

New Zealand Diploma in Business – NZDipBus

Student Handbook

2010

Welcome to UUNZ Institute of Business

UUNZ Institute of Business is committed to providing life long educational experience. We aim to develop future business leaders who are confident, professional and well rounded in their area of expertise and who can face the challenges of the business world. UUNZ provides an interactive learning environment where learning is encouraged through class room discussion, debate and group work.

UUNZ offers the New Zealand Diploma in Business for full time students and it takes 18 months to complete based on a fast track enrolment. The entire programme is divided into four semesters and in each semester three papers are offered.

This Handbook is designed to provide detailed information about New Zealand Diploma in Business programme, entry criteria, timetable for semester one and other relevant policies. We suggest that you keep this Handbook in a safe place as you may need it during your study at UUNZ for reference purpose.

Wish You All the Very Best With Your Study at UUNZ

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Emergency & Useful Contacts List

Type	Name	Phone	Address / Details
School	UUNZ Institute of Business	(09) 9153390	Levels 4 - 6 Peace House 100 Symonds Street, Auckland Email: uunz@uunz.ac.nz Web: www.uunz.ac.nz
Emergency	UUNZ 24 hour Emergency Contact	021 523 516	~
	Police, Fire, Ambulance	111	~
	Auckland Police	302 6400	Cnr Cook and Vincent Street
	Asian Liaison Officer (Raymond Wong)	488 9782	3rd Floor, Royal Sun Alliance Building, 12-14 Northcroft Student, Takapuna Email: raymond.wong@police.govt.nz
	Public Trust for student fee	0800 494733	Public Trust Level 3, 205 Great South Road, Auckland Fax: 985 6883 Email: freeprotect@publictrust.co.nz
Medical	Emergency Medical Service	0800 800 717 837 6603	~
	<i>Open 7 days, 24 hours.</i> White Cross	520 9555	90 Greenlane East Remuera
	Dr Dongmei Zhang Cairnhill Health Centre	630 7207	95 Mountain Road (corner Mountain Road & Castle Drive, Epsom / adjacent to the Auckland Boy Grammar School)
	Chinese Lifeline	522 2088 0800 888 880	~
	Mental health		http://www.mentalhealth.org.nz/page.php?p=79&fp=78&sp=
	Family Planning Association (contraception/sexual health)	379 0657	109 Queen Street, Level 4
	Immigration Assistance	Immigration New Zealand Service	914 4100
	Citizens Advice Bureau	377 3314	305 Queen St, Auckland City Auckland
	Auckland Migrant Resource Centre	625 3090	9am ~ 4pm, Monday to Friday
	Migrant Help Line	914 4100	
Transportation	MAXX	0800 10 30 80	For bus, train, ferry information & timetables within Auckland. http://rideline.co.nz
	Stagecoach Bus	366 6400	~
	Taxi Co-op	300 3000	~
	Taxi New Lynn Taxis	827 7077	~
	Taxi Discount Taxis	529 1000	~
Other useful contacts	Auckland Information Air Bus	275 9396	
	New Zealand Post	0800 501 501	
	Central City Library	377 0209	44-46 Lorne Street, Auckland

External Support Available

ORGANISATIONS	PHONE NUMBERS
Adult Literacy Scheme (home tutor help)	376 8457
Auckland Central Police (24hours)	302 6400
Brazilian Consulate General	521 2227
Bus information (MAXX)	0800 10 30 80
Chilean Consulate	373 4602
Chinese Christian Church of Auckland	358 0661
Chinese Consulate General	525 1589
Chinese Express Newspaper	534 6789
Chinese Lifeline	522 2088
Chinese News	358 0735
Citizens' Advice Bureau	377 3314
Community Law Office	378 6085
CRISIS Mental Health Services	366 4287 (24 hour)
Disabled Citizens' Society	638 8153
Domestic Violence Centre	303 3938
Embassy of the Islamic Republic of Iran	04 386 2976
Family Planning Association	522 0120
Immigration New Zealand	914 4100
Japanese Christian Church	623 0474
Japanese Consulate General	303 4106
Korean Consulate	379 0818
Korean Weekly Newspaper	377 3636
Legal Information Service	378 7444
New Zealand Income Support Service	913 0500
Peoples Centre	302 2496
Peruvian Consulate	376 9400
Relationship Services	525 1051
Russian Consulate	528 9237
Tenancy Services	0800 836 262
Thai Consulate General	373 3166

The Academic Team

Your lecturers and tutors are **experienced and highly qualified professionals** who will help you achieve your academic goals.



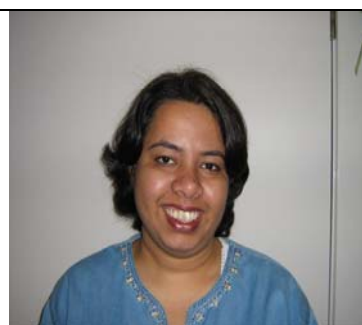
William Toh – Academic Manager

Discipline: Marketing, Management and International Business

William holds a degree equivalent in Marketing from the prestigious Chartered Institute of Marketing, UK and a Masters in Business Administration (specialising in Marketing) from Charles Sturt University, Australia.

Before coming to New Zealand, William worked in several FMCG companies such as Procter and Gamble (Malaysia sales office), Lion Japan, Lee Kum Kee HK, and Lam Soon (Singapore). He held different positions such as trainer, Marketing Manager and Regional Manager in these multinational companies.

He was quickly recruited by some of the reputable business schools in New Zealand since arriving here six years ago, teaching the National Diploma, the NZ Diploma in Business and the University of Southern Queensland (USQ) courses, bringing his years of industry experience into these courses.



Swati Nagar – Acting NZ DipBus Programme Coordinator, Lecturer and Tutor

Discipline: Management and International Business

Swati is an accomplished business lecturer with comprehensive academic experience. Swati holds a Bachelor in Commerce, a Masters of Professional Business Studies, a Graduate Diploma of Business and a Post Grad Diploma of Commerce.


Swati is experienced in lecturing in subject areas such as Marketing, Management, International Business and Economics in a number of Auckland Institutes.





Saliya Kumara C.A., Lecturer and Tutor

Discipline: Accounting and Finance

Saliya is a doctoral student in the faculty of business of AUT. A graduate from the University of Colombo (1992) and obtained his MBA from the University of Sri Jeyewardenepura, Sri Lanka (1998). He is qualified as a CA and trained at KPMG (1990) and has memberships of few professional bodies (Accounting and Treasury Management) in UK, Australia and Sri Lanka. Was a senior CFO/Financial Controller having working and lecturing experience of 15 years. Saliya has followed short courses in Finance and Banking organized by various training institutions in London, Tokyo, Hong-Kong, Singapore and Cyprus.

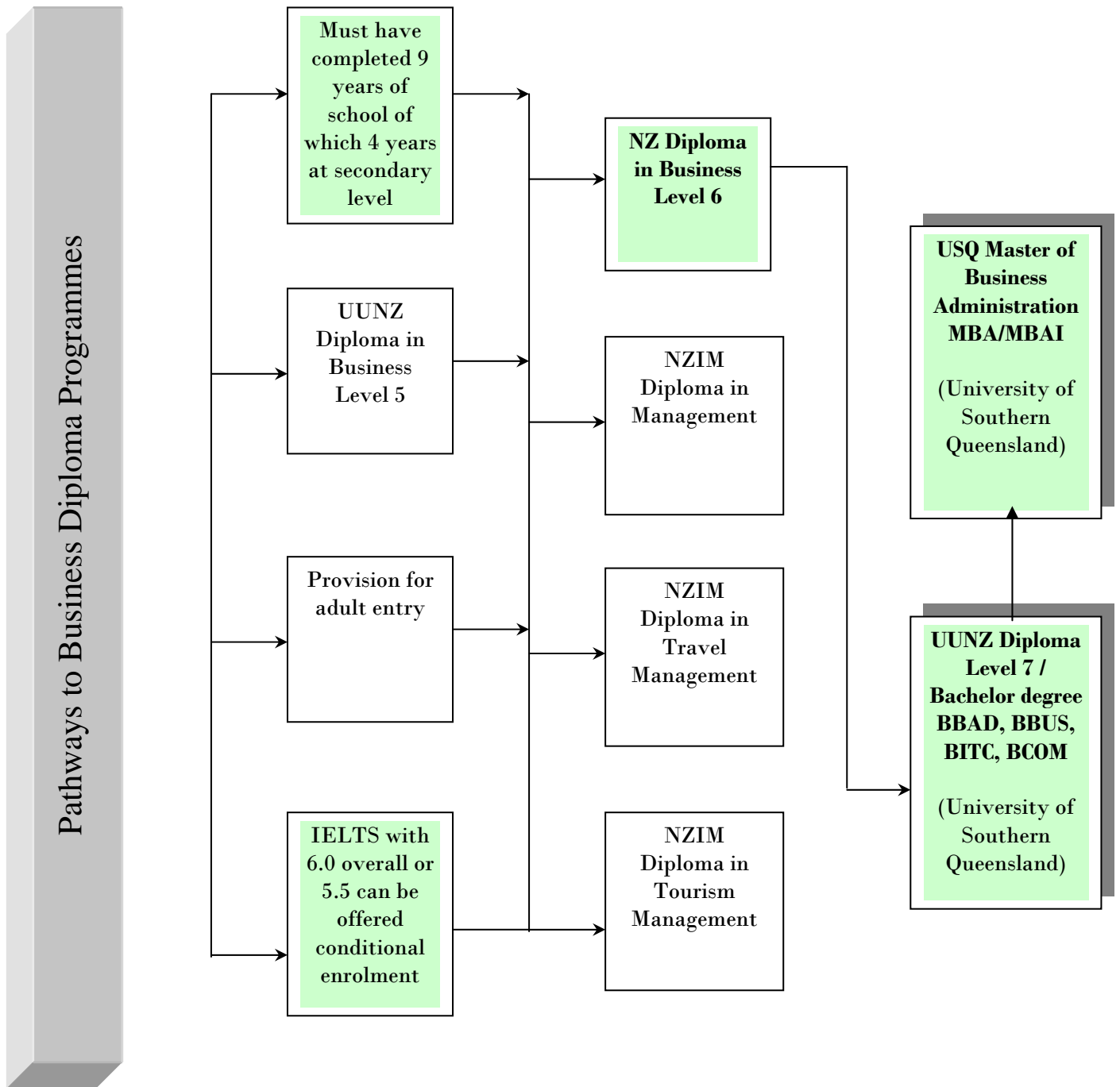
	<p>Mikhail Kotykhov, Lecturer and Tutor Discipline: Marketing</p> <p>Mikhail holds a Master of Business and currently pursuing his PhD in Marketing (AUT). Mikhail previously worked as a Senior Expert and an Economist at a reputable bank.</p> <p>Mikhail has experience in facilitating the process of learning for international students in the field of Marketing at other Institutes in Auckland.</p>
	<p>Dr Chandra Seneviratne, Lecturer and Tutor Discipline: Economics and Accounting</p> <p>Chandra holds a PhD in Economics from USA, an MA in Economics and Post Graduate Diploma in Advanced Economics and Social Studies from the University of Manchester, UK. She also holds a BA in Economics and Accounting and BPhil in Economics from Sri Lanka. She brings over 25 years' lecturing experience to the classroom and a practical approach to teaching.</p>
	<p>Simon Guo, Lecturer and Tutor Discipline: managing Organisations</p> <p>Simon holds a Masters degree in Marketing from the University of Lancaster and a BA (Hons) in Business Studies. He has been involved in the private sector in Malaysia and the UK. Since coming to New Zealand, Simon has worked as a Business Tutor teaching inter-alia, Marketing, Organisation and Management, Applied Management for the New Zealand Diploma in Business</p>
	<p>Indra Krunaratne, Lecturer and Tutor Discipline: Statistics and Information Technology and Management</p> <p>More information to be given later.</p>
	<p>Naseem Rahman, Lecturer and Tutor Discipline: Information Technology and Management</p> <p>Naseem holds a Masters of Business with a major in Management Systems from Massey University. Naseem currently works at Massey University and has experience in delivering Managing Communication Technology and Introduction to Business Communications. She has also taught Management Information Systems at Singapore Institution of Management (SIM).</p>

	<p>Sawsan Al-Shamaa, Lecturer and Tutor Discipline: Statistics Sawsan holds a Masters of Statistics from University College of Swansea, Wales, United Kingdom. Sawsan has a vast experience in delivering her discipline across different countries and is currently teaching Auckland Institute of Studies (AIS) St Helens. She is also the MBA Research and Math Department Coordinator at AIS.</p>
	<p>Bodhi Nightingill, Lecturer and Tutor Discipline: Political Science and Tertiary Programme Support</p> <p>Satbodhi has a BA in Political Science, a Diploma of Education, and an RSA/UCLES Certificate in TEFLA. Since 1992 he has been an ESOL, Business English and Academic Study Skills teacher.</p> <p>He is UUNZ's Tertiary Programme Support (TPS) Tutor and the Lecturer for USQ's POL1000 paper. He has worked at UUNZ since 2005.</p>
	<p>Sugapriya Ayodhi, Lecturer and Tutor Discipline: Information Technology and Management</p> <p>More information to be given later.</p>
	<p>Krish Naidu, Lecturer and Tutor Discipline: Human Resource Management</p> <p>More information to be given later.</p>
	<p>Marc Falconer, Lecturer and Tutor Discipline: Law</p> <p>More information to be given later.</p>

UUNZ Advisory Board

Dr David Lawson	Consultant, DKL Education Consulting (Australia) (formerly Pro-Vice-Chancellor of Victoria University, Melbourne, Australia)	dandka@optusnet.com.au
Dr John Hinchcliff	Former Vice-Chancellor of Auckland University of Technology	futures@wave.co.nz
Dr Emory McLendon	Director of Undergraduate Studies, Faculty of Business, University of Southern Queensland (Australia)	mclendon@usq.edu.au
Ian Mitchell	Computer and Management Consultant	ian@mitchell.co.nz
Ross Mathieson	Systems Analyst Former General Manager of Peace Software / Council Member of Auckland University of Technology	ross@insightsystems.co.nz
Sam Chan	Financial Advisor / Council Member of UNITEC / Advisory Committee of the University of Auckland	sam@taxadvisor.co.nz
Peter Hendriks	Director, New Zealand Association for Migration & Investment	info@terranoconsultancy.co.nz
Rob Robilliard	Central North Island Regional Development Manager, Scouting New Zealand	rob@scoutingnz.org.nz
Jimmy Chen	Chief Executive Officer, UUNZ	jimmy@uunz.ac.nz
Ivan Brown	Facilities and Property Manager, UUNZ	ivan@uunz.ac.nz
William Toh	Academic Manager, UUNZ	william@uunz.ac.nz
Dave Hodges	Programme Development Advisor, UUNZ	dave@uunz.ac.nz
Swati Nagar	Acting NZ DipBus Programme Coordinator, UUNZ	swati@uunz.ac.nz
Kane Foster	Head of Language School, UUNZ	kane@uunz.ac.nz
Vonis Cheung	Administration Manager, UUNZ	vonis@uunz.ac.nz

NZDipBus Entry Requirements and Future Pathways



Academic Calendar 2010

INTAKE	PERIOD
Semester One Student Intake ID: DB1001	Start Date: 11 Jan 2010 Ending Date: 30 April 2010
Semester Two Student Intake ID: DB01003	Start Date: 01 March 2010 Ending Date: 18 June 2010
Semester Three Student Intake ID: DB01005	Start Date: 10 May 2010 Ending Date: 27 August 2010
Semester Four Student Intake ID: DB1006	Start Date: 28 June 2010 Ending Date: 15 October 2010
Semester Five Student Intake ID: DB1009	Start Date: 06 September 2010 Ending Date: 17 December 2010 (No mid-semester break)
Semester Six Student Intake ID: DB1011	Start Date: 01 November 2010 Ending Date: 04 March 2011 (3 weeks Year-End Break)

(Note: The start date of each semester represents the start date of the orientation week)

New Zealand Public Holiday in 2010

DAYS	DATES
New Years Day	Friday, 1 January
Day after New Years Day	Saturday, 2 January
Auckland Anniversary Day	Monday, 1 February
Waitangi Day	Saturday, 6 February
Good Friday	Friday, 2 April
Easter Monday	Monday, 5 April
ANZAC Day	Sunday, 25 April (Monday)
Queen's Birthday	Monday, 7 June
Labour Day	Monday, 25 October
Christmas Day	Saturday, 25 December
Boxing Day	Sunday, 26 December (Monday)

New Zealand Diploma in Business

Outline:

Qualification: Diploma (Level 6) Version 2

Programme code: NC5 121

Duration: The NZDipBus is designed to be completed over 24 months, or at 18 months on fast track mode.

Overview:

The New Zealand Diploma in Business (NZDipBus) is a nationally recognized tertiary qualification in business, which provides vocational and educational relevance within the business community. This qualification also provides entry towards New Zealand University and polytechnic business degrees.

Key features of the NZ Dip. Bus.:

A student may successfully complete NZDipBus papers at accredited providers throughout New Zealand and can carry cross credits into the NZDipBus papers to other tertiary institutions.

Programme Structure:

The structure of the programme is built around a central core of seven papers (of which you must complete six) and six elective papers. The core papers are at level 400/500 and at least four of the elective papers must be at level 600. Each subject is worth 20 credits. To be awarded the New Zealand Diploma in Business (NZDipBus) the student must have 240 credits.

Entry Requirements

Students must:

- Pass the UUNZ English Entry Examination or have an equivalent recognised English language Qualification
- Full entry to the course requires IELTS level 6 or equivalent. However, Applicants with IELTS 5.5 or equivalent can be offered conditional enrolment but they must attend “Tertiary Program Support” course aimed at improving their English proficiency level.
- Have completed at least 12 years of schooling (sixth form certificate), *or*
- Have relevant work experience, *or*;
- The completion of high school education. Students from China must have 75%+ average in the SHSC exam, and higher qualifications than SHSC will be recognised on a case-by-case basis

Entry requirements for all courses are advised to prospective students through overseas and local agents, at the time of enquiry or enrolment, as well as being published in UUNZ's promotional literature and prescription.

English language proficiency:

English is the language of instruction for all subjects taught in the NZ Diploma in Business. Students must therefore meet English language proficiency criteria.

Students must be proficient in written and spoken English. They will need to read material and complete assessments in English.

Students must be able to develop ideas and express themselves in well structured and grammatically correct English that relates to the various papers that make up the NZ Diploma in Business course.

For International students whose first language is NOT English the following will apply:

Evidence of ONE of the following must be provided.

- a) A minimum score of **6.0** (IELTS- International English Language Testing System) or equivalent.
- b) A pass in English at Senior high school certificate or equivalent.

Students with an IELTS score of less than 6.0 will be placed in a **compulsory** language support tutorial group to enable them to improve their level of proficiency in the English language. This is referred to as **TPS** – Tertiary Programme Support. For the first semester, students will be required to attend 5 hours of TPS each week, studying academic skills and improving general English. TPS is compulsory for students that do not have IELTS 6.0 or above. This class is not to be confused with Business Communication, which is not a language support class.

Class times

Classes are run over 3 Semesters per year. Each subject offered will require class attendance of 4-6 hours per week and 9 non-contact hours per week. (This EXCLUDES additional tutorials where required.)

Class times are between 9.30am and 9.30pm. Monday to Friday for the regular classes.

Please refer to **TIMETABLE FOR SEMESTER 2, 2010**

Academic Policies and Procedures

Cross Credits and Recognition of Prior Learning

A. Purpose

This policy is aimed to facilitate and maximise access to learning opportunities by recognising relevant learning achieved prior to enrolment in a particular course or programme offered at UUNZ.

B. Scope

This policy applies to all assessed courses which UUNZ has been given authority by another body to offer.

C. Policy Statement

Students enrolled in programmes that the UUNZ has the authority to offer have the right to apply for cross credits from study completed here or at another recognised educational institution. They also have the right to submit evidence of having achieved the same learning outcomes through experience or study, usually outside a formal educational setting (referred to as Recognition of Prior Learning or Assessment of Prior Learning). Although there is no set limit on the number of credits that can be earned this way, credit is granted only where there is a close match between the learning achieved and the relevant course outcomes.

D. Definitions

- 4.1 **Cross credit:** credit granted towards the completion of a course or programme on the basis of official evidence of achievement of the same or similar learning outcomes in another recognised course or programme.
- 4.2 **Credit transfer:** an exemption from a specific course(s) when the same course has been successfully completed prior to enrolment.
- 4.3 **Standard cross credit:** cross credit arrangements which already have been approved and published (e.g. on a cross credit schedule).
- 4.4 **Assessment of Prior Learning (APL):** evaluation of an applicant's relevant skills and knowledge against the stated learning outcomes of the course, programme or unit standard/s for which equivalent credit will be awarded. The applicant's evidence of achievement usually is from work or other experience gained outside a formal educational setting. The term is used interchangeably with RPL (see below).
- 4.5 **Recognition of Prior Learning (RPL):** awarding the appropriate credit after evaluating the applicant's submitted evidence of relevant skills and knowledge of all or part of a particular course, programme or unit standard/s. The term is used interchangeably with APL (see above).
- 4.6 **Course (also referred to as a paper, subject or module):** the smallest component of tuition delivery in which a student usually can be enrolled, and which consists of defined learning outcomes and requirements.
- 4.7 **Programme/Qualification:** one or more courses, which usually leads to an award (certificate, diploma or degree), has been approved by the Academic Board for delivery and is described in terms of total credit value and level.

E. Procedures

5.1 Cross Credits

- 5.1.1 Information about cross credits, the process for applying for cross credits, the prescribed application fee and likely additional fees if further assessment is required must be available to students in writing on request. An overview of cross credit procedures is required as part of programme approval and is therefore subject to scrutiny by the Academic Committee.
- 5.1.2 A cross credit application can be made at any time by a student or prospective student **prior to the last withdrawal date**, but any cross credits granted will be added to the student's academic record only when enrolment in the relevant programme has been completed. In some cases this includes a formal selection process.
- 5.1.3 Application for cross credits may be made from courses completed at UUNZ or another recognised educational institution in New Zealand or overseas.
- 5.1.4 Credit can be awarded for full programmes, for courses or modules within a programme and for unit standards. Partial credit can be awarded at the discretion of the Academic Committee, but it must be made clear to the student, in writing, what additional work is required to obtain full credit for the particular component. Partial credit must be endorsed by the Program Manager and should usually be an option only for courses/unit standards of approximately 25 credits or more, and when the total RPL/cross credit equates to at least half of the total credit value of that course/unit standard. The rationale for this is that awarding partial credit for any less saves the student little time or money and increases the administrative load on staff.
- 5.1.5 It is the student's responsibility to provide sufficient documentary evidence so that a decision about appropriate cross credits can be made. In most cases, an original transcript or other formal evidence of achievement must be sighted. A copy will be kept on file by the school awarding the cross credits.
- 5.1.6 Where standard cross credit arrangements apply, no further documentation is required (refer 4.3).
- 5.1.7 In cases where similar cross credits have not been granted before, the school must have sufficient details of the previous course/s completed so as to determine the following:
- equivalency of course content (usually at least 80% equivalence is required), level and assessment scale used within the course
 - relevance to current programme (especially in areas of changing technology or required standards)
 - ratio of theory to practical work
- 5.1.8 It is the school's responsibility to determine the following and to inform the student in writing of the outcome:
- whether it is appropriate to grant any cross credit for the previous study, and if it is, to what extent (e.g. full cross credit, partial cross credit)
 - whether any further evidence of achievement is required

- before the cross credit is granted (for example, additional assessment or completion of an assignment in an area where there was insufficient evidence of comparable learning). Note that this could become an application for recognition of prior learning (refer 5.2)
- c what charge, if any, is levied for the consideration of a cross credit application (there is no charge for standard cross credits)
 - d whether there is an additional levy to cover any further assessment needed to complete the application.
- 5.1.9 The formal academic transcript will include a record of all cross credits and credit transfers awarded.
- 5.1.10 Situations not covered by this policy are to be referred to the Academic Committee. The Academic Committee can vary the procedures set out in this policy if it is deemed appropriate to do so.
- 5.2 Recognition of Prior Learning (RPL)
- 5.2.1 The NZ Qualifications Authority states that '*credit should be awarded for current and relevant skills, knowledge, attitudes and values achieved, without regard for the length, place or method of learning (e.g. workplace, life experience, hobbies, self directed study).*' UUNZ endorses this stance.
- 5.2.2 Procedures are to be developed for assessing prior learning approved by the Academic Committee.
- 5.2.3 Information about the process for applying for RPL, if it is available within the particular programme, must be available to students in writing on request. Note that if unit standards are assessed by RPL, and results are sent to NZQA for inclusion in the student's record of learning, the usual hook-on and credit fees apply. UUNZ must (a) be accredited for the relevant sub-field/domain and (b) adhere to the registered Moderation Action Plan, in the same way as for assessment by any other method.
- 5.2.4 Credit can be awarded for full programmes, for courses or modules within a programme and for unit standards. Partial credit can be awarded at the discretion of the Academic Committee, but it must be made clear to the student, in writing, what additional work is required to obtain full credit for the particular component. See 5.1.4 for guidelines on partial credit.
- 5.2.5 Successful RPL applications result in actual credit for what has been achieved (not merely an exemption with alternative work required). This does not preclude students negotiating enrolment in additional courses.
- 5.2.6 The formal academic transcript will include a record of credit obtained by RPL, but will not indicate that it was achieved through RPL. School is expected to maintain full records, however, in the same way that records for students achieving credit through normal tuition are kept.
- 5.2.7 All students are expected to pay a fee for the assessment of RPL. The fee is based on the faculty's estimate of the average amount of time needed for staff to complete the particular type of RPL process used (e.g. assessment by challenge test, assessment by portfolio, assessment by attestation or a combination) and the breadth of the application (e.g. entire programme, one course, a set of courses or specific

components within a course). A charge of \$80 per hour should be used as the basis for determining the standard fee. It is acknowledged that some applications will require less than the average time and some will require more, but the standard fee will be charged regardless of the actual time taken, so that students can be informed of the cost before making an application.

5.2.8 It is the student's responsibility to provide sufficient documentary evidence so that a decision about appropriate credit can be made. It is the school's responsibility to provide adequate information about the type and amount of evidence required, the fee, what assistance is available during the application period and when the outcome will be determined.

5.2.9 Situations not covered by this policy are to be referred to the Academic Committee for consideration and making policy decisions.

5.4 Requests for Reconsiderations and Appeals

The processes in place to handle requests for reconsiderations and appeals for any other form of assessment applies to assessment of cross credits and RPL (refer to "Appeal Policy" policy).

Assessments Policy

A. Policy

- 1 All summative assessment items will be criterion referenced.
- 2 The methods employed in assessing students' achievement of the objectives of a course shall:
 - 2.1 maintain academic standards appropriate to the level of the course in which students are enrolled;
 - 2.2 ensure that the assessment of students is not based on prejudicial or other unfair practices; and
 - 2.3 ensure that assessment techniques are used which will enable students to demonstrate clearly the level of achievement they have attained in the areas being assessed.
- 3 Assignments will be designed to encourage and support student learning.
- 4 To support student learning, the design of all assignments will be based on the following three principles:

The content principle: assignments should reflect the material that is most important for students to learn and is within the course prescription framework;

The learning principle: assignments should enhance learning and support effective instructional practice; and

The equity principle: assignments should support every student's opportunity to learn, understand and use the course material.
- 5 The design of an assessment scheme for a course should, as far as practicable, recognise and cater for the diversity of student backgrounds, experiences and learning styles.
- 6 The types and design of assessment items used for a course should be appropriate for the objectives being assessed in those items.
- 7 The process of assessment will be made explicit to students. Feedback to students will be designed to highlight both the strengths of student work as

well as any weaknesses. In this way, feedback endorses both the learning principle, and the equity principle.

8 The assessment process will ensure that all students are treated equitably and are awarded the marks and grades appropriate to the level of learning they have achieved.

9 All summative assessment items for a course will be moderated.

10 The allocation of grades and/or marks to students' work for a course will reflect the best professional judgment of academic staff involved in the marking and/or grading of that work.

11 Examiners should limit their use of summative assessment items in courses to ensure that students are not over-assessed and that students can get appropriate and timely feedback on such assessment items.

12 Examiners are encouraged to use formative assessments as part of the teaching/learning process.

13 Students are expected to accept responsibility for their learning and should attempt all assessment items developed on RCAP model of assessment.

14 Students are expected to behave honestly and ethically in completing pieces of assessment and to avoid any form of academic misconduct.

B. Assessment and Learning Objectives

1. All course objectives may be subject to assessment during the course.
2. The examiner of a course will prepare, and make available to students, an assessment scheme for each class in that course which will explicitly state:
 - 2.1. the relationship between each summative assessment item and the learning objectives of the course; and
 - 2.2. The weighting allocated to each summative assessment item.
3. To ensure that the content principle is met, an examiner, when designing an assessment scheme, will:
 - 3.1. provide a course specification that will make explicit the objectives of the course, including expected student content knowledge, and skill development;
 - 3.2. provide assessment tasks that relate directly to the learning objectives of the course;
 - 3.3. provide assessment tasks that measure learning against appropriate standards; and
 - 3.4. As far as practicable provide assessment tasks that are relevant to the experiences of students and to their likely career goals.
4. To ensure that the learning principle is met, examiners, when designing an assessment scheme, will:
 - 4.1. provide activities to encourage students to undertake self assessment throughout the course;
 - 4.2. provide assessment tasks that are designed to measure students' knowledge and understanding of the key concepts of the course and the extent to which students have developed expected skills; and
 - 4.3. provide assessment tasks that fit within an overall plan designed to assist the development and progress of student learning;
5. To ensure that the equity principle is met, examiners will:
 - 5.1. describe students' progress in a fair, relevant and accurate manner;
 - 5.2. where feasible provide assessment tasks that take account of student diversity; and
 - 5.3. report student progress and achievements in a manner which has the same meaning for different lecturers, students and other stakeholders.

C. Moderation

1. The appropriateness of the assessment scheme and all summative assessment items for a class will be assessed by the moderator for the course and will require the moderator's endorsement before being released to the students in the class.
2. Where more than one person assesses students' work on a particular assessment item, the examiner will be responsible for implementing a moderation process for those assessments to ensure that all students are treated fairly and equitably.
3. Before the release of final grades to students in a class, the examiner of the course will meet with the moderator of that course to confirm the final grades.

D. Assignments

Preparation of Assignments

1. Assignments shall be:
 - 1.1. the student's own work unless otherwise allowed in the course specification;
 - 1.2. Presented by the student in accordance with any special requirements, as specified by the examiner of the course, such as length, format, referencing techniques to be used.
2. Students enrolled in a course will be informed of the marking criteria for every assignment in the course upon the student's receipt of the assignment requirements. The marking criteria will be based on the learning objectives of the course.

Assignment Submission

1. The due dates of assignments will be stated in the course handbook. Assignments must be submitted by no later than **5:00pm** on the due date.
2. The programme manager may grant an extension of the due date of an assignment in extenuating circumstances.
3. The examiner of a course may request students to submit the original and one or more copies of an assignment in cases where the examiner wishes to retain a copy of the assignment after it has been marked.
4. It is the responsibility of the School to provide access to learning resources to enable students to have a reasonable time frame within which to complete assignments.

Return of Assignments

Assignments submitted by the due date will be marked and returned to the students, together with appropriate feedback, normally within two weeks of those assignments being submitted to the marker.

Late Submission of Assignments

1. If students submit assignments after the due date without extenuating circumstances then a penalty of a maximum of 10% of the assigned mark shall normally apply for each working day late. Any assignments submitted after 11.00am automatically qualifies for the 10% penalty.
2. Examiners may refuse to accept assignments for assessment purposes after marked assignments and/or feedback have been released. If extenuating circumstances appear to exist, examiners must consider these before refusing to accept an assignment. Extenuating circumstances include the sickness,

occurrence of serious incident, death in the family of the student that is beyond the control of the student.

3. Students, who require an extension to the due date of an assignment, must apply for the extension prior to the due date. The application should normally be a written request to the programme manager requesting the extension with appropriate supporting documentation.
4. The programme manager shall consider all documentary evidence (including statements from a medical practitioner, employer, counsellor or independent member of the community as appropriate) accompanying an application for an extension and decide on the outcome.
 - 4.1. In the case of an application for an extension for medical reasons, the documentation should include an original or certified copy of a Medical Certificate, completed by the student's medical practitioner and must include a statement from that medical practitioner stating:
 - 4.1.1. the date the medical condition began or changed;
 - 4.1.2. how the condition affected the student's ability to study;
 - 4.1.3. when it became apparent that the student could not submit the assignment by the due date.
 - 4.2. In the case of an application for an extension for family/personal reasons, the documentation must include a statement from a medical practitioner, counselor or independent member of the community stating:
 - 4.2.1. the date the student's personal circumstances began or changed;
 - 4.2.2. how the circumstances affected the student's ability to submit the assignment by the due date;
 - 4.2.3. when it became apparent that the student could not submit the assignment by the due date.
 - 4.3. In the case of an application for an extension for employment related reasons, the documentation must include a statement from the student's employer stating:
 - 4.3.1. the date the student's employment began or the conditions of employment changed;
 - 4.3.2. how that prevented or will prevent the student from submitting the assignment by the due date.
5. The Program Manager will arbitrate on any dispute that may arise in the implementation of these regulations.

E. Examinations

Preparation for Examinations

1. Examinations may be Open, Restricted or Closed as specified in the course guidelines and communicated to students at the beginning of the term.
2. The examination period will extend for not more than three weeks at the end of each term. It is the responsibility of students to ensure that they are available to take examinations during this period.
3. Examinations for all classes of the same course will normally be conducted at the same time.
4. The School will, as far as possible, ensure that students will not be required to take more than two examinations in any 24 hour period.
5. It is the responsibility of the Programme Manager to publish the timing and location of examinations no later than four weeks prior to the beginning of the relevant examination period.
6. It is the responsibility of students to inform themselves of the timing of their examinations no later than three weeks.
7. Students must bring appropriate documentary evidence for the purpose of their identification to each of their examinations.

Use of Electronic Devices during Examinations

1. Any electronic devices capable of circumventing the objectives of examinations or of disrupting other candidates shall not be permitted in examinations.
2. Mobile telephones, pagers or other electronic means of communication are not permitted in any examination room.
3. Candidates will not be permitted to take a calculator, computer or other electronic device into an examination room, unless the examination is an open examination or restricted examination. In the latter case, the details of devices permitted in the examination room will be included on the course handbook or will be advised to candidates by other appropriate means at a reasonable time prior to the examination and will be stated on the front page of the examination paper.
4. Where the use of electronic devices is permitted in an examination they must be hand-held, internally powered and silent.
5. Non-programmable calculators, where allowed, must have volatile memory only and must not have alpha facilities.
6. In restricted examinations, the examination invigilator will ensure that the make and model of any calculator(s) or computer(s) used by the student in the examination is noted by the student on the student's answer booklet.
7. Calculators used in examinations shall be subject to random checking by the examiners and examination invigilators.
8. The examiner may exempt candidates from any or all of these conditions in appropriate circumstances including student disability.
9. A candidate who contravenes or fails to comply with the above regulations shall be subject to the provisions of the regulations dealing with Academic Misconduct.

Student Conduct during a Test or Examination

1. Students shall comply with all instructions published in a test or examination paper or answer booklet or answer sheet, and with any authorized test or examination notice displayed in the test or examination room, and with any reasonable instruction given by an invigilator.

2. Students must provide appropriate documentary evidence for the purpose of their identification. Failure to do so may result in the exclusion of the student from the examination.
3. A candidate who contravenes or fails to comply with the above regulations shall be subject to the provisions of the regulations dealing with Academic Misconduct.
4. Supervision of Examinations
 - 4.1. The Program Manager is responsible for arranging the supervision of examinations.
5. Marking/Grading of Examination Papers

The Program Manager is responsible for arranging the marking/grading of all examinations for classes offered by the School.
6. Release of Marked Examination Scripts
 - 6.1. Students will be charged a fee, set by the Academic Committee, for the provision of a copy of their examination script.
 - 6.2. Copies of examination scripts of a type claimed to be exempt under the Freedom of Information Act will not be provided unless the examiner decides not to claim exemption.
7. Destruction of Examination Scripts
 - 7.1. Marked examination scripts remain the property of the School.
 - 7.2. Examination scripts for a course may be destroyed three years after the release of grades for that course, except when students have lodged an appeal. In that circumstance, all examination scripts for that course must be retained for one semester after all such appeals have been determined.

F. Marking and Grading

1. Examiners may choose to either mark all assessment items or grade all assessment items in a course.
2. Statements describing the requirements to complete individual assessment items satisfactorily, the requirements for a student to be awarded a passing grade for the course and the method of combining marks or grades for individual assessment items into a final grade, will be included in the course specification.
3. When a student has satisfied the requirements to be awarded a passing grade, the passing grade to be awarded will be determined using the appropriate table in the following sections. If a student does not satisfy the requirements to be awarded a passing grade, the student will be awarded either a failing grade or an incomplete grade.

Determination of Final Grades for Courses with Marked Assessment Items

A student's final grade for a course is determined by combining the student's marks for each assessment item in accordance with the course specification. The following table displays letter grades to be awarded to students on the basis of marks they achieved in all assessments as a final grade.

A+	=	85 - 100
A	=	75 - 84
B+	=	70 - 74
B	=	60 - 69
C	=	50 - 59
D	=	40 - 49
E	=	00 - 39

Source: www.nzqa.govt.nz

A "C" grade or better will be a pass. A grade "P" may be used to indicate a level of achievement that is upgraded but sufficient for the award of credit; such a level of achievement must be equivalent or superior to a "C" result. The grade "P" will be used when awarding a cross credit, credit transfer or assessment of prior learning result. A grade "F" may be used to indicate a level of achievement that is upgraded but not sufficient for the award of credit.

G. Resit policy

The aim of this policy is to provide a second and final opportunity to those students who failed to achieve a minimum of "C" grade. To attain a pass grade student must achieve at least 40% marks in the final examination and overall marks must not be less than 50%.

If a student fails to achieve a minimum of 50% of the marks in any subject will be offered to resubmit that assessment in which he/she received the lowest grade.

If the student passes the make up work, then the maximum "C" grade will be awarded by the examiner.

H. Staff Responsibilities

1. The Program Manager is responsible for ensuring that the grading of students is undertaken in accordance with the course specification.
2. The Program Manager is responsible for ensuring that all final grades are accurately recorded.
3. The examiner of a class is responsible for ensuring that all results have been correctly recorded and that grading has been duly and accurately performed.
4. The examiner, in consultation with the moderator, shall assess students' achievements of the objectives of the course in accordance with the course specification and award grades on the basis of that assessment.
5. In the event of a dispute between the examiner and the moderator in determining a grade for a student, the Program Manager shall be asked to resolve that dispute. Where the Program Manager is one of the involved parties the matter shall be referred to the Academic Committee for resolution.

Academic Misconduct – Policy and Procedure

A. Academic Misconduct (Types and Definitions)

All work presented for assessment is expected to be the student's own and original work. The Faculty of Business expects, of all students, honest, meticulous acknowledgement of all sources of materials used.

1. Plagiarism

Plagiarism occurs when a student presents someone else's work as if it was their own independent work. Failure to cite sources as they are used will be regarded as plagiarism. Plagiarism is one form of cheating. Where direct quotations from a source are included in the student's work, inverted commas must be used and the source cited. The Harvard System of citation must be used in all courses undertaken by students in the NZDipBus program (otherwise advised by the Examiner). Where ideas from a text, reference or article are used, the source must be cited. Similarly, where comments from personal interviews are used, acknowledgement must be made.

All sources, including sources on the Internet, utilized must be set out in a list of references or a bibliography at the end of the assignments. This does not replace in-text referencing but is supplementary to it.

Students are advised that their assessment items may be vetted for plagiarism using text comparison software.

2. Collusion

Collusion is a specific type of plagiarism that occurs when two or more students present joint work as if it was their own, independent work. A less well-defined issue is that of group work. The forming of a group to share ideas and assist in the development of assignments or projects is an accepted and encouraged practice. However, it is not acceptable for members of the group to submit identical answers to assignments by simply copying the work done as a group.

In some courses, the Examiner may advise that joint submissions are acceptable. This normally applies to major projects where several areas of expertise are required. Formal prior arrangements and approval is required and each member of the team will be required to sign a submission indicating they accept that each will receive the same mark. It should be noted that Examiners and/or Lecturers normally expect a higher standard of work in joint submissions.

With the above exceptions, all assignments must be submitted individually and the Examiner is entitled to consider identical layout, identical mistakes, identical argument and identical presentation to be prima facie evidence of collusion.

Students are advised that their assessment items may be vetted for collusion using text comparison software.

3. Cheating

There is no excuse for or sympathy given to students who cheat. A student found guilty of cheating in examinations or assignments, e.g. copying from another student's assignment or from an assignment submitted in a previous year either in part or in total, will be dealt with under the Academic Misconduct Policy in the Student Handbook.

4. Minor and Major Academic Misconduct

Plagiarism, collusion and cheating are all forms of academic misconduct. Where plagiarism or collusion is detected in an assessment item and comprised less than five percent of the assignment and where this is a student's first offence, this will be regarded as a minor infringement. The Examiner will report any alleged minor academic misconduct to the Program Manager who will write to the student with details of the allegation. The student will have 14 days in which to respond in writing. If, after receiving the student's response, the Program Manager is satisfied that a minor infringement of academic misconduct regulations has occurred the Program Manager, in consultation with the course Examiner, either deduct up to 20 percent of the marks available for that assessment item or require that the student resubmit the assessment item by a specified date. The student will also be counselled about appropriate standards of academic writing.

All other academic misconduct will be regarded as a major infringement and will be dealt with under Academic Regulations .

Normally:

- where major academic misconduct is a first offence, the student will receive a mark of **.02** (plagiarism) or **0.03** (collusion) or **0.04** (other forms of academic misconduct) for the assessment item;
- where major academic misconduct is a second offence, the student will be failed in the course;
- where major academic misconduct is a third offence, the student will be excluded from the program for a period of one year;
- where major academic misconduct is a fourth or subsequent offence, the student will be excluded from the program for a period of three years.

B. Policy

Students are expected to behave honestly and ethically in all matters relating to their program of study and to avoid any form of academic misconduct.

C. Rules

1. All alleged cases of academic misconduct, shall be reported in the first instance to the Program Manager responsible for administration of the course.
2. The Program Manager shall inform the student of the allegation and its basis and whether it is considered to be a minor infringement and of the student's rights under rule 5 below.
3. For minor infringements the Program Manager shall inform the student in writing of the proposed course of action, which will be to include the student's name in a School record of academic misconduct and, in addition, may be one or more of the following:
 - 3.1 the student be issued with a formal warning;
 - 3.2 a reduction in marks of up to 20 percent of the marks available for that assessment item;

- 3.3 the student be required to resubmit the piece of assessment by a specified date (Note: In the case of resubmission the only passing grade or mark shall be **C or 50%** as appropriate);
- 3.4 the student be required to undertake additional, equivalent assessment by a specified date (Note: In the case of additional, equivalent assessment the only passing grade or mark shall be C or 50% as appropriate).
4. For matters other than minor infringements, or at the student's request, the matter shall be dealt with under regulation 5. Where students elect to have the matter heard under regulation 5, they shall so advise the Program Manager within seven calendar days of being informed of the allegation.
5. The Program Manager shall interview the student or staff member making the allegation and the student concerned.
- 5.1 Where the Program Manager is satisfied there is conclusive evidence the student has committed an offence, the Program Manager shall notify the Academic Committee with a recommendation that one or more of the following courses of action be taken:
- 5.1.1 the student be required to undertake additional assessment in the course;
- 5.1.2 the student be failed in the piece of assessment;
- 5.1.3 the student be awarded a grade of Fail for the course;
- 5.1.4 the student be withdrawn from the course with academic penalty;
- 5.1.5 the student be excluded from the course or the program for a specified period of time;
- 5.2 Where a student is excluded under regulation 5.1.5 initial exclusion from the School shall normally be for a period of one year. A student excluded for a second time can be excluded for a period of up to three years. Any period of exclusion will count towards the length of time taken by the student to complete the program.
- 5.3 Where the Program Manager is not satisfied that there is strong evidence of the allegation, the student shall be so advised and no further action taken.
- 5.4 Upon notification by a Program Manager that there is conclusive evidence that a student has committed an offence, he shall:
- 5.4.1 provide the student with sufficient details of the allegation to allow the allegations to be answered; and
- 5.4.2 advise the student in writing of the proposed penalty, the procedure for admitting to the allegation and the avenue of appeal to the Appeals Committee for the School. The letter will be sent by registered post to the student's mailing address on the School's records and the student will have fourteen days from the date of receipt of the letter in which to reply. Students who do not reply within that fourteen days shall have no further right of appeal and will be advised in writing that the penalty notified in the Program Manager's letter shall be implemented.
6. Students excluded under regulation 5.1.5 shall be reinstated on request at the end of the period of exclusion.

Appeals Policy and Procedure

A. Policy

1. Applicants for admission to a program of the School who have not received an offer of a place in that program have a right to appeal against that decision.
2. Students who believe they have been unfairly disadvantaged by
 - 2.1 denial of admission to a program; or
 - 2.2 the cancellation of admission to a program; or
 - 2.3 the failure to grant an exemption; or
 - 2.4 the award of a grade; or

B. Rules

1 Appeals Committee

1.1 The UUNZ Appeals Committee shall comprise:

- 1.1.1 Chief Executive Officer;
- 1.1.2 Program Manager;
- 1.1.3 One member of the Advisory Committee who is neither a staff member nor a student of the School.

2 Admissions

An applicant for admission to a program may appeal if admission is denied.

- 2.1 An applicant who has been denied admission to a program may appeal in writing, within fourteen days of notification of the decision, to the Program Manager for reconsideration of the application. The appeal documentation must provide evidence that the applicant has met all published requirements for admission to the program.
- 2.2 The Program Manager may accept or reject the applicant's appeal. An applicant whose appeal has been rejected by the Program Manager will have fourteen days from receipt of the letter of notification to lodge an appeal in writing to the School Appeals Committee. Students who do not appeal within those fourteen days will have no further right of appeal.

3 Cancellation of Admission

Students may appeal the decision to cancel their admission to a program.

- 3.1 Students whose admission to a program has been cancelled may appeal in writing to the Program Manager for reconsideration of the decision to cancel. An appeal must be lodged within fourteen days of notification of the decision.
- 3.2 The Program Manager may accept or reject the student's appeal. Students whose appeals have been rejected by the Program Manager will have fourteen days from receipt of the letter of notification to lodge an appeal in writing to the UUNZ Appeals Committee. Students who do not appeal within those fourteen days will have no further right of appeal.

4 Exemptions

Students may appeal against the refusal of a School to grant an exemption.

- 4.1 Appeals against the refusal to grant an exemption must be lodged in writing to the Appeals Committee. An appeal must be lodged within fourteen days of the receipt of the notice of the results of the claim for exemption(s) and must include the appropriate fee. Appeals lodged outside this period will not be heard.
- 4.2 The appeal documentation must include the reason for the appeal and must show that all relevant documentation in support of the exemption claim has been provided previously to the School.

- 4.3 Within fourteen days of receipt of formal written advice that the Appeals Committee for the School has rejected an appeal, students may apply in writing to the CEO of the School that they can satisfy the objectives of the course(s) involved.
- 4.4 Where an application is granted, the Program Manager shall determine the nature and timing of the assessment and provide such advice to the applicant.

5 Grades

Students may appeal against the award of the final grade in a course.

- 5.1 Before lodging a formal written appeal against the final grade in a course students must demonstrate that they have:
 - 5.1.1 requested the examiner of the course to check that no administrative error has occurred in the addition or recording of the marks gained for assessable components of the course or in recording the grade awarded; and
 - 5.1.2 discussed with the examiner or moderator of the course, the grounds upon which the student feels the grade awarded is incorrect.
- 5.2 If the processes in 5.1 do not resolve the matter, a formal written appeal against the award of the final grade in a course may be lodged. Appeals against the award of the final grade in a course must be lodged in writing to the Appeals Committee. Appeals must include the appropriate fee as determined the Academic Committee. An appeal must be lodged within fourteen days of the release of official results. Appeals lodged after the times stated or not including the prescribed fee will not be heard.
- 5.3 The appeal documentation must include the grounds for the appeal (see 5.4 below) and must show that a reasonable effort has been made to resolve the dispute in accordance with 5.1 above.
- 5.4 The Appeals Committee shall uphold the appeal if it can be demonstrated:
 - 5.4.1 that there has been a breach of the School's regulations, procedures or assessment policy, or failure to adhere to the approved assessment procedures for that course, sufficient to cause disadvantage to the student; or
 - 5.4.2 that the student has been unfairly treated in the process of assessment; or
 - 5.4.3 that the student has been unfairly treated by persons involved in the conduct of the examination.
- 5.5 Students whose appeals have been rejected by the Appeals Committee will be so informed by the Chair by a letter sent by registered post to their mailing address on the School's records and of their right, within fourteen days of receipt of the letter:
 - 5.6.1 to a review of the decision subject to new relevant information being provided in writing to the Appeals Committee for the School.
- 5.7 A student whose appeal has been successful shall be so advised by the Chair, Appeals Committee for the School, the disputed grade will be appropriately adjusted by the examiner of the course involved and the appeal fee will be refunded as soon as practicable.
- 5.8 A student whose appeal has been rejected after review by the Appeals Committee for the School will be so informed by the Chair by a letter sent by registered post to their mailing address on the School's records and of their right, within fourteen days of receipt of the letter, of appeal to the School Appeals Committee.
- 5.9 A student who has an appeal against a grade in a course under consideration by an Appeals Committee may enroll in other courses which have that course as a prerequisite until the appeal is resolved. The student's enrolment in those

courses will be cancelled without academic or financial penalty if the appeal does not result in a passing grade in the prerequisite course.

NZDipBus Assignment Collection Procedure

The NZDipBus assignment collection procedure is quite similar to that of USQ. The procedure follows;

1. Students are advised by their lecturers and tutors to submit their assignments at reception on the due date. Teachers will not accept any assignments from students directly.
2. Students are supposed to submit their assignments at no later than 5:00pm on the due date.
3. A standard assignment cover sheet must be attached to each assignment and the declaration signed by the student. Assignments with unsigned declaration shall not be accepted.
4. Students will receive a receipt from the reception as a proof of assignment submission.
5. The person who collects assignment should make sure that it is date stamped and the time recorded on the cover sheet.
6. By the end of the day, the administration should let the Program Manager know so that he can inform the relevant teacher to pick assignments from the reception.

Computer Policy and Procedures

This policy applies to all students and staff, whether they are full time, part time or temporary. This policy also applies to all UUNZ Institute of Business owned computer systems, including hardware, software, data, and the computer networks associated with these computers.

UUNZ Institute of Business provides computer equipment and Internet access for staff, and students. The primary purpose of the computer facilities is to be used for scholarly purpose and official business.

The Institute relies heavily on the computer network for its educational, operational, and financial needs. Therefore, it is essential that the computer systems and computer network are maintained in a secure environment and used in a responsible manner.

1. The computer systems must be protected from unauthorized access. The individual user is responsible for safeguarding passwords. If a user feels security has been compromised, it is their responsibility to report it to the IT Support Team (Alvin on Level 4).
2. The Institute prohibits accessing Internet services that do not further educational interests. This specifically includes, but is not limited to, subjects pertaining to pornography. Accessing or distributing pornographic materials is a violation of this policy that will result in disciplinary action, this also applies to mp3's, movies or any copy righted © material. The Institute reserves the right to monitor files that it has reason to believe violate our policy.
3. Use of electronic mail or other network communications to harass or offend other users is prohibited. Students and employees should have no expectation of privacy in the material sent or received by them over the Institute computer

systems or networks. While general content review will not be undertaken, monitoring of this material may occur if deemed necessary.

The administrative and instructional computers are critical to the financial record keeping and instruction of the Institution. Software sometimes causes incompatibility issues with other programs. Because of this, administrative staff and students should not install software without the prior approval from our System Administrator Alvin (Level 4).

Anti Plagiarism Software



Originality Checking allows educators to check students' work for improper citation or potential plagiarism by comparing it against continuously updated databases. Every Originality Report provides instructors with the opportunity to teach their students proper citation methods as well as to safeguard their students' academic integrity.

Features & Benefits

- Encourages Proper Citation
- Over 10 Billion Web Pages Crawled & Archived
- Over 70 Million Student Papers
- Over 10,000 Major Newspapers, Magazines & Scholarly Journals
- Thousands Of Books Including Literary Classics
- Printable Reports
- Side-By-Side Comparison

Academic Integrity

"Turnitin plays an extremely important role in helping our students understand intellectual honesty... For our students, being able to see a highlighted line that is similar or exact to another document gives us that "teaching moment"..."

- TRIO Training, University of Washington

"Some Thoughts on Plagiarism"... [\(more\)](#)

- by Professor N. Stanlick, University of Central Florida

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As soon as you create your user profile and join an account or class, you can login to your unique Turnitin homepage. For more help on using Turnitin please consult our [online training videos and user manuals](#).

Attendance Policy and Procedure

Minimum attendance (80%) of course is required. Students who do not maintain this level of attendance can expect the following disciplinary procedure:

The following disciplinary system is used if:

- (i) you are absent for two days without notifying the Academic Manager and you do not supply a medical certificate within two days of your return.
- (ii) you are not completing the tasks required of you
- (iii) your attitude in the classroom is disruptive to others
- (iv) your attendance rate falls below 85%
- (v) you are found to be in breach of the laws of New Zealand. All UUNZ students are expected to follow the laws and regulations laid down by the New Zealand Government.

(For severe disciplinary matters, any of the above steps can be omitted. In extreme cases, UUNZ reserves the right to summarily expel students.)

Verbal warning

The Academic Manager will request a meeting with you to discuss the issue. No further action will be taken if the situation is remedied.

First written warning

This follows a verbal warning. This warning is issued if the situation in the verbal warning is not addressed. It can be issued at any time throughout the course, regardless of how long ago the verbal warning was issued. Students that do not attend for three consecutive days will be issued a warning even if the student is not present to sign. You will be contacted by telephone when this warning is issued. This warning will be posted to your home address. This warning will be deleted only if the student presents a valid medical certificate.

Second written warning

This follows a first warning. This warning is issued if the situation in the verbal warning is not addressed. It can be issued at any time throughout the course, regardless of how long ago the verbal warning was issued. Second warnings will be issued for non-attendance even if the student is not present to sign. If a student is issued a first warning for three days of consecutive absence, a second warning will be issued on the fifth day of absence. You will be contacted by telephone when this warning is issued. This warning will be posted to your home address. This warning will be deleted only if the student presents a valid medical certificate.

Third written warning

This follows a second warning. This warning is issued if the situation in the verbal warning is not addressed. It can be issued at any time throughout the course, regardless of how long ago the second warning was issued. Third warnings will be issued for non-attendance even if the student is not present to sign. If a student is issued a first warning for three days of consecutive absence and a second warning on the fifth day of absence, the third warning will be on the eighth day of school

absence. You will be contacted by telephone when this warning is issued. This warning will be posted to your home address. This warning will be deleted only if the student presents a valid medical certificate.

Suspension

After a third warning has been issued, the student has 7 days in which to correct the situation. If it is not corrected, the student will be suspended. Suspension can be from one day to two weeks, depending on the situation. During this period of suspension, the student will not be allowed in the school unless it is to meet a member of the academic staff. This warning will be deleted only if the student presents a valid medical certificate.

Expulsion

On his return, the student has one week to show that he or she is correcting the situation which led to the suspension. If no change is observed in the student within that week, the student will be expelled from school. They will forfeit all remaining fees and a letter will be sent to NZIS (New Zealand Immigration Service) advising that the student has been expelled and thus should have his or her visa cancelled. This warning will be deleted only if the student presents a valid medical certificate.

Participation Marks - Rules and the method to calculate the marks

(To be decided by the Lecturer/Tutor)

Rationale: The introduction of participation marks into the assessment criteria of SELECTED NZDipBus papers is deemed to improve the overall students' attendance and encourage students to develop and improve different skills such as critical thinking, debate, questioning and interpersonal skills.

Rules: The following rules are designed to establish a standard for the teachers who need to allocate attendance marks.

1. The lecturer must start his/her class no later than 10 minutes of the start time.
2. The lecturer may exercise a power not to admit a student into the class if a student is late by more than 10 minutes. However, the student may be allowed to join the class after the break.
3. If a student is late then the lecturer must record that student as late in the attendance register.
4. Two late marks on student's record will be considered and recorded as one absent.
5. For the purpose of the attendance marks, students' attendance in their lecture, tutorial and tertiary programme support (TPS) will be counted.
6. The lecturer will allow only those students into the tutorial class who have completed the tasks given out to them by the lecturer in the previous week and who are able to participate. The lecturer may use his/her discretion to allow a student who was absent from the previous week's lecturer.
7. If a student is absent from school in one week then it is the student's responsibility to either find out about the tutorial tasks from another class fellow or by contacting the lecturer.
8. The Lecturers must ensure that they have developed the practical tasks for the tutorial class and such tasks have been handed out to the students at least a week in advance.

Guidelines for Attendance Marks Calculation:

Use the following two steps to determine the attendance marks

STEP 1: Get the average attendance for the student by the end of the semester from the students' administration office. The average attendance is calculated from the student's lecture, tutorial and tertiary programme support attendance record. Such records will be available from the students' administration office by the end of the semester.

STEP 2: Use the following grid to determine the attendance marks.

Tiers	Attendance (%)	Marks (%)
1	90 – and over	7
2	85 – 90	5
3	80 – 85	3
4	79 and below	0

Graduation

Gaining certification of course completion and receiving a detailed analysis of learning progress is satisfying for students and clearly indicates progress. Assessment, for the successful completion of a course, may take the form of examinations, tests, assignments, or other forms approved by the Program Manager and may be conducted on a group or individual basis.

Students must complete 240 credits to qualify for Graduation.

All students who have successfully completed the minimum requirements for the School's qualification may attend a graduation ceremony. All students will receive their qualification upon course completion.

Final grades for subjects are notified in writing by mail to students. Confirmed grades may also be published confidentially, using individual student identity numbers on the School's notice board or by electronic mail. Staffs are unable to give examination results. Examination results will also not be provided to students over the telephone.

A student fails a subject if he/she does not meet the assessment levels as set out in the individual subject outlines.

New Zealand Diploma in Business will be awarded by the New Zealand Qualifications Authority in the joint names of the Authority (NZQA) and UUNZ .

Building Rules and Information

Our building is owned by Peace Software and it is important that we respect their rules and regulations. Please make sure you understand the following rules:

- (i) Smoking is not allowed inside or in front of the building. There is a smoking area outside the Lower Ground Level car park 2. Please use the ashtrays and DO NOT throw cigarette ends on the ground. Respect the other people in the building and make sure you follow these rules.
- (ii) Parking is strictly for authorized UUNZ staff and Peace personnel only. Any student cars found parked in the car park will be towed away (24 hours) and owners will be charged a heavy fine for return of their vehicle.

Off-street Pay and Display parking is available with a time limit. We encourage you to use public transport. Please see the reception staff if you need help with bus timetables.

- (iii) We must respect the other people using our building, please be polite and do not make too much noise when using the lifts, café area or walking through shared areas.
- (iv) There is a café area on the ground floor. Students are welcome to use the seating facilities, vending machines, microwave, kitchen sink from 7.30am to 4.00pm. Unfortunately the coffee machine and lounge area are restricted to Peace staff only. Please keep the place clean and tidy.
- (v) Please carry your UUNZ student ID card with you at all times while on campus.

Building Entry

The glass entrance doors open at 7.30am and close at 6:00pm Monday to Friday (except public holidays). The school opens at 9:00am and closes at 5:30pm (or until the end of the last class) and you are not allowed to re-enter the school floor after this time.

Building Toilet Rules

Please remember to keep toilets clean and put all waste paper etc in the bins provided.

Students with disabilities

Prospective students with disability should contact WY well in advance of commencing their studies to ensure that the appropriate supports are able to be put in place. More information regarding options for students with a disability is available.

Private tuition (one-to-one) is offered to students who need extra help with particular study areas on an hourly basis

Contact Details

A. Student's contact details:

Students must inform UUNZ immediately for any changes in address, contact telephone numbers or e-mail address.

B. School contact details:

UUNZ Institute of Business
Levels 4 - 6
Peace House
100 Symonds Street
(PO Box 9081 Newmarket)
Auckland
Tel: (09) 915 3390
Fax: (09) 915 3399

UUNZ Institute of Business Enrolment Policy

1. Rationale

1.1 Enrolment is subject to the following conditions which become legally binding on confirmation of the acceptance of a student by UUNZ.

1.2 Enrolment is complete only when UUNZ receives full payment of fees.

1.3 Conditions of enrolment can only be changed at the discretion of the UUNZ Management.

2. Payment

2.1 All fees are received and refunded in New Zealand dollars. UUNZ is not responsible for any currency fluctuations between enrolment and issuing of refunds. All fees include New Zealand Government Good and Services Tax (GST).

2.2 All fees are calculated and paid on basis of the number of papers students wish to study in each semester. Students have to complete twelve papers to qualify for the award and the fee can be paid on semester by semester basis.

2.3 Registration fee is non-refundable.

2.4 Course fees are deducted from the first day at which a student's attendance on a course is required.

2.5 All fees are non-transferable to other institutions or students although English language tuition fees are transferable to UUNZ Diploma programmes.

3. Withdrawal & Refund Policy

3.1 The amount of refund depends on the length of the course of study (period of enrolment) and on the time period before withdrawal, as summarised in the following:

Student Withdrawals

Type of student	Less than 3 months				3 months and greater		
	International Students				Domestic Students	International and Domestic Students	
	Course length (Less than 5 weeks)	(Between 5 and less than 13 weeks)			(1 day to 3 months)	(13 weeks and greater)	
Withdrawal period	Up until the end of the second day of the course	From day 3 onwards	Up until the end of the fifth day of the course	From day 6 onwards	No set withdrawal period	Up until the end of the eighth day	From day 9 onwards
Amount of refund	50% of total fees paid	No refund	75% of total fees paid	No refund	No refund (refer to 4 a)	Full refund, less administration costs of up to 10% of the total fee or \$500 whichever is the lesser	No refund

Note: The total fee in the table above includes all fees paid to UUNZ excluding accommodation fees.

3.2 All applications for withdrawal and/or refund must be submitted in writing with all

original documents.

3.3 Any refunds must go to the person from whom UUNZ received the monies, unless written authority to refund direct to the student is received by the school from the sponsor.

3.4 On withdrawal, UUNZ will advise the New Zealand Immigration Service that the visa/permit must be cancelled. The official receipt and Offer of Place document must be returned to UUNZ before any refund will be made.

4. Accommodation

4.1 Once a student commences living in a homestay, a minimum non-refundable period is 4 weeks, unless the period of study is shorter than 4 weeks.

4.2 Students under the age of 18 must stay with Homestays/Designated Caregivers for the length of the courses enrolled on.

4.3 Non-advice of a late arrival will require a homestay payment from the advised arrival date.

4.4 Homestay arrangement fee is non-refundable once the arrangement has been made.

4.5 Accommodation is guaranteed for the period of time covered by accommodation fees received and held by UUNZ.

5. Attendance & Discipline

5.1 The student is expected to attend all lessons, be on time and behave in a responsible manner at all times.

5.2 UUNZ reserves the right to expel any student who breaks New Zealand law or UUNZ rules, or fails to attend at least 80% of the course enrolled for. The student will be given 3 written warnings in an attempt to remedy the problem prior to expulsion. Breach of New Zealand law will lead to immediate expulsion.

5.3 In the case of expulsion, UUNZ will advise the New Zealand Immigration Service and will not refund any fees.

6. Insurance

6.1 International students must have appropriate and current medical and travel insurance in place while studying in New Zealand. If you fail to show proof of appropriate and current medical and travel insurance to cover the period of study at UUNZ or your insurance has expired for more than one week without providing UUNZ with new insurance, UUNZ will arrange accordingly and pass the cost onto you.

6.2 UUNZ can provide assistance in obtaining this insurance if students wish, although UUNZ is not responsible for any sickness, damage or loss incurred while you are at school or on school activities.

7. Student Welfare

All students are welcome to discuss concerns regarding their study, accommodation, visa requirements, further study and other issues with our staff.

8. Student Grievance Policy

8.1 Complaints should be directed to the reception staff or student advisors in the first instance, and then to the Head of the relating department. If a student is unhappy with the outcome, the matter will be referred to the Board of Directors and their decision will be final.

8.2 Should a student believe the matter has not been resolved by UUNZ fairly, the student may refer the matter to the International Education Appeal Authority or NZQA (04) 463 3000.

International Education Appeal Authority (IEAA)

Tribunals Unit

Level 1, 86 Custom House Quay

Private Bag 32001

Panama Street

Wellington

New Zealand

Phone: (04) 462 6660

Fax: (04) 462 6686

Email: ieaa@justice.govt.nz

Website: www.minedu.govt.nz

Homestay Policy and Procedure

Rationale

To provide quality homestay for UUNZ students and offer support to both families and students

Rules and Regulations

- Minimum stay in a home stay is four weeks. You can choose to stay longer.
- Students are **not allowed to make private arrangements** with the host within the initial 4 weeks or any other UUNZ host family.
- Students are not to discuss payments with the host. If they have a question they can ask the school advisors.
- The home stay fee is around \$210-\$220 per week. This incorporates food, power electricity and general wear and tear on appliances, furnishings and administration fees.
- We encourage you to stay as long as possible in your home stay, so you can continue to develop your communication skills.
- We will interview you after your first two weeks' in home stay to see if you are happy in your home stay and require any other assistance.

Student Fee Protection

UUNZ Institute of Business is proud of its student fee protection scheme. Student's fees are paid directly to a NZQA approved trust account governed by the Public Trust. Tuition fees are held in the trust for individual students up to the eighth day of their course. Up to \$500 or 10% of tuition fees (whichever is lesser) is released by the trustee to the school upon student arrivals. Up to 15% of these fees are released on or after the ninth day of a student's course, the remaining fees are released pro-rata in arrears in relation to the tuition delivered.

Other fees including accommodation are held in trust and released by the trustee pro-rata in advance in accordance with student arrivals and the payment arrangements with service providers or student special requirements.

UUNZ is confident that its fee protection scheme is as safe as possible and that its

customers can feel secure and be confident in UUNZ's accounting methods.

Other Important Information

Driving in New Zealand

You are only allowed to drive in New Zealand if you have an international licence which has the approval of the NZ police or a New Zealand driver's licence. If you own a car, it must be registered, have a current Warrant of Fitness and should be insured. Drivers under the age of 25 have different restrictions and requirements. In New Zealand, we drive on the left hand side of the road. You can find out more about driving regulations in New Zealand by visiting www.aahost.co.nz or www.itsa.govt.nz

Home stay, Accommodation and Culture

Our staff is on hand to help you with any difficulties you may face in your living situation, please make an appointment if you have any problems, otherwise we will interview you from time to time to make sure that all is well. As New Zealand is probably very different from your home country, our Student Support Service is on hand to help you with any difficulties. Please talk to us if you have any problems, all matters will remain confidential.

Library and Learning Support

The library is open from 9:00am to 5:30pm Monday to Friday and is stocked with all text and reference materials required for your courses. Please note that some books are available on 24 hour loan while others are reference only. Photocopying facilities are available and copies cost 9c each.

Text Books

All students are required to purchase text books for their courses as New Zealand law strictly prohibits excessive copying of textbooks and it is totally illegal to copy a whole textbook, in fact it is illegal to copy more than 10% of a textbook unless it is out of print (see **academic offences**)

If you are unable to find information you need, please contact one of our Learning Support Officers who are based in the library. Please remember that you can access materials in other Libraries including Auckland City library, 44-46 Lorne Street, Tel: 377 0209.

Mobile Phones

Please switch off your mobile phones while in class. Lecturers have the authority to confiscate phones until the end of class if they are a nuisance. It is important to remember that you must NEVER bring mobile phones into an examination, this is classed as a form of cheating and penalties are high.

Parking

The car park in front the UUNZ building is strictly for authorized users only. Cars found parked illegally will be towed away with a charge to the owner (24 hour towing). Several public car parks are available nearby, please ensure you park your car legally and pay the full fee as towing charges by Auckland Council are very expensive.

Safety

New Zealand is a relatively safe country, however, every country has problems with crime from time to time and following the guidelines below can help ensure the safety of yourself and your personal belongings.

- Keep your possessions with you at all times (particularly valuables such as your bag, mobile phone and you wallet).
- Ensure your insurance covers your personal belongings.
- Keep records of important information such as your passport number, credit cards and serial numbers of any expensive electronic goods.
- Do not keep large amounts of cash either on you or left behind at home. The ATM machines allow you to withdraw smaller amounts of cash at regular intervals.
- Report thefts to reception immediately who will help you to inform the police. Ensure you have the emergency numbers for your bank or credit card company to cancel cards in case you lose them or they are stolen.
- Do not enter teachers' or administration rooms unless a member of staff is present.
- Report an unusual or suspicious behaviour to reception immediately.
- Do not walk alone after dark always ensure that you are accompanied by a friend.
- Inform your homestay family or flatmates if you are going to be late home or intend to stay away overnight.
- Ensure that you have an up to date timetable for public transport to and from school in case you miss your usual connection. These are held in the student area, if we do not have copies your transport route, please let us know.

Smoking

Smoking is not allowed ANYWHERE in the school building or IN FRONT of the building. There is a smoking area outside the lower ground floor carpark 2 area and ashtrays are provided. Please use the ashtrays and DO NOT throw cigarette ends on the floor.

Staff Absences

If your lecturer or tutor is unavailable to take your class due to sickness or family problems, UUNZ will inform you as soon as possible. We will make arrangements for your class to be rescheduled to another time or provide a relief teacher.

Student I.D. Cards

Student I.D. cards will be issued at the beginning of the semester and are required to be shown when you attend examinations. They can also be used to secure discounts at a number of shops (including University Bookshops), theatres and on public transport.

Student Council

Student Council Representatives will be appointed at the beginning of each semester. Their role is to represent the study body at monthly meetings with the Management Team. The council represents all students and their role is to present suggestions or grievances to the Management Team. Please approach a Student Council representative if you wish them to act on your behalf.

Treaty of Waitangi

The treaty is an agreement made between Maori and the Crown (the government), a founding document on which modern policies made in New Zealand are made. It is valuable for all people living and studying in New Zealand to understand the implications of the Treaty and how it makes New Zealand culture different to any other. Questions and answers about the Treaty and its effect on modern society can be found on www.aotearoa.wellington.net.nz/back/project.htm.

Code: UUNZ Institute of Business has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New

Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>.

Immigration: Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.

Eligibility for Health Services: most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>. It is mandatory for all international students in New Zealand to be covered by health insurance.

Accident Insurance: the Accident Compensation Corporation provides accident insurance for all New Zealand citizen, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

Medical and Travel Insurance: International students must have appropriate and current medical and travel insurance while studying in New Zealand.

Student Fees Protection: UUNZ has an agreement with the Public Trust, who acts as a trustee to protect students' fees by holding students' fees in a trust account and pro rata, monthly, in arrears transferring the fees over to the School. This protects all students' fees against the unlikely event of insolvency, regulatory closure or withdrawal of accreditation of the institution. This is an NZQA approved method of fee protection.

Appendix

1. Evacuations Procedures in Case of Fire or Other Reasons

When the fire alarm goes off you will be told by your teacher or a staff member to leave the building. You must leave the building straight away using the nearest staircase to where you are at the time the alarm goes off.

Do NOT Use the Lifts

The warden will be wearing a yellow/ red armband, he/she will direct you where to go when you leave the building.

Assemble in your class group so that your teacher can check that everyone is out of the building, do not join other friends until you have been checked off the list and your teacher has given you permission

Do NOT Enter the Building Again until You Have Been Given Permission by the Warden.

2. Summary Code of Practice for the Pastoral Care of International Students

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they

have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

What is an “international student”?

An “international student” is a foreign student studying in New Zealand.

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand education provider. The Code is also available online from www.minedu.govt.nz/goto/international.

How do I know if an education provider has signed the Code?

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from www.minedu.govt.nz/goto/international. If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further. If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA) or NZQA (04) 802 3000.

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider’s agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

International Education Appeal Authority (IEAA)

Tribunals Unit	Phone: (64 4) 462 6660
Level 1, 86 Custom House Quay	Fax: (64 4) 462 6686
Private Bag 32001	
Panama Street	Email: ieaa@justice.govt.nz
Wellington	Website: www.minedu.govt.nz
New Zealand	

New Zealand Qualifications Authority (NZQA)

The NZQA Call Centre is open for business between 8.00am - 5.00pm, Monday to Friday

PO Box 160	Tel: 04 463 3000
Wellington	Fax: 04 463 3112
www.nzqa.govt.nz	Email: helpdesk@nzqa.govt.nz

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The education provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

3. Booklist

Code	Name	Main text
400	Accounting Principles	Smart, M., Awan, N., Bourke, D. (2007), Principles of Accounting 3 rd ed. Pearson
501	Accounting Practices	Hoggett, J.R. & Edwards, L. (2000) Accounting in Australia. 4th ed. Brisbane: John Wiley & Sons Ltd.
510	Introduction to Commercial Law	Gerbic, P. & Lawrence, M. (2009). Understanding Commercial Law (6th Ed.).Lexis Nexis.
520	The Economic Environment	St. John, Susan and Stewart, James. Economic concepts and applications. Auckland: Longman. Latest edition.
530	Organisation and Management	Robbins, S., Bergman, R., Stagg, I. and Coulter, M. (2003). Management NSW: Prentice Hall. Latest edition
560	Business Communication	O'Rourke, S., Barnett, S. (2008). Communication: Organisation and Innovation 2 nd ed. Auckland: Pearson.
541	Fundamentals of Marketing	Rix, P. (2004). Marketing - a practical approach. (5th Ed.). Australia: McGraw Hill.
550	Business Computing	O'Leary, T.J. & O'Leary, L.I., (2010). Computing Essentials, Complete Edition. McGraw-Hill.
430	Quantitative Business Methods	Buglear, J. (2005) Quantitative Methods for Business: The A-Z of QM. Elsevier Butterworth Heinemann. Oxford
601	Financial Accounting	Smart, Murray J and Bourke, Denis H. Financial Accounting, New Zealand Perspective, Prentice Hall, Latest edition
602	Management Accounting	Langfield-Smith Kim, Thorne, Helen and Hilton, Ronald W. Management Accounting: an Australian perspective. Sydney: McGraw-Hill. Latest edition.
603	Business Finance	Gitman, Lawrence J. Principles of Managerial Finance. Addison Wesley.Pearson Latest edition.
633	Human Resource Management	Rudman. R. (2002). Human Resource Management in New Zealand. Auckland: Prentice Hall. Latest edition.
635	Employment Relations	Fryer, Glenda and Oldfield, Yvonne (2001) Employment Relations in New Zealand, Second Edition. Longman Paul.
644	Buyer Behaviour and Communication Strategies	Neal, Cathy M. and Queste, Pascale. Consumer behaviour: implications for marketing strategy. Sydney: McGraw-Hill. Latest edition. Shimp, Terence A. Advertising, promotion & supplemental aspects of integrated marketing communications. Fort Worth, TX: Dryden Press. Latest Edition. (Both books are necessary for this course)
648	Marketing Planning and Control	Cravens, David W. Strategic marketing. Boston: Irwin/McGraw-Hill. Latest edition.

650	Applied Computing	Davis, Gordon B. and Naumann, David. (1997) Personal productivity with Information Technology. New York: McGraw-Hill.
655	Information Systems Management	Haag, S., Cummings, M., Phillips, A. (2006) Management Information Systems for the Information Age with CD and MI Source Sixth ed. McGraw Hill

NOTE:

PLEASE CHECK WITH YOUR LECTURER FOR LATEST EDITIONS BEFORE PURCHASING TEXTBOOKS