enrolment in the programme will be reviewed by Academic Board if a student fails to pass at least 50 percent of the courses in which they are enrolled.
- 6.2.3 All course work and practical work, must be successfully completed, and all fees and costs paid by the end of the academic year before a student can be awarded the qualification.
- 6.2.4 The College will take reasonable action to provide pastoral support in the event of unforeseen personal circumstances impacting on a student's ability to study, in accordance with the current NZQA Codes of Practice.

6.3 Repeating a course

- 6.3.1 No more than one enrolment and one re-enrolment are allowed in any one course.
- 6.3.2 Any student who has failed and re-enrolled in a course will be placed on *Academic Performance Review* (Regulation 10.3).

7.0 Attendance

- 7.1 Attendance at every class and active engagement is expected of on-campus students. On-line students are expected to access and demonstrate active engagement (completion of 100% of compulsory weekly course material in line with requirements). All students are expected to be actively involved in discussion, either in class or on Moodle, and in practical work. They will also be expected to prepare for classes by completing required prior reading or activities.
- 7.2 If for any reason a student is unable to attend classes or access courses at the recommended rate (given the number of courses that the student is enrolled in), the College must be notified prior to the scheduled classes or the upcoming on-line topic. It is the individual student's responsibility to follow up on any learning the student has missed in their absence. The College will follow up on unnotified absences.
- 7.3 Poor attendance
The College will contact the student
- If an on-campus student is absent from two successive classes, without providing a valid absence notification,
 - If an on-line student fails to access their Moodle courses weekly, without providing a valid absence notification
- 7.4 Academic and pastoral care will be provided to support student progress for the course/s as required.

7.5 The College will notify Studylink within 10 working days if a student is absent or has not accessed Moodle for more than one week without providing a valid absence notification.

7.6 International students: Attendance

It is expected that international students will attend 100% percent of all scheduled classes.

7.7 The following extenuating circumstances are considered special circumstances:

- Serious Personal or Emotional Trauma
- Illness, with a certificate from a registered health practitioner
- Events reported as out of a student's control
- State of emergency

The following reasons are not considered valid as special circumstances:

- Work commitments
- Holiday arrangements (including overseas travel and school holidays)
- Social and leisure events or personal commitments
- Transportation problems

8.0 Assessment

8.1 Standards-based assessment

8.1.1 SPCNM adopts the *Standards-based Model* for assessment. The standards required for the levels of performance in a course (and the basis on which academic credits will be granted) shall be determined by academic staff and approved by the *Programme Sub-Committee*, or its nominees, and Academic Board and shall be made known to all students via *Course Guidelines*, *Student Handbook* and Moodle.

8.1.2 Students are assessed against the Learning Outcomes for each course. All the learning outcomes in each course must be achieved to pass the course. A range of types of assessment will be offered throughout the programme to allow students to demonstrate the required generic skills and attributes.

8.1.3 Tests are a reflection of the Learning Outcomes in each course and are designed to assess students' application of knowledge, understanding and ability. Tests may be on-campus, off-site or on-line and may be open-book or closed-book. Summative tests require invigilation; Normally there is an exception for open-book tests. Invigilation may be carried out remotely by SPCNM staff or pre-arranged invigilator via VOIP (eg Zoom).

8.2 Academic Integrity during assessment

8.2.1 Students are required to undertake all academic pursuits with honesty and responsibility, and to use information in a legal and ethical manner. The core values at the heart of academic integrity are: honesty, trust, fairness, respect and responsibility.

8.2.2 Students must demonstrate honesty in presenting their work and show respect by acknowledging all sources of information. Any work presented by a student for assessment must be the original work of the student and

must not be/have been submitted elsewhere in any other course or programme. Dishonesty in tests and plagiarism, whether intentional or unintentional is considered a serious offence.

8.2.3 Plagiarism

Plagiarism is defined as taking the ideas or words of another and passing them off as your own without proper acknowledgement. Plagiarism and dishonesty may occur during tests or during assessments

Types of plagiarism may include

- Copying words and sentences without acknowledging the source.
- Copying images without acknowledging the source.
- Paraphrasing without acknowledging someone else's ideas, concepts, evidence, results, or conclusions.
- Copying ideas and substituting some words with synonyms.
- Presenting someone else's work as your own.
- Using an online paraphrasing website.

8.2.4 Tests

During tests dishonesty may include

- Copying from or inappropriately communicating with another person.
- Being in possession of unauthorised books or any printed or written paper or accessing electronic material or any other unauthorised material.
- Using other unfair means.

8.2.5 Breaches and appeals

- Any breach of this regulation shall be referred to the Academic Director and for consideration in accordance with the Disciplinary policies and procedures. *Refer to Section 15.0 of these Regulations.*
- Students may lodge an appeal they feel they have been treated unjustly. *Refer to Section 15.0 of these Regulations.*

8.3 Extensions

8.3.1 A student may be granted only one extension per course (over all courses), unless due to extenuating circumstances such as serious personal or emotional trauma, illness, events reported as out of a student's control or state of emergency.

8.3.2 Extensions must be applied for in writing, on the *Assignment Extension Application Form*, and emailed, together with evidence of work completed to date, to the course lecturer and accepted by the lecturer at least two working days before the due date as outlined in the *Student Handbook* and the *Course Guidelines*.

8.4 Late Assessments

Assessments that are submitted late with no extension will be graded with penalties as follows:

- Late but received on the due date – maximum grade of B+
- 1 - 3 days late – maximum grade of C+
- Over 4 days late – AAO required

8.5 Additional Assessment Opportunities (AAO)

- 8.5.1 A student may be granted an AAO when they have failed to meet the learning outcome/s for the assessment. The student can only be awarded a maximum of a C- grade for each re-submitted LO.
- 8.5.2 Normally only one AAO per course will be allowed, at the discretion of the course lecturer and the *Academic Director*.
- 8.5.3 In the event of impaired performance, an AAO will only be granted if a pass grade is not achieved.
- 8.5.4 Students repeating a course will not be granted AAOs.

8.6 Deferred Assessment (DA)

- 8.6.1 A Deferred Assessment is an alternative assessment opportunity, usually for a test, that is provided when the student is unable to take the assessment with their cohort. Due to the timing difference students will be provided with a different version of the test to maintain academic integrity.
- 8.6.2 A DA may be necessary when the student resides in a different time zone.
- 8.6.3 A DA may be granted on medical grounds where the student is ill on the day of the assessment or immediately prior to or during the assessment. In this case the application must be accompanied by a satisfactory formal document from an appropriately qualified health practitioner, with a declaration that for health reasons it was impossible or undesirable for the student to complete the assessment on the day(s) concerned.
- 8.6.4 A DA may be granted where exceptional unforeseen circumstances such as serious illness, death of a relative, events reported as out of a student's control or state of emergency during the assessment period has made it impossible for the student to complete the assessment. When appropriate the application should be accompanied by written evidence of the event that prevented the student from completing the assessment.

8.7 Alternative assessments – AAO and DA

- 8.7.1 The parameters for undertaking an AAO or DA will be outlined in the *Student Handbook/Course Guidelines*.
- 8.7.2 Students who fail or are absent (for whatever reason) from the AAO will not normally be granted a further opportunity except at the discretion of the *Academic Director*.
- 8.7.3 A student who fails to meet the Learning Outcomes in an AAO and therefore fails the course, may continue to access course materials.

8.8 Reconsideration of a particular item of assessment

- 8.8.1 If a student disagrees with the grading of a particular item of their work, a test or an assessment, their first course of action is to discuss with their course lecturer. If dissatisfied with the response then they may ask for that assessment to be reconsidered.
- 8.8.2 A request for reconsideration of the grade awarded for an assignment or test must:
- be made in writing to the *Academic Director* within two weeks of the result being notified.
 - identify the parts of the assessment that are to be reconsidered with reference to the Learning Outcomes, grading rubric or grade descriptors
 - include a specific, detailed explanation of how the answer has fulfilled the Learning Outcomes or grading criteria and aspects the student identifies as needing correction
- 8.8.3 A result may be unchanged, raised or lowered following reconsideration.

8.9 Final grade

The final grade for each course is calculated by taking the highest grade achieved for each Learning Outcome, which is converted to a numerical value and totalled. The equivalent grade is communicated to the student as below:

Pass: A - may be awarded with a plus or minus
 B - may be awarded with a plus or minus
 C - may be awarded with a plus or minus

Fail: D

8.9.1 Confirmation of Final grades

The student's final grade for each course is confirmed by the *Academic Director* and the *Ratification sub-committee*. Results are then released to the students and the final grades and resulting credits are entered in the Student Management System. Results are later reported to the *Academic Board*.

8.9.2 Completion of the New Zealand Certificate in Study and Career Preparation:

Responsibility for determining whether or not a student has accumulated the required number and level of credits for an award, and whether or not other programme requirements have been fulfilled, lies with the *Academic Director*. This is subsequently ratified by the *Academic Board* which recommends to the *Board of Directors* of SPCNM that the New Zealand Certificate in Study and Career Preparation may be awarded.

8.10 Retention of Students' Assessments

In accordance with NZQA Rules, the College retains all student assessments for one year after the student has left the College.

9.0 Moderation

Student assessment shall be moderated internally and externally.

9.1 Internal Moderation: Pre-assessment moderation

Prior to each course being taught the course lecturer will prepare a detailed description of the assessment tasks with the grading rubric in line with the Learning Outcomes, for discussion, at pre-assessments meetings.

9.2 Internal Moderation: Post-assessment moderation

9.2.1 Upon completion of the grading of an assessment, course lecturers will present the students' work to a pre-assigned internal moderator for comment.

9.2.2 Internal moderation reports will be noted at Academic Board meetings.

9.2.3 Courses will be moderated at the end of each semester at post-assessment moderation meetings.

9.3 External moderation

9.3.1 NZ Certificate courses will undergo external moderation at least once every three years, by external moderators appointed by the *Academic Director* and approved by the *Academic Board*.

9.3.2 External moderation reports should focus upon:

- The quality of the assessment tasks;
- The quality of student performance in terms of knowledge and skills;
- The extent to which adequate standards are being maintained.

9.3.3 External reports are presented to the Academic Board.

9.4 Consistency Review

The NZ Certificate is subject to regular consistency reviews through NZQA

10.0 Academic Performance Review

10.1 Recommendations for *Academic Performance Review* are normally made by the *Ratification Sub-Committee* or individual course lecturers.

10.2 A student who has failed a course in a preceding semester or shows unsatisfactory progress may be offered/required to participate in *Academic Performance Review*.

10.2.1 Unsatisfactory progress, indicating a student of concern, is defined as poor attendance (less than 85%), AAOs (two or more per semester), poor academic performance (final grade of C-) and a lack of student engagement (as determined by the academic management)

10.3 Any student who has failed and re-enrolled in a course will be placed on *Academic Performance Review*.

10.4 The length of time required for the student to remain on *Academic Performance Review* will be determined on an individual basis. Criteria for students concluding *Academic Performance Review* may include receiving academic counselling, 100% attendance in class, active participation in class and on Moodle, and a pass in all course work.

10.5 The following levels of support are offered:

- Monitoring – students' Moodle access (for on-line students) or attendance (for on-campus students), and adherence to due dates are monitored, and unsatisfactory progress is referred to the *Academic Director*

- Writing support – students will be notified in writing at the start of the semester of a writing mentor to support them in their preparation of written work.
- Organisational support – students will be notified in writing at the start of the semester of a course lecturer who will act as mentor and will initiate contact one month prior to the due date of assignments to support them in their time management.
- Full Academic Review – students will be notified in writing at the start of the semester that they are on full academic review. They will be allocated a mentor with whom they will have fortnightly meetings to discuss their progress. For on-line students, the meeting will be via phone or video.

11.0 Withdrawal from a course

- 11.1 A student may withdraw from a course/s by completing the *Change to Enrolment* form and submitting it to the *Student Administration Manager*
- 11.2 Early withdrawal from a course within two weeks (14 calendar days) of the commencement of a semester shall be without prejudice to the student's right to apply for re-enrolment in the future.
- 11.3 Should a student withdraw from a course after an unsuccessful or incomplete assessment, it will be recorded on the academic transcript as a D grade (Fail).

12.0 Leave of Absence

- 12.1 Students in the NZ Certificate in Study and Career Preparation are not eligible for leave of absence.

13.0 Withdrawal from the programme

- 13.1 A student may withdraw from the programme by completing the *Withdrawal from Programme* form and submitting it to the *Student Administration Manager*.
- 13.2 Students wishing to later re-apply for the programme will be required to meet admission and selection criteria.
- 13.3 *Refer to 11.2 and 11.3* which may apply to withdrawal from the programme.
- 13.4 The College will notify *NZ Immigration Service* if an international student withdraws from their programme before the expiry date on their visa.
- 13.5 All students shall surrender their student ID card upon withdrawal from the programme.

14.0 Complaints

- 14.1 A student may complain if they feel they have been treated unjustly: Complaints may be of an academic or non-academic nature.
- 14.2 Complaints should be made within 10 working days of the incident.
- 14.3 Academic complaints should be made in writing to the *Academic Director*. Refer to 8.8 for complaints regarding assessment
- 14.4 Non-academic complaints
Problems should be resolved between the parties wherever possible.

If the complaint is not resolved, submit a complaint form to the *Chief Executive* and the student will be contacted and informed of the appropriate procedure

15.0 Discipline

- 15.1 Any complaint by a student in respect of a breach of these *Programme Regulations*, of the *College Rules* or the laws of the land shall be made to the *Academic Board*. A *Disciplinary Sub-Committee* will be formed in response to a breach of discipline in relation to
- Non-academic matters, e.g. misconduct, bringing the College into disrepute, threatening others in College community, damage to the College's property
 - Academic matters, e.g. dishonesty, plagiarism. *Refer to Section 8.2.*
- 15.2 Procedures
- The student shall be informed of the procedures that will be followed, and of a meeting date;
 - The student shall be invited to submit a statement about the incident and/or to appear before the *Disciplinary Sub-Committee*;
 - The student may be accompanied to any meeting by a Student Representative and/or up to two support persons of their choice;
 - The *Disciplinary Sub-Committee* may hear any evidence it considers relevant;
 - The decision of the *Disciplinary Sub-Committee* shall be ratified by the *Academic Board* who will then notify the student.
- 15.3 The *Disciplinary Sub-Committee* may impose one or more of the following penalties, as relevant to the breach:
- A reprimand
 - A written reprimand to be kept on the student's file for a period of time specified by the sub-committee
 - Require the student to complete an alternative assessment;
 - Reduce the grade awarded for assessed course work or project;
 - Recommend to the *Academic Board* suspension from attendance at SPCNM for a stipulated period;
 - Recommend to the *Academic Board* exclusion from SPCNM;
 - Reporting the offence to the police.
- 15.4 A student may appeal a decision of the *Disciplinary Sub-Committee* on the following grounds:
- There has been an error of procedures; or
 - The penalty is too severe given the nature of the complaint.
- 15.5 Any appeals against the decision of the *Disciplinary Sub-Committee* shall be submitted in writing to the *Academic Board* within one week of the communication to the student of the decision.
- 15.6 In respect of any such appeal the following procedures shall operate:
- The *Academic Board* shall appoint an *Appeals Committee* (minimum three, maximum five including two persons independent of the student's course) to consider the appeal;

- The student shall be informed of the procedures that will be followed, including a meeting date;
- The student shall be invited to submit a detailed statement outlining why the appeal should be upheld;
- The student may be accompanied to any meeting by a Student Representative and/or up to two support persons of their choice;
- The *Appeals Committee* may hear any evidence it sees fit;
- The recommendations of the *Appeals Committee* shall be notified to the student, and *Disciplinary Sub-Committee*.

15.7 The decision of the *Appeals Committee* shall be final.

15.8 Students also have the right to appeal to NZQA if they are not satisfied with the outcome. <https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/>

16.0 Exclusion or Termination from the programme or a course

16.1 If a student does not comply with these Regulations regarding assessment, attendance, and standards of behaviour, or with the Rules they may be excluded from a course and/or the programme by the *Chief Executive* upon recommendation from the Academic Board.

16.2 A student who has been excluded from progression in the *NZ Certificate*, will only be considered for enrolment after a period of five years has elapsed