Programme Regulations

Bachelor of Information Technology

Qualifications:

- **Bachelor of Information Technology with majors in Information Systems, Systems Development and ICT Infrastructure**
- **Graduate Diploma in Information Technology**
- **Diploma in Information Technology**

nmit
Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

Academic Board Approved 8 October 2008
Amendment 08221 Effective From 22 February 2021

VERSION CONTROL

Version	Date approved	Approved by	Effective from	Brief Description
08/2/1	30 Nov 2010		1 Jan 2011	
08/2/2	22 Oct 2010		July 2011	
08/2/3	3 Oct 2012		1 Jan 2012	
08/2/4	3 Oct 2012		16 July 2012	
08/2/5	3 Oct 2012		16 July 2012	
08/2/6	10 Jan 2013		Jan 2013	
08/2/7	10 Feb 2013		Feb 2013	
08/2/8	15 Nov 2013		1 Feb 2014	
08/2/9	14 Mar 2014		1 Feb 2014	
08/2/10	16 Jul 2014		1 Feb 2015	
08/2/11	26 Jan 2015		1 Feb 2015	
08/2/12	3 Jun 2015		20 July 2015	
08/2/13	31 Mar 2016		1 Jan 2016	
08/2/14	30 Sep 2016		1 Jan 2016	
08/2/15	13 Dec 2016		1 Jan 2017	
08/2/16	16 Jun 2017		22 Feb 2017	
08/2/17	20 Jul 2018		23 July 2018	
08/2/18	12 Mar 2019	EDCEE	1 Jan 2019	**NMIT Class 3; NZQA Type 1** Update Regulations for 2019 delivery, updated assessment information, add indicative content, add RAC info, pre-req change for PRJ702, update INF755
08/2/19	2 Dec 2019	EDCEE	24 Feb 2020	Update Regulations for 2020 delivery, pre-req change for SDV602, WEB601, update course grade key Other Results section.
08/2/20 **BIT** 102333-4 **Grad Dip IT** 106817-2	23 Jul 2020 29 Jun 2020	NMIT AB NZQA (C42815)	01 Jul 2020	**NMIT Class 3 NZQA Type 2** Addition of fully online delivery mode for BIT and Grad Dip IT. Including offshore delivery online by distance.
08221 **BIT** 102333-4 NE4507-4 **Grad Dip IT** 106817-2 NE4587-5	27 Jul 2020 20 Aug 2020 BIT GradDipIT	ED CEE NZQA (C44002) (C44003)	22 Feb 2021	**NMIT Class 3, NZQA Type 2 and Type 1** Reword and minor updates to entry requirements to align with new NMIT standardised entry provisions NET603 assessment weightings changed
	2 Mar 2021 22 Mar 2021	ED P&D NZQA (advised)	22 Feb 2021	**NMIT Class 2, 3 NZQA Type 1** Removal of specific assessment details, replaced with Assessment 1, 2, 3 Inclusion of information for online delivery of selected courses DAT701, NET702, PRJ701, RES701, SDV701, SYD701, WEB701, PFW601 INF755 Project Management (BCom 18106) Update of Special Assessment Circumstances – Inclusion of Resubmission for PRJ701 and PRJ702. Extension to include online, included Late Submission Penalty and Compassionate Consideration no mark limit COM502 assessment order changed NET702 assessment to LO mapping updated

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The Programme Regulations describe the formal rules for the completion of the programme and its constituent courses, and is approved by the Academic Committee and made available to students either prior to or within one week of commencement of the programme.

Programme Regulations are the legally binding contractual obligations of staff and enrolled students. They are used by academic staff to guide delivery of the programme and its courses.

These Programme Regulations should be read in conjunction with the following sections of the ***NMIT Academic Statute:***

- ***Section 2 Definitions***
- ***Section 3 Academic Regulations***
- ***Section 4 Awards***
- ***Section 7 Schedule of Course Result Keys***

The NMIT Academic Statute applies to all NMIT programmes, whether delivered at NMIT or in conjunction with another provider or by distance.

The Academic Statute is available from all Curriculum Area Offices, the Library Learning Centre and on the NMIT website.

The website address is www.nmit.ac.nz

All NMIT policies listed in this document are also available on the NMIT website.

DEFINITIONS

The list of academic terminology and the glossary of Māori terms – Kupu - are located in the NMIT Academic Statute Section 2 Definitions.

Refer to *NMIT Academic Statute s.2 Definitions*

SPECIALIST IT DEFINITIONS

Addressing	Any device connected to a computer network must have an identifier such as an IP (Internet Protocol) address allocated to support/enable connectivity. The process of allocating such addresses is referred to as 'addressing'
Cascading style sheets (CSS)	A style sheet language used for describing the look and formatting of a document written in a markup language, most often used to change the style of web pages.
CITRENZ	Computing and Information Technology Research and Education New Zealand (formerly National Advisory Committee on Computing Qualifications – NACCQ)
Command Line Interface (CLI)	A basic computer software interface which enables a user (most often a technician, programmer, or administrator) to enter commands by typing text, rather than via mouse interaction. This is often used to communicate directly with the operating system where operator speed and efficiency is desired, but requires more skill to use than a GUI, as the user needs to understand language commands and syntax.
Content Management System (CMS)	Provides procedures to manage workflow in a collaborative environment; CMS is a computer application that allows publishing, editing, modifying content, organising, deleting and maintenance from a central interface
Cloud services	A cloud service is the general term for the delivery of hosted services provided over the Internet, rather than maintaining infrastructure. Clouds can be classified as public (external to an organisation and accessed over the internet), private (owned by the organisation using the resources, and accessed via an intranet) or hybrid (a mix of public and private). Cloud computing employs remote servers that allow centralized data storage and shared access to computer services or resources to meet needs, without capital expenditure for infrastructures.
Database Management System (DBMS)	A programme (or suite of programmes) that enables users to create, store, modify, access and extract data from a data repository, commonly referred to as a database. The DBMS has many features including multi-user access/updates, control of data redundancy, maintenance of data security and integrity, audit trails, and transaction processing.
Graphical User Interface (GUI)	A computer interface using windows, icons, menus (rather than just text). Functions are activated via mouse movements and clicks, rather than by just typing text in a command line interface (CLI)
Human Computer Interaction (HCI)	Interfaces between people (users) and computers.
Hyper Text Markup Language (HTML)	The standard markup language used to create web pages.
Integrated Development Environment (IDE)	A programming environment that has been packaged as a tool to facilitate application development. It often comprises a syntax-aware text editor, compiler/interpreter, run-time environment, and a debugging tool.

Information Systems (IS)	The discipline which studies or informs the design, development, implementation, operation, and maintenance of information systems. An information system is a complementary collection of hardware and software that people and organisations use to collect, filter, process, create and distribute data, with the aim of supporting operations, management and decision making.
Information Technology (IT)	The common term for the entire spectrum of technologies for information processing and related to computing technology, such as networking, hardware, software, the internet or the people that work these technologies
JavaScript	Dynamic computer programming language, commonly used for the web.
Local area network (LAN)	A computer network that interconnects computers within a limited area such as home, school, or office
NACCQ	National Advisory Committee on Computing Qualifications (see CITRENZ)
Networking	A computer or data network; the study and application of technical knowledge and skill to design, build, support, and manage infrastructure to connect computing devices which enables resource sharing and exchange of data
Plug-in	A software component that adds a specific feature to an existing software application.
Responsive design	An approach to web design aimed at crafting sites to respond to users' behaviour and environment to provide an optimal viewing experience.
Software Development	The process of designing, coding, documenting, testing, debugging, and maintaining software
Tier 1 (IT Support roles)	The initial support level responsible for handling basic customer IT issues and a general understanding or product and services.
Tier 2 (IT Support)	More in-depth technical support, these specialists have more experience and knowledge and can assist Tier 1 with basic technical problems and investigate elevated, more complex, issues.
User Interface (UI)	Everything designed into an information device with which a human may interact.
User experience (Ux)	The overall experience of a person using a particular product, system or service such as a website or computer application, especially in terms of how easy or pleasing it is to use.
Virtualisation	The act of creating a 'simulated' rather than 'real' version of something, such as server, storage device or network resource. For example, a single server may host multiple different operating systems, which appear to users as separate machines (i.e. virtual machines)
Wide area network (WAN)	A computer network that covers a broad area using media such as telephone lines, fibre-optic cable, microwaves, or radio waves, to span large distances such as across a city, or around the world.

1 QUALIFICATIONS TO WHICH THE PROGRAMME LEADS

1.1 QUALIFICATIONS

Qualification Number	Qualification	Level	Credits	Awarding Organisation
NE4507	Bachelor of Information Technology with majors in Information Systems, Systems Development and ICT Infrastructure	7	360	NMIT
NE4587	Graduate Diploma in Information Technology	7	120	NMIT
NE4706	Diploma in Information Technology	6	240	NMIT

1.1.1 BACHELOR OF INFORMATION TECHNOLOGY

The BIT degree is a three-year full-time (or part-time equivalent) qualification awarded at level 7 that provides a solid foundation in both theoretical and practical aspects of computer technology. It is a 360 credit qualification. A minimum of 75 credits must be completed at level 7.

Students will specialise in one of the following majors:

- Information Systems
- Systems Development
- ICT Infrastructure

Students will not be able to graduate with an unendorsed degree.

1.1.2 GRAUDATE DIPLOMA IN INFORMATION TECHNOLOGY

The Graduate Diploma in Information Technology is a qualification awarded at level 7. The programme is equivalent to one year of full time study. It is a 120 credit programme. The Graduate Diploma in Information Technology comprises Level 7 courses of 75 credits and 45 credits at Levels 5 -7 to make up the 120 credits required.

1.1.3 DIPLOMA IN INFORMATION TECHNOLOGY

The Diploma in Information Technology qualification is no longer available. No new enrolments are permitted. Last date for domestic (NZ) enrolment was 31st May 2017, and last date for domestic award of this qualification was 31st May 2019. Last date for offshore enrolment (China Project) was 31st December 2018.

1.2 GRADUATE OUTCOME STATEMENTS

1.2.1 BACHELOR OF INFORMATION TECHNOLOGY

A **Bachelor of Information Technology** degree graduate will have:

- intellectual independence, critical thinking and analytic rigour in relation to the design, development and use of information technology systems
- gained the knowledge and skills required to undertake research using research methods, problem-solving techniques and technologies that are used in the development and deployment of information technology systems
- the skills to be able to acquire, understand and assess information from a range of sources
- acquired the skills and the ability to engage in post-graduate study

In addition, a **Bachelor of Information Technology** degree graduate will be able to:

EITHER

- analyse the information needs of clients, design, and develop appropriate IT solutions using a range of data storage and management technologies
- select, apply and evaluate appropriate project management and systems development life cycle methodologies to the development of complex information systems

(Upon completion of the Information Systems major)

OR

- design, implement and test software systems using appropriate technologies including databases and web based systems
- select, apply and evaluate appropriate systems development methodologies

(Upon completion of the Systems Development major)

OR

- analyse, design and implement an ICT infrastructure using network technologies and appropriate software
- select, apply and evaluate appropriate methods for managing ICT infrastructure to ensure that the ICT requirements of an organisation are met.

(Upon completion of the ICT Infrastructure major)

1.2.2 GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY

A graduate of the Graduate Diploma in Information Technology will have:

- attained in-depth knowledge in an area of information technology in conjunction with knowledge gained from study of a previous degree
- intellectual independence, analytic rigour, and the ability to understand and evaluate new knowledge and ideas
- a systematic and coherent understanding of the principles, methods and technologies relating to a specific aspect of IT systems
- the ability to understand and apply appropriate research methodologies in the field of information technology
- the ability for self-directed study and completion of courses without direct supervision
- skills in analysing, designing, planning and managing a range of IT projects
- a logical and constructive approach to problem solving
- effective communication, collaborative and professional skills required for the development and management of information technology systems

1.2.3 DIPLOMA IN INFORMATION TECHNOLOGY

A Diploma in Information Technology graduate will have:

- decision making skills which have enabled the graduate to complete a course of study taking into account their previous skills and strengths
- knowledge and skills related to the principles, methods and technologies used in the development and deployment of complex computer based systems
- the ability to undertake independent learning without direct supervision
- the skills needed to acquire information from a range of sources
- good oral and written communication skills
- awareness of the continuing need to acquire new knowledge and develop new skills
- the ability to engage in further study within the field of information technology
- the ability to start a career in a range of business environments using IT

1.3 LINKS TO OTHER PROGRAMMES

The following Level 5 BIT courses are shared with the New Zealand Certificate in Information Technology (Level 5), and contribute to the achievement of the graduate outcomes of that qualification.

- COM502 Communication for IT
- CSA502 Computer Systems Architecture
- DES501 Design and Development Concepts
- SDV503 Introduction to Software Development

The following Level 5 BIT courses are shared with the New Zealand Diploma in Information Technology Technical Support (Level 5), and contribute to the achievement of the graduate outcomes of that qualification.

- COM502 Communication for IT
- CSA502 Computer Systems Architecture
- DES501 Design and Development Concepts
- SDV503 Introduction to Software Development
- DAT502 Database Concepts
- NET502 Networking Fundamentals
- OSA501 Operating Systems and Application Software
- TEC501 Technology Support

The following Level 5 BIT courses are shared with the New Zealand Diploma in Web Development and Design (Level 5), and contribute to the achievement of the graduate outcomes of that qualification.

- COM502 Communication for IT
- CSA502 Computer Systems Architecture
- DES501 Design and Development Concepts
- SDV503 Introduction to Software Development
- SDV502 Application Testing
- SYD502 Introduction to Systems Analysis and Design
- WEB503 Internet Design Principles
- WEB502 Framework Customisation

Students who complete any of these Level 5 courses as part of the BIT, and who subsequently wish to have the credit recognized as contributing to completion of one of the Level 5 qualifications listed above, should consult the Programme Coordinator.

Refer to s4.2 Recognition of Academic Credit (RAC)

2 TITLE, AIMS, LEARNING OUTCOMES AND COHERENCE

2.1 FULL PROGRAMME TITLE

Programme of Study No.	Programme of Study Title
102333-4	Bachelor of Information Technology
106817-2	Graduate Diploma in Information Technology
	Diploma in Information Technology (no longer available for enrolment)

2.2 PROGRAMME AIMS – NGĀ WHĀINGA PAETAE

The aim of the NMIT Bachelor of Information Technology programme is to produce graduates with the personal and professional skills necessary to be successful in demanding and evolving business environments, whether locally, nationally or internationally.

The programme provides students with practical and theoretical skills in information technology and related fields. The qualifications associated with this programme will enable graduates to develop professional careers in information technology/information systems.

The objectives of the BIT qualifications are to:

- provide a solid foundation of knowledge and capabilities suitable for a range of careers involving information technology
- develop intellectual, logical and analytical capabilities and powers
- encourage responsible and ethical behaviour in an information technology environment
- encourage learning and the constant updating of knowledge as required professional behaviour in the information technology industries
- promote critical thinking and develop the powers of reasoning, expression, practical application and independent thought in individual graduates and to encourage them to apply these skills in an integrated way throughout their professional career
- evolve dynamically with the introduction of new technology and/or changes in the industry
- offer in-depth study of chosen areas which reflect the diversity of knowledge requirements and career options.

2.3 SCHEDULE OF COURSES

Level 5 courses	Level	EFTS value	Credits	Teaching hours	Workplace learning hours	Learner Managed hours	Total learning hours	Course delivery mode	Co-requisites	Pre-requisites
COM502 Communication for IT	5	0.125	15	75	0	75	150	3	Nil	Nil
CSA502 Computer Systems Architecture	5	0.125	15	75	0	75	150	3	Nil	Nil
DAT502 Database Concepts	5	0.125	15	75	0	75	150	3	Nil	Nil
DES501 Design and Development Concepts	5	0.125	15	75	0	75	150	3	Nil	Nil
NET502 Networking Fundamentals	5	0.125	15	75	0	75	150	3	Nil	Nil
OSA501 Operating Systems and Application Software	5	0.125	15	75	0	75	150	3	Nil	Nil
SDV503 Introduction to Software Development	5	0.125	15	75	0	75	150	3	Nil	Nil
SDV502 Application Testing	5	0.125	15	75	0	75	150	3	Nil	Nil
SYD502 Introduction to Systems Analysis and Design	5	0.125	15	75	0	75	150	3	Nil	Nil
TEC501 Technology Support	5	0.125	15	75	0	75	150	3	Nil	Nil
WEB503 Internet Design Principles	5	0.125	15	75	0	75	150	3	Nil	Nil
WEB502 Framework Customisation	5	0.125	15	75	0	75	150	3	Nil	Nil
SCM501 Social Media	5	0.125	15	60	0	90	150	3	Nil	Nil

Level 6 courses	Level	EFTS value	Credits	Teaching hours	Workplace learning hours	Learner Managed hours	Total learning hours	Course delivery mode	Co-requisites	Pre-requisites
DAT601 Database Design and Administration	6	0.125	15	60	0	90	150	3	Nil	DAT501 or DAT502
DAT602 Database Application Development	6	0.125	15	60	0	90	150	3	Nil	DAT501 or DAT502 plus SDV501 or SDV503
NET603 Practical Network Development	6	0.125	15	60	0	90	150	3	Nil	NET501 or NET502
NET602 Network Management	6	0.125	15	60	0	90	150	3	Nil	NET501 or NET502
PFW601 Professional and Technical Writing	6	0.125	15	60	0	90	150	3/4b	Nil	COM540 or COM501 or COM502
SDV601 Software Development	6	0.125	15	60	0	90	150	3	Nil	SDV501 or SDV503
SDV602 Software Development 2	6	0.125	15	60	0	90	150	3	Nil	SDV501 or SDV503
SEC602 Systems Security	6	0.125	15	60	0	90	150	3	Nil	NET501 or NET502
SYD601 Systems Analysis and Design	6	0.125	15	60	0	90	150	3	Nil	SYD501 or SYD502
WEB601 Dynamic Web Technology	6	0.125	15	60	0	90	150	3	Nil	WEB501 or WEB503 plus SDV501 or SDV503 plus DAT501 or DAT502
MUV601 Immersive Multi-User Virtual Environments	6	0.125	15	60	0	90	150	3	Nil	Completion of 15 credits in IT Level 5

Level 7 courses	Level	EFTS value	Credits	Teaching hours	Workplace learning hours	Learner Managed hours	Total learning hours	Course delivery mode	Co-requisites	Pre-requisites
DAT701 Enterprise Database Solutions	7	0.125	15	60	0	90	150	3/4b	Nil	DAT601 or DAT602
NET701 Enterprise Infrastructures	7	0.125	15	60	0	90	150	3/4b	Nil	NET602
NET702 Cloud Services	7	0.125	15	60	0	90	150	3/4b	Nil	NET603 plus NET602
PRJ701 Project	7	0.375	45	45	0	405	450	3/4b	Co-requisite or pre-requisite: RES701 or INF755	
PRJ702 Graduate Diploma Project	7	0.25	30	30	0	270	300	3/4b	RES701 Graduate Diploma students only	
RES701 Research Methods	7	0.125	15	60	0	90	150	3/4b	Nil	Completion of 60 credits at Level 6
SDV701 Tiered Software Development	7	0.125	15	60	0	90	150	3/4b	Nil	SDV601, fundamental database knowledge, basic SQL skills
SYD701 Systems Development Methodologies	7	0.125	15	60	0	90	150	3/4b	Nil	SYD601
WEB701 Web Technologies	7	0.125	15	60	0	90	150	3/4b	Nil	WEB601
INF755 Project Management*	7	0.125	15	60	0	69	150	4a/4b	Nil	180 credits of degree level or 60 Graduate Diploma credits
SEC701 Systems Security 2	7	0.125	15	60	0	90	150	3	Nil	SEC602

2.4 COMPULSORY COURSES IN THE BACHELOR OF INFORMATION TECHNOLOGY

The following courses are compulsory for all majors and are known as the Bachelor of Information Technology core:

Courses	Credits
Level 5	
COM502 Communication for IT Or COM501 Communication for IT Or COM540 Professional Communications*	**120**
CSA502 Computer Systems Architecture Or CSA501 Computer Systems Architecture	
DAT502 Database Concepts Or DAT501 Database Concepts	
DES501 Design and Development Concepts Or ITC501 Information Technology in Context	
NET502 Networking Fundamentals Or NET501 Networking Fundamentals	
SDV503 Introduction to Software Development Or SDV501 Introduction to Software Development	
SYD502 Introduction to Systems Analysis and Design Or SYD501 Introduction to Systems Analysis and Design	
WEB503 Internet Design Principles Or WEB501 Internet Design Principles	

In addition, each Bachelor of Information Technology major (and diploma qualifications) has its own set of compulsory courses.

2.5 REQUIRED COURSES FOR QUALIFICATIONS IN THE BIT PROGRAMME

COURSE	BACHELOR OF INFORMATION TECHNOLOGY MAJORS			GRADUATE DIPLOMA	LEVEL 6 DIPLOMA	PRE-REQUISITES
	Information Systems	Systems Development	ICT Infrastructure	Information Technology	Information Technology	
LEVEL 5						
COM502 Communication for IT Or COM501 Communication for IT Or COM540 Professional Communications*	●	●	●		●	nil
CSA502 Computer Systems Architecture Or CSA501 Computer Systems Architecture	●	●	●		●	nil
DAT502 Database Concepts Or DAT501 Database Concepts	●	●	●		●	nil
DES501 Design and Development Concepts Or ITC501 Information Technology in Context	●	●	●		●	nil
NET502 Networking Fundamentals Or NET501 Networking Fundamentals	●	●	●		●	nil
SDV503 Introduction to Software Development Or SDV501 Introduction to Software Development	●	●	●		●	nil
SYD502 Introduction to Systems Analysis and Design Or SYD501 Introduction to Systems Analysis and Design	●	●	●		●	nil
WEB503 Internet Design Principles Or WEB501 Internet Design Principles	●	●	●		●	nil
SCM501 Social Media						nil

COURSE	BACHELOR OF INFORMATION TECHNOLOGY MAJORS			GRADUATE DIPLOMA	LEVEL 6 DIPLOMA	PRE-REQUISITES
	Information Systems	Systems Development	ICT Infrastructure	Information Technology	Information Technology	
LEVEL 6						
DAT601 Database Design and Administration	●		●		●[5]	DAT502/DAT501
DAT602 Database Application Development	●	●			●[5]	DAT502/DAT501, SDV503/SDV501
MUV601 Immersive Multi-User Virtual Environments					●[5]	Completion 15 credits in IT Level 5
NET603 Practical Network Development Or NET601 Practical Network Development			●		●[5]	NET502/NET501
NET602 Network Management			●		●[5]	NET501/NET502
PFW601 Professional and Technical Writing	●				●[5]	COM502/COM540/ COM501
SDV601 Software Development		●			●[5]	SDV503/SDV501
SDV602 Software Development 2		●			●[5]	SDV503/SDV501
SEC602 Systems Security Or SEC601 Systems Security			●		●[5]	NET502/NET501
SYD601 Systems Analysis and Design	●				●[5]	SYD502/SYD501
WEB601 Dynamic Web Technology		●			●[5]	WEB503/WEB501, DAT502/DAT501, SDV503/SDV501

COURSES	BACHELOR OF INFORMATION TECHNOLOGY MAJORS			GRADUATE DIPLOMA	LEVEL 6 DIPLOMA	PRE-REQUISITES
	Information Systems	Systems Development	ICT Infrastructure	Information Technology	Information Technology	
LEVEL 7						
DAT701 Enterprise Database Solutions	●		●[1]	●[5]		DAT601 OR DAT602
*INF755 Project Management	●[1]	●[1]	●[1]	●[5]		120 credits @ Level 5 OR Level 6 or equivalent
NET701 Enterprise Infrastructures			●	●[5]		NET602
NET702 Cloud Services			●[1]	●[5]		NET601 or NET603, NET602
PRJ701 Project **(45 credits)**	●	●	●			(Pre- or co-requisite) RES701 OR INF755
PRJ702 Graduate Diploma Project **(30 credits)**				●[5]		Graduate Diploma students only
RES701 Research Methods	●[1]	●[1]	●[1]	●[5]		60 credits at Level 6
SDV701 Tiered Software Development		●		●[5]		SDV601, fundamental database knowledge, basic SQL skills
SYD701 Systems Development Methodologies	●			●[5]		SYD601
SEC701 Systems Security 2				●[5]		SEC601 or SEC602
WEB701 Web Technologies		●		●[5]		WEB601
CREDIT TOTALS						
Credit Value subtotal	**270**	**270**	**270**	**75**	**195**	
General Elective Course/s at Level 5 - 7	90	90	90	45	45	
Additional Credit subtotal	**90**	**90**	**90**	**45**	**45**	
TOTAL CREDIT VALUE FOR QUALIFICATION	**360**	**360**	**360**	**120**	**240**	

With the exception of BCom courses (marked *), the specific courses in this table are BIT courses. Courses marked ● are those required for the qualification shown.
●[1] Choose one course of each pair
●[5] Choose 75 credits
Some courses may not be offered every year.
A ***General Elective*** is a course of at least 15 credits (or equivalent) from an *approved qualification*.

3 DELIVERY

3.1 DELIVERY INFORMATION

3.1.1 BACHELOR OF INFORMATION TECHNOLOGY

Delivery sites	Delivery within region	Yes
	Sites within region: • NMIT Nelson Campus • NMIT Marlborough Campus	Yes
Length of the programme	Teaching weeks	36 weeks per year x 3 108 weeks
	Study break weeks	6 weeks per year x 3 18 weeks
	Total programme weeks	42 weeks per year x 3 126 weeks
Indicative Pattern of delivery	Mid-year enrolments	Yes
	Regular daytime classes	Yes
	Regular night classes	Yes
	Offsite components – workplace learning	No
Indicative pattern of delivery (Fully Online)	Fully Online Learning is available for selected courses (Refer *s3.2 Mode of Delivery* NMIT Code 4b)	Yes
Availability of courses	Each compulsory course will be offered at least once per year, with elective courses available subject to meeting a minimum number of enrolments	
Part-time study options	Yes	

3.1.2 GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY

Delivery sites	Delivery within region	Yes
	Sites within region: • NMIT Nelson Campus • NMIT Marlborough Campus	Yes
Length of the programme	Teaching weeks	36 weeks per year
	Study break weeks	6 weeks per year
	Total programme weeks	42 weeks per year
Indicative Pattern of delivery	Mid-year enrolments	Yes
	Regular daytime classes	Yes
	Regular night classes	Yes
	Offsite components – workplace learning	No
Indicative pattern of delivery (Fully Online)	Fully Online Learning is available for selected courses (Refer *s3.2 Mode of Delivery* NMIT Code 4b)	Yes
Availability of courses	Elective courses available subject to meeting a minimum number of enrolments	
Part-time study options	Yes	

3.1.3 DIPLOMA IN INFORMATION TECHNOLOGY

The Diploma in Information Technology is not open for new enrolments.

3.2 MODE OF DELIVERY

MoE Code	NMIT Code	Definition	Used in the following courses
3	**Code 3 Technology Enhanced**	Courses with significant technology supported learning activities, using a range of technology tools to support class work, independent study, reflection and peer interactions. May also use non-web learning technologies to enrich learning and support independent student activity (e.g. simulations, virtual environments, media recording/creation).	All courses in the programme
4	**Code 4b Fully Online Learning**	As for blended, but emphasis on full distance delivery using online provision of resources and mediation of the learning environment. Enquires management and possibly external approval and must have a formally reviewed course design.	PFW601, DAT701, NET701, NET702, PRJ701, RES701, SDV701, SYD701, WEB701, INF755

3.3 LEARNING AND TEACHING APPROACHES

Learning and teaching in the programmes align with Industry requirements and NMIT philosophy and values.

The programmes use a technology enhanced face to face delivery and for selected courses, a fully online delivery option. It values active and experiential learning approaches that integrate theory and practice. Each course is activity and task-based, which may include case studies, projects, scenarios, and/or simulated work. This approach enables the programme to provide applied learning in a real or realistic industry context. Courses are learner-centred and encourage students to take active part in the learning process.

Course activities may be group-based or individual, depending on their nature. These link to industry via guest speakers and field trips or project based learning in courses such as PRJ701 Project and PRJ702 Graduate Diploma Project.

The role of the tutor is to facilitate the learning process. Tutors support learning through one-on-one or group coaching (face to face or online), skills workshops, mini-lectures, presentations and/or tutorials on topics relevant for completing the tasks.

The NMIT Moodle (Online Learning Management System) is used as a medium for study the in the technology enhanced face-to-face and fully online deliveries. An orientation training session to enable students to become familiar with using NMIT Moodle and how to access tutor support, will be undertaken at the beginning of the programmes. It guides students in their tasks, points them to relevant information and resources, provides a platform for group work, enables students to ask questions to and gain feedback from others in their class, and enables submission of and provision of feedback on formative and summative assessment tasks. Moodle is also used to help students develop their digital literacy competencies.

Students will have access to the library's electronic services. Additional support will be available through the tutor. Technical support will also be available by email and telephone.

Students are expected to spend time in learner managed activities to complete course requirements and achieve the learning outcomes for each course. Learner managed activities may include the following but are not limited to:

- Completion of course work, set assignments/projects
- Reading of course materials
- Preparation for classes
- Homework
- Discussions with colleagues/subject matter experts
- Study group work
- Research - (e.g. exploration, location and selection of relevant information, review/ evaluation/analysis of information, recording information)
- Review application of information to course work
- Practise of relevant practical and technical skills/methods/techniques
- Self-evaluation of course work
- Gathering relevant contextual information/issues/ideas to build knowledge of the subject

Details of the specific task-based learning approach and the aligned assessment methods used in each course are found in the Course Descriptors.

Core Transferable skills

Students will be encouraged to become independent learners. To successfully complete the programme they will need to develop a range of IT core transferable skills, e.g. planning and problem solving.

3.4 OFFSITE AND WORKPLACE LEARNING

This programme does not contain designated workplace learning hours, however at Level 7 students may undertake IT projects in workplace/industry settings that involve working off campus e.g. PRJ701 Project and PRJ702 Graduate Diploma Project. In these cases, the NMIT Offsite and Workplace Learning Agreement is used to specify responsibilities of the student, the company, and NMIT.

Refer to *NMIT Offsite and Workplace Learning Agreement*

3.5 EVALUATION OF WORKPLACE LEARNING

There is no workplace learning in this programme.

3.6 HEALTH AND SAFETY RISK MANAGEMENT

The Curriculum Area follows standard NMIT guidelines for managing general safety and risk issues. Students will be made aware of these guidelines at the beginning of the appropriate courses.

The programme complies with the relevant NMIT Safety, Health and Wellbeing Policies, and follows the procedures described in the NMIT Health and Safety Manual. Staff and learners are inducted into NMIT emergency evacuation and accident procedures.

NMIT uses a centralised programme 'Assura' to lodge, record, monitor and review all Health and Safety activity and events. Staff are trained in entering incidents or near misses, so these can be followed up by the staff trained in investigating and resolving matters. NMIT's Safety, Health, and Wellbeing Leadership Group is charged with being proactive in leading the change and development required for a 'Just Culture' and a 'Zero Harm' organisation. This group aims to provide guidance on key Safety, Health and Wellbeing issues to NMIT Limited Board and the Chief Executive, and reports to Academic Committee on these matters. Staff nominate the Health and Safety representatives, with a target of 1:20 ratio.
All staff have responsibility for ensuring that NMIT's Safety, Health and Wellbeing policies, procedures and initiatives are followed and that a safe working environment is maintained in the Curriculum Area.

There are no activities in the BIT or Graduate Diploma in IT programmes that involve significant risk or occur in an isolated situation.

Risk assessments will be undertaken prior to permission being granted by the Curriculum Manager for a trip off campus. Students will be accompanied by staff during offsite trips and will not be exposed to any significant risk.

Refer to	*NMIT Academic Statute s.3 Academic Regulations* *NMIT Safety, Health and Wellbeing Policy* *NMIT Health and Safety Manual* *Intentions Form for Off Campus Activities* *NMIT Risk Analysis and Management Plan for Educational Activities*

4 REGULATIONS

4.1 ENTRY REQUIREMENTS

4.1.1 ENTRY REQUIREMENTS BACHELOR OF INFORMATION TECHNOLOGY

Academic requirements	University Entrance: NCEA Level 3 (60 credits at Level 3 and 20 credits at Level 2 or higher) which must include: • 14 credits at Level 3 in each of three approved* subjects **as well as** • Literacy* - 10 credits at Level 2 or above, made up of 5 credits in reading, 5 credits in writing **and** • Numeracy* - 10 credits at Level 1 or above (specified achievement standards, or unit standards 26623, 26626, 26627) OR A qualification on the NZQF at Level 4 or above in a related discipline OR A qualification or examination recognised as being equivalent to achievement of NCEA Level 3 (e.g. International Baccalaureate, Cambridge Examination) *NZQA approved subjects: see https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/
Alternative Requirements	Applicants who are unable to evidence that they meet Academic entry requirements, but who can demonstrate acquired skills for tertiary study gained through study, work and/or life experience, may be approved for alternative entry by the Curriculum Manager (or delegate)
English language requirements	If English is not the applicant's first language, applicants will need to provide a result from a test or qualification on the acceptable alternatives English Proficiency Outcomes Table: • IELTS 6.0 Academic (no lower than 5.5 in each band), **Note:** Applicants who do not have evidence of English language skills and are a New Zealand citizen or permanent resident, may contact NMIT for an assessment Applicants who have achieved NCEA Level 3 University Entrance requirements are not required to provide evidence of English language skills IELTS scores used must be taken from a single IELTS Test Report Form and are valid for two years from the date of the test.

4.1.2 ENTRY REQUIREMENTS GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY

Academic requirements	A Bachelor's degree which includes IT related study at Level 5 or above.

Alternative Requirements	Applicants who are unable to evidence that they meet Academic Entry Requirements, but who can demonstrate acquired skills for tertiary study gained through study, work and/or life experience, may be approved for alternative entry by the Curriculum Manager (or delegate)
English language requirements	If English is not the applicant's first language, applicants will need to provide a result from a test or qualification on the acceptable alternatives English Proficiency Outcomes Table. • IELTS 6.0 Academic (no lower than 5.5 in each band), **Note:** Applicants who have achieved NCEA Level 3 University Entrance requirements are not required to provide evidence of English language skills Applicants who do not have evidence of English language skills and are a New Zealand citizen or permanent resident, may contact NMIT for an assessment IELTS scores used must be taken from a single IELTS Test Report Form and are valid for two years from the date of the test.

4.1.3 ENTRY REQUIREMENTS DIPLOMA IN INFORMATION TECHNOLOGY

The Diploma in Information Technology qualification is expiring. No new enrolments are permitted.

For the entry requirements for this qualification that were in place for 2018 please refer to Bachelor of Information Technology Programme Regulations version 08/2/17.

4.2 RECOGNITION OF ACADEMIC CREDIT (RAC)

Recognition of Prior Learning, Cross Credit and Credit Transfer are available and NMIT's Recognition of Academic Credit Policy and Procedure apply.

Bachelor of Information Technology	RAC Availability Yes/no	Details
Overall RAC Credit Limit	Recognition of Academic Credit is not available for a complete qualification. The maximum amount of RAC available is 240 credits. RAC for compulsory Level 7 courses will only be granted in exceptional circumstances. This must be approved by the Academic Committee.	
Cross Credit	Yes	Refer to NMIT Recognition of Academic Credit Policy
Credit Transfer	Yes	
Recognition of Prior Learning	Yes	

Graduate Diploma in Information Technology	RAC Availability Yes/no	Details
Overall RAC Credit Limit	Recognition of Academic Credit is not available for a complete qualification. The maximum amount of RAC available is 60 credits. This must be approved by the Academic Committee.	
Cross Credit	Yes	Refer to NMIT Recognition of Academic Credit Policy
Credit Transfer	Yes	
Recognition of Prior Learning	Yes	

Diploma in Information Technology	Recognition of Academic Credit is no longer available for the Diploma in Information Technology

Refer to *BIT Cross Credit Schedule*
NMIT Academic Statute s.3 Academic Regulations
Transition Arrangements s.4.3
NMIT Recognition of Academic Credit (RAC) Policy

4.3 TRANSITION ARRANGEMENTS

Students who first enrolled in the Bachelor of Information Technology prior to these Regulations may apply to graduate under the Regulations in place at that time. Individual programmes of study will be negotiated with the Curriculum Manager as required.

The three Level 5 Diploma qualifications listed below were not available for new enrolments from 2017. Students who have completed part of any of these qualifications, and who require information about the relevant completion requirements should consult the Bachelor of Information Technology Programme Regulations version 08/2/14.

- Diploma in Information Systems
- Diploma in Software and Web Development
- Diploma in Networking

Credit recognition from prior study will be considered on a case by case basis, and will be managed using the Recognition of Academic Credit process.

4.4 COMPLETION REQUIREMENTS

4.4.1 COMPLETION REQUIREMENTS BACHELOR OF INFORMATION TECHNOLOGY (INFORMATION SYSTEMS)

In order to be awarded the **Bachelor of Information Technology (Information Systems)** a student must successfully complete the required courses as indicated in the table below.

Courses	Credits
Level 5	
COM502 Communication for IT Or COM501 Communication for IT Or COM540 Professional Communications*	**120**
CSA502 Computer Systems Architecture Or CSA501 Computer Systems Architecture	
DAT502 Database Concepts Or DAT501 Database Concepts	
DES501 Design and Development Concepts Or ITC501 Information Technology in Context	
NET502 Networking Fundamentals Or NET501 Networking Fundamentals	
SDV503 Introduction to Software Development Or SDV501 Introduction to Software Development	
SYD502 Introduction to Systems Analysis and Design Or SYD501 Introduction to Systems Analysis and Design	
WEB503 Internet Design Principles Or WEB501 Internet Design Principles	
Level 6	
DAT601 Database Design and Administration	**60**
DAT602 Database Application Development	
PFW601 Professional and Technical Writing	
SYD601 Systems Analysis and Design	
Level 7	
DAT701 Enterprise Database Solutions	**90**
INF755 Project Management* **Or** RES701 Research Methods	
PRJ701 Project	
SYD701 Systems Development Methodologies	
Additional Courses	
General Elective Courses at Level 5 – 7	**90**
TOTAL CREDIT VALUE FOR QUALIFICATION	**360**

* BCom courses

Please refer to individual Course Descriptors for the completion requirements of each course.

Maximum time for completion of this qualification is **6 years** from first enrolment in the BIT.

4.4.2 COMPLETION REQUIREMENTS BACHELOR OF INFORMATION TECHNOLOGY (SYSTEMS DEVELOPMENT)

In order to be awarded the NMIT **Bachelor of Information Technology (Systems Development)** a student must successfully complete the required courses as indicated in the table below.

Courses	Credits
Level 5	
COM502 Communication for IT Or COM501 Communication for IT Or COM540 Professional Communications*	**120**
CSA502 Computer Systems Architecture Or CSA501 Computer Systems Architecture	
DAT502 Database Concepts Or DAT501 Database Concepts	
DES501 Design and Development Concepts Or ITC501 Information Technology in Context	
NET502 Networking Fundamentals Or NET501 Networking Fundamentals	
SDV503 Introduction to Software Development Or SDV501 Introduction to Software Development	
SYD502 Introduction to Systems Analysis and Design Or SYD501 Introduction to Systems Analysis and Design	
WEB503 Internet Design Principles Or WEB501 Internet Design Principles	
Level 6	
DAT602 Database Application Development	**60**
SDV601 Software Development	
SDV602 Software Development 2	
WEB601 Dynamic Web Technology	
Level 7	
INF755 Project Management* **Or** RES701 Research Methods	**90**
PRJ701 Project	
SDV701 Tiered Software Development	
WEB701 Web Technologies	
Additional Courses	
General Elective Courses at Level 5 – 7	**90**
TOTAL CREDIT VALUE FOR QUALIFICATION	**360**

* BCom courses

Please refer to individual course descriptors for the completion requirements of each course.

Maximum time for completion of this qualification is **6 years** from first enrolment in the BIT.

4.4.3 COMPLETION REQUIREMENTS BACHELOR OF INFORMATION TECHNOLOGY (ICT INFRASTRUCTURE)

In order to be awarded the **Bachelor of Information Technology (ICT Infrastructure)** a student must successfully complete the required courses as indicated in the table below.

Courses	Credits
Level 5	
COM502 Communication for IT Or COM501 Communication for IT Or COM540 Professional Communications*	**120**
CSA502 Computer Systems Architecture Or CSA501 Computer Systems Architecture	
DAT502 Database Concepts Or DAT501 Database Concepts	
DES501 Design and Development Concepts Or ITC501 Information Technology in Context	
NET502 Networking Fundamentals Or NET501 Networking Fundamentals	
SDV503 Introduction to Software Development Or SDV501 Introduction to Software Development	
SYD502 Introduction to Systems Analysis and Design Or SYD501 Introduction to Systems Analysis and Design	
WEB503 Internet Design Principles Or WEB501 Internet Design Principles	
Level 6	
DAT601 Database Design and Administration	**60**
NET603 Practical Network Development Or NET601 Practical Network Development	
NET602 Network Management	
SEC602 Systems Security Or SEC601 Systems Security	
Level 7	
DAT701 Enterprise Database Solutions **Or** NET702 Cloud Services	**90**
INF755 Project Management* **Or** RES701 Research Methods	
NET701 Enterprise Infrastructures	
PRJ701 Project	
Additional Courses	
General Elective Courses at Level 5 – 7	**90**
TOTAL CREDIT VALUE FOR QUALIFICATION	**360**

*BCom courses

Please refer to individual course descriptors for the completion requirements of each course.

Maximum time for completion of this qualification is **6 years** from first enrolment in the BIT.

4.4.4 COMPLETION REQUIREMENTS GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY

In order to be awarded the **Graduate Diploma in Information Technology**, a student must successfully complete the required courses as indicated in the table below. The qualification must be completed within six years of commencement.

Courses	Credits
Level 7	
75 credits from of the following courses:	
DAT701 Enterprise Database Solutions	**75**
INF755 Project Management*	
NET701 Enterprise Infrastructures	
NET702 Cloud Services	
PRJ702 Graduate Diploma Project **(30 credits)**	
RES701 Research Methods	
SDV701 Tiered Software Development	
SEC701 Systems Security 2	
SYD701 Systems Development Methodologies	
WEB701 Web Technologies	
Additional Courses	
General Elective Courses at Level 5-7	**45**
TOTAL CREDIT VALUE FOR QUALIFICATION	**120**

*BCom course

Note: Pre-requisite courses can be waived for Graduate Diploma students on agreement from the Curriculum Manager.

4.4.5 COMPLETION REQUIREMENTS DIPLOMA IN INFORMATION TECHNOLOGY

In order to be awarded the **Diploma in Information Technology**, a student must successfully complete the required courses as indicated in the table below. The qualification must be completed within ten years of commencement.

Courses	Credits
Level 5	
COM502 Communication for IT Or COM501 Communication for IT Or COM540 Professional Communications*	**120**
CSA502 Computer Systems Architecture Or CSA501 Computer Systems Architecture	
DAT502 Database Concepts Or DAT501 Database Concepts	
DES501 Design and Development Concepts Or ITC501 Information Technology in Context	
NET502 Networking Fundamentals Or NET501 Networking Fundamentals	
SDV503 Introduction to Software Development Or SDV501 Introduction to Software Development	
SYD502 Introduction to Systems Analysis and Design Or SYD501 Introduction to Systems Analysis and Design	
WEB503 Internet Design Principles Or WEB501 Internet Design Principles	

Level 6	
Five of the following courses:	**75**
DAT601 Database Design and Administration	
DAT602 Database Application Development	
MUV601 Immersive Multi-User Virtual Environments	
NET603 Practical Network Development Or NET601 Practical Network Development	
NET602 Network Management	
PFW601 Professional and Technical Writing	
SDV601 Software Development	
SDV602 Software Development 2	
SEC602 Systems Security Or SEC601 Systems Security	
SYD601 Systems Analysis and Design	
WEB601 Dynamic Web Technology	
Additional Courses	
General Elective Courses at Levels 5-7	**45**
TOTAL CREDIT VALUE FOR QUALIFICATION	**240**

*BCom course

5 ASSESSMENT

5.1 ASSESSMENT RATIONALE

In this programme assessment is used to engage students in learning that is productive, and feedback from assessment is used to actively improve student learning. Tutors create a system to support students' learning in which students and tutors are active participants in the learning process.

Design of assessment in the programme follows the principles of constructive alignment where the starting point is with the desired student and graduate outcomes, and the curriculum, the teaching methods and the assessment design are all aligned to those outcomes.

Assessment is an essential part of each course. There are regular assessments throughout a course. At the commencement of each course, students will be given an assessment schedule. This includes detailed information including the number, type, weighting and timing of the assessments set for that course.

All assessment results and course results will be recorded centrally using the Student Management System.

Students will be personally notified of the results of assessments and course results.

Where personal notification is not possible, results displayed publicly will use student ID numbers, not student names.

5.2 BASIS OF ASSESSMENT

Achievement-based assessment is used in the BIT programme.

Achievement-based assessment measures student performance in relation to criteria which are specified in terms of grades and levels. This type of assessment is used for all of the assessments in the programme.

5.3 FORMATIVE AND SUMMATIVE ASSESSMENT

Formative assessment is assessment which facilitates learning and allows students to obtain feedback on progress, levels of skills and/or knowledge acquired without contributing to a final grade. It is a vital and integral part of the learning process.

Summative assessment is the assessment activity that contributes to the final result of the course. Summative assessment provides students with a specific measure of their learning in relation to course learning outcomes. Its purpose is to determine the student's level of achievement in attaining course outcomes and to ensure that students have met the requirements for progression and/or completion within the programme.

5.4 METHODS OF ASSESSMENT

A range of assessment methods may be used. The following are examples of appropriate methods of assessment:

- test
- assignment
- presentation
- project
- journal
- group assessment
- portfolio
- review

A **test** is a controlled written, oral or online assessment held part way through a course covering one or more learning outcomes.

An **assignment** may include any of the following:

- laboratory exercise and written report
- practical exercise
- analysis/design with documentation
- written description/evaluation/essay
- investigation and written report
- folders of work
- case study: a case study consists of a scenario, usually supported by documentation, which may be real or fictitious, from which students are expected to work under the direction of the academic staff member.

Presentations can vary from informal classroom presentations to the much more formal delivery expected in project presentations. They may be required for several reasons, for example to explain the results of a study and to assess presentation skills.

A **project** is usually defined in discussion with the academic staff member, and students then work under the supervision of the academic staff member.

A **journal** is a regularly updated personal commentary that records the student's development during the course. It may be of a self-reflective, exploratory nature, or a log of progress and processes used in a project. Each student will be issued with a guide to help develop the reflective journal process.

In **group assessments**, students will be informed by the academic staff member, before the commencement of the assessment, how any individual's work will contribute to the final grade for the assessment.

Portfolio - practical work is used for any assessment through practical work, i.e. laboratory work.

Portfolio - project is used for large assessments made up of parts.

Summative review assessment is used for tests or exams or any similar assessment

5.5 AUTHENTICITY OF STUDENT WORK

Academic integrity is a commitment from staff and learners to apply the fundamental values of honesty, trust, fairness, respect, and responsibility to all academic matters.

Students are held accountable in terms of the policies and procedures relating to authenticity of student work, through policies on academic misconduct (including plagiarism, cheating and misrepresenting identity for purposes of assessment), and assessment policies.

Throughout the programme students build their knowledge of intellectual property issues, copyright guidelines, and the appropriate ways to access, acknowledge and reference sources of information, images etc.

NMIT has a 'zero tolerance' approach to plagiarism, cheating and other forms of academic misconduct and NMIT policy will be followed.

Refer to	*NMIT Academic Statute s.3 Academic Regulations* *NMIT Academic Integrity and Academic Misconduct Policy* *NMIT Student Academic Appeals Policy* *NMIT Assessment Policy*

5.6 ASSESSMENT RESULTS

- Individual assessments may cover one or more of the learning outcomes.
- The result for each assessment is given as a percentage mark.
- Each summative assessment is assigned a percentage weighting.
- Courses at Levels 6 and 7 require a minimum pass mark of 40% for all summative assessments as stated in the course descriptors.

5.7 COURSE RESULTS

The overall percentage mark for the course is calculated by adding the weighted results for all summative assessments. To derive the course result the overall percentage mark is converted into a grade using Course Result Key AC-NMIT-06. Refer to the Course Descriptor for details of the requirements for successful completion of each course.

AC-NMIT-06:

RESULT	MARK RANGE (%)	DESCRIPTION
A+	85 - 100	Pass with Distinction
A	80 - 84	
A-	75 - 79	
B+	70 - 74	Pass with Merit
B	65 - 69	
B-	60 - 64	
C+	55 - 59	Pass
C	50 - 54	
D	40 - 49	Fail grades
E	0 - 39	

Other results that may be awarded:

RECORDED RESULT	DESCRIPTION
CC	Pass - Course credited on basis of similar course already completed as part of another approved qualification from NMIT or other institution
CT	Pass - Course credited on basis of same course already completed in another qualification at another institution
RPL	Pass - Recognition of Prior Learning
Grade (AEG)	Aegrotat Pass - Where a result is awarded following consideration of special circumstances. A grade is able to be determined.
Pass (AEG)	Aegrotat Pass - Where a result is awarded following consideration of special circumstances. A grade is not able to be determined.
D (CON)*	Conceded Pass - Where a narrow fail in a course is compensated by good grades in other courses within the programme.
W	Withdrawn

**Note: A conceded pass may be awarded at the discretion of the Academic Committee if a student has fulfilled the minimum course requirements but failed narrowly to achieve the standard over all assessments, or completed most but not all of the required work at an acceptable level. The Academic Committee must be satisfied that the student has worked conscientiously and is worthy of special consideration.*

A student is eligible to receive only one conceded pass in any one year in the same programme. A conceded pass is not available on a second result.

Refer to *NMIT Academic Statute s.3 Academic Regulations*
NMIT Academic Statute s.7 Schedule of Course Result Keys
NMIT Assessment Policy

5.8 ATTENDANCE/ENGAGEMENT

TECHNOLOGY ENHACED DELIVERIES	
Attendance/participation requirement	International students on campus must comply with Immigration NZ attendance requirements. Absences will be reported to immigration New Zealand and may adversely affect Visa status.
Attendance/participation recommendation	Students are more likely to succeed if they maintain regular attendance. They are advised of this in the Programme Outline/Handbook and/or by their tutor. Failure to attend all scheduled/supervised learning and teaching sessions may also adversely affect the eligibility to receive loans and/or allowances for domestic (NZ) students. Attendance at scheduled class sessions will be recorded centrally using the NMIT Student Management System, and registers can be accessed by all staff.
Process for reporting absences/non-participation	Students are responsible for notifying the Curriculum Area Administrator or class tutor of any absence, by the first scheduled class session of the first day of absence. The Administrator is responsible for recording receipt of such notification in the student's file, and for advising the tutor(s) of student absence.

FULLY ONLINE DELIVERIES	
Engagement requirement	Not applicable
Engagement recommendation	Students are more likely to succeed if they maintain regular engagement. They are advised of this in the Programme Handbook and by their course facilitator. Failure to maintain regular engagement with online learning and teaching resources may also adversely affect the eligibility to receive loans and/or allowances for domestic (NZ) students. Non-engagement can result in NMIT instigated withdrawal.
Process for reporting absences/non-engagement	Students are responsible for notifying the course facilitator of any absence or interruption to course participation that is likely to extend longer than a week. The course facilitator is responsible advising the Administrator who will record receipt of notification in the student's file.

5.9 SPECIAL ASSESSMENT CIRCUMSTANCES

Special Assessment Circumstances	Details (e.g. provisions, rationale, procedures, restrictions, penalties)
Resits	Not available.
Resubmissions – Final Report ***PRJ701 Project*** ***PRJ702 Graudate Diploma Project***	A student who does not pass a final report/project on the first attempt may apply to the Curriculum Manager (CM) or delegate to resubmit the final report/project, providing the following criteria are met: • The student has attended and actively participated in the timetabled sessions, or for online students, actively participated in online activities for that course to date. • The student has gained 60%, or more, averaged across their course assessments • The student has gained a percentage between 35-39% on their first attempt Where a resubmission has been granted, the maximum mark available will be 50%. The student will have 10 working days to resubmit. One resubmission is available per course with a Final Report.

Special Assessment Circumstances	Details (e.g. provisions, rationale, procedures, restrictions, penalties)
Extensions	Work submitted for summative assessment will have an assigned due date. Work to be assessed must be submitted on or before the time designated by the tutor on the due date to qualify for marking, unless an extension has been granted. Students requiring an extension beyond the due date should follow the following process: • advise the subject tutor or course facilitator that an extension is required before the due date, not after. • advise the tutor or course facilitator of the reason for the extension, and will be required to provide evidence of this. Approval is at the tutors or course facilitator's discretion. Extensions beyond the course end date must be approved by the Curriculum Manager
Late assessment submission	A student may choose to submit an assessment after the due date up to, and including, five days past the due date (without seeking a formal extension). However, 10% of the mark will be deducted per day up to a maximum of 50%. Any deduction for late submission will be indicated on the marking schedule. Assessments received more than five days after the due date will not be marked.
Alternative Assessment Arrangements	If a student is unable to attend a summative assessment for genuine reasons beyond the control of the student and/or extenuating circumstances, the student should first advise the course tutor. On recommendation from the course tutor, an application may then be made to the Programme Coordinator to sit the assessment at a different time or place. Wherever possible as much notice as possible should be given to the Programme Coordinator in order to give time to make alternative arrangements.
Aegrotat Pass	If a student's performance in a summative assessment is affected by factors beyond the control of the student, the student may apply to the Curriculum Manager for consideration for special assessment. Examples include sickness, injury or bereavement. The application and approval process for aegrotat assessments and the process used to determine the assessment result or course result is described in the NMIT Academic Statute Section 3 Academic Regulations. Limitations: • Aegrotat consideration is only available for up to 50% of a course's total assessment • The minimum achievement of 50% in course work indicates eligibility for an aegrotat application, not an indication that the application will be successful. (Other criteria will be used to assess an aegrotat application.) • All decisions will be at the discretion of the Curriculum Manager Consideration for an aegrotat will be restricted to a maximum of 25% of the total credits for the qualification.
Compassionate Consideration	If a student's performance in a summative assessment is affected by factors beyond the control of the student, the student may apply to the Programme Coordinator for compassionate consideration. Possible options may include alternative assessment arrangements (see above) *Note: Re-sits and resubmissions carried out under compassionate consideration conditions have no limit on the mark available.*
Reader/Writer Assistance or other special assistance for a summative assessment	Students wishing to receive special assistance in order to undertake a summative assessment shall apply in writing to the Administration Office no later than three weeks prior to the date of the assessment. Such applications must state the nature of the disability and the type of assistance required. The special assistance available is described in the NMIT Academic Statute Section 3 Academic Regulations
Conceded Pass	Information on Conceded Passes is located in the NMIT Academic Statute Section 3 Academic Regulations.
Reconsiderations (Re-marks)	Students may seek reconsideration of any assessment by applying in writing to the Programme Coordinator, within 10 working days of receiving the result, setting out the grounds for reconsideration.
Marks Carried Forward	Not available

Special Assessment Circumstances	Details (e.g. provisions, rationale, procedures, restrictions, penalties)
Other Assessment Regulations	Not applicable
Assessment in Te Reo Māori	Request must be registered prior to the start of the course, and approval is required from the Curriculum Manager

5.10 MODERATION OF ASSESSMENT

Moderation helps to ensure that assessors make accurate and consistent judgements about students' performances.

Refer to *Moderation Policy*

5.10.1 INTERNAL MODERATION

All significant changes to summative assessments are subject to internal moderation by a peer academic staff member, prior to being given to students.

5.10.2 EXTERNAL MODERATION

All courses are moderated externally every third year. In addition, the first delivery of all new courses will be externally moderated.

Where students' work is used for the purpose of moderation of assessment, every effort will be made to ensure confidentiality. In moderation of written assessments, students' names will be removed to keep students' work confidential.

6 OTHER REQUIREMENTS

6.1 COMPUTER NETWORK

The Nelson Marlborough Institute of Technology computer network is a central facility for all students. Rules governing student use of the network are provided outside each computer lab (including the LLC).

Rules for using the NMIT computer network can also be accessed through the NMIT website:
https://support.nmit.ac.nz/kb/articles/what-are-the-rules-for-using-the-computer-facilities

Failure to comply with these rules may be considered misconduct or serious misconduct.

Refer to *Student Misconduct Procedure*
Student Charter
https://www.nmit.ac.nz/

7 EXTERNAL REGULATIONS

None

8 NMIT ACADEMIC REGULATIONS

The NMIT Academic Statute and other NMIT policies apply to this programme. These are available on the NMIT website www.nmit.ac.nz/regulations or through the Curriculum Area Administration Office.

The **NMIT Academic Statute** contains information that covers all programmes delivered by NMIT. Where information is relevant to a particular programme, that information is located in the Programme Regulations.

The list of academic terminology and the glossary of Māori terms – Kupu - are located in the **NMIT Academic Statute Section 2 Definitions.** Definitions of additional specialist terminology relevant to this Programme are located at the beginning of these Programme Regulations.

For all the programmes delivered by NMIT, information on the following is located in the **NMIT Academic Statute: Section 3 Academic Regulations and Section 4 Awards:**

SECTION 3: ACADEMIC REGULATIONS

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    - COURSE INFORMATION
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    - Learners Under 16 Years of Age
    - Criminal Offence Declaration
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- ASSESSMENT
    - Assessment in Te Reo Māori
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- SPECIAL ASSESSMENT CIRCUMSTANCES
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- RESULTS
    - Assessment Results – Competency-Based Assessment
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    - Course Results – Competency-Based Assessment
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    - Other Results That May Be Awarded
    - Distinction or Merit for Qualifications
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    - Course result Keys for Collaborative or Shared Programmes
    - Notification of Course Results
    - Availability of Marked Assessments
- RECOGNITION OF ACADEMIC CREDIT (RAC)
- STUDENT ACADEMIC APPEALS
- ACADEMIC INTEGRITY AND CONSEQUENCES OF BREACHING NMIT RULES
    - Penalties for Academic Misconduct
- UNSATISFACTORY ACADEMIC PROGRESS
- RE-ENROLMENT ON A COURSE OR PROGRAMME FOLLOWING EXCLUSION
- STUDENT GUIDANCE AND SUPPORT
    - Learner Services
- LEARNER JOURNEY
- THE LEARNER VOICE

SECTION 4: AWARDS

- AWARDS
- QUALIFICATIONS
    - NMIT Academic Seal
    - Academic Regalia
- NON-FORMAL AWARDS