



**KIWI COLLEGE**  
of New Zealand

# University Foundation Studies (Level 4)

## PROGRAMME HANDBOOK



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## Introduction

Welcome to Kiwi College of New Zealand.

The Kiwi College of New Zealand is an accredited tertiary education institution and has been registered with the New Zealand Qualifications Authority (NZQA) since 1992 as a private educational provider. All our courses and programmes have been approved by NZQA.

Kiwi College offers Hospitality Skills Development and Training, as well as credentials in: Coffee Appreciation, Barista Skills, and Licence Controller Qualification (LCQ).

Our English Language courses include:

- Beginner English
- Elementary English
- Pre-Intermediate English
- Intermediate English
- Upper Intermediate English
- Advanced English and IELTS Preparation
- High School Preparation (Upper Intermediate English) (Level 3)
- High School Preparation (Advanced English) (Level 4)
- New Zealand Certificate in English Language (Applied) (Level 3)

The Kiwi College University Foundation programmes allow you to experience pre-university studies in a higher education learning environment before commencing your degree studies. Our university preparation pathway programmes are:

- University Foundation Certificate (Level 3)
- University Foundation Certificate (Level 4)
- University Foundation Studies (Level 4)

This Programme Handbook will provide you with important information on the **University Foundation Studies (Level 4)** programme, the subject areas (study pathways) you will need for your degree, and programme regulations.

The Handbook also contains information on academic and general policies and procedures on class attendance, assessment conditions and assignment submissions, academic integrity and plagiarism, grading system, re-assessment opportunities, and assessment appeals.

It also provides information on educational and physical resources and student services that are available to you throughout your studies with Kiwi College of New Zealand, and contact information in the event of an emergency or you need to talk to a Kiwi College staff member.

# University Foundation Studies (Level 4) Programme

## 1. Aim of the Programme

The aim of the University Foundation Studies (Level 4) programme is to equip learners with the essential knowledge and skills in a range of subject areas, and to build their Academic English proficiency, confidence, tertiary study skills, and capabilities needed to progress and succeed in their chosen field of study and/or employment pathway in New Zealand.

## 2. New Zealand Qualification

The **University Foundation Studies (Level 4)** programme leads to the *New Zealand Certificate in Study and Employment Pathways (Level 4)* [Ref. No. 2860 version 2] qualification listed on the New Zealand Qualifications Framework.

## 3. Graduate Profile Outcomes

Graduates of the qualification will be able to:

- Locate, select and analyse relevant information from a variety of credible sources, and apply this information by working independently and collaboratively, on context-relevant tasks and problems.
- Construct a well-reasoned and research argument relevant to their chosen field(s) of study/training and communicate it, using appropriate modes and media.
- Analyse and evaluate the qualities, skills and strengths of their rangatiratanga and identify areas for further development in study/training and/or employment.
- Develop, critique and produce a plan for study and/or employment pathways relevant to their chosen field(s).

## 4. Education Pathway

This certificate qualification builds on the *New Zealand Certificate in Study and Employment Pathways (Level 3)* and leads to further tertiary study or training at NZQF Level 5 and above related to the graduates' chosen field of study such as accountancy, business and commerce, science, computer and information sciences, health sciences, construction, and engineering.

## 5. Employment Pathway

Graduates of this qualification may have enhanced employment opportunities associated with the context of their chosen field of study and/or career pathway.

## 6. Programme Admission Requirements

Admission to the University Foundation Studies (Level 4) programme is open to students who meet the entry requirements set out below.

Applicants must:

### Age Requirement

1. Be 16 years or older at the commencement of the programme.

### Academic Requirement

2. Successfully completed:

Secondary school study equivalent to New Zealand School Year 12; **or**

Secondary or high school education from their country of origin, **or**

New Zealand in Study and Employment Pathways (Level 3).

### English Language Requirement

3. Gained an IELTS General or Academic test score of 5.5 with no band score lower than 5, or equivalent to any other internationally recognised English proficiency test.

## 7. Programme Duration

The University Foundation Studies (Level 4) programme has a credit value of 60-credits. The programme is delivered over two 10-week terms through blended learning (face-to-face classes and supported by online learning materials), and distance and online study. There is a one-week break between terms. This excludes the Christmas holidays. Each course will be delivered over a period of five consecutive weeks. The programme length is as follows:

Teaching weeks: 20 weeks

Term break: 1 week (between Term 1 [10 weeks] and Term 2 [10 weeks])

Total weeks: 21 weeks (excluding Christmas holidays)

## 8. Programme Structure and Study Pathways

### 8.1 Programme Structure

The University Foundation Studies (Level 4) programme consists of **FOUR** courses, and each course has a 15 credits value. The courses are made up of one compulsory course (UFS400), and three elective courses consisting of the core course plus two other courses from the chosen study pathway as shown in the table below.

<b>Compulsory Course:</b>	Academic English and Study Skills	Level 4	15 credits
<b>Elective Courses:</b>	Elective Course 1 (Core)	Level 4	15 credits
	Elective Course 2	Level 4	15 credits
	Elective Course 3	Level 4	<u>15 credits</u>
	<b>Total credits</b>		<b><u>60 credits</u></b>

## 8.2 Programme Study Pathways

The University Foundation Studies (Level 4) programme offers students six study pathways. Students must choose **ONE** of the following study pathways to complete the programme:

- Accountancy Pathway
- Business Pathway
- Science Pathway
- Information Sciences Pathway
- Health Sciences Pathway
- Construction Pathway.

### Accountancy Pathway

*Compulsory:*

- UFS400 Academic English and Study Skills

*Electives* (core plus two other courses):

- UFS401 Accounting (Core)
- UFS406 Economics
- UFS409 Management
- UFS410 Marketing
- UFS411 Mathematics and Statistics



### Business Pathway

*Compulsory:*

- UFS400 Academic English and Study Skills

*Electives* (core plus two other courses):

- UFS403 Business Studies (Core)
- UFS401 Accounting
- UFS406 Economics
- UFS409 Management
- UFS410 Marketing
- UFS411 Mathematics and Statistics
- UFS414 Psychology



### Science Pathway

*Compulsory:*

- UFS400 Academic English and Study Skills

*Electives* (core plus two other courses):

- UFS413 Physics (Core)
- UFS402 Biology
- UFS404 Chemistry
- UFS407 Foundations of Computer Science
- UFS412 Mathematics with Calculus
- UFS414 Psychology



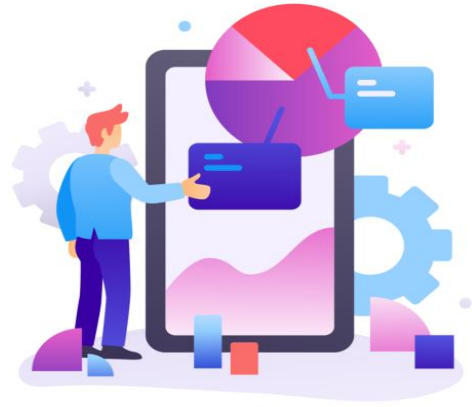
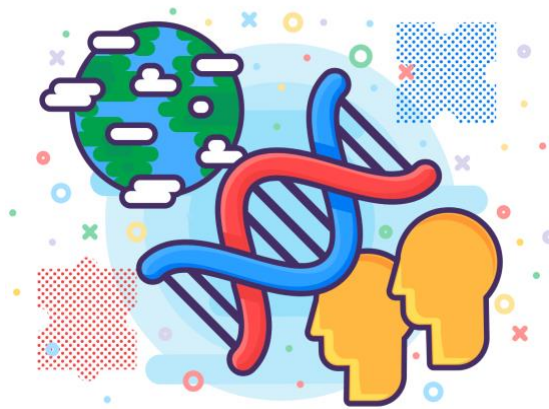
## Information Sciences Pathway

### Compulsory:

- UFS400 Academic English and Study Skills

### Electives (core plus two other courses):

- UFS405 Computer Programming Fundamentals (Core)
- UFS403 Business Studies
- UFS407 Foundations of Computer Science
- UFS411 Mathematics and Statistics
- UFS412 Mathematics with Calculus



## Health Sciences Pathway

### Compulsory:

- UFS400 Academic English and Study Skills

### Electives (core plus two other course):

- UFS402 Biology (Core)
- UFS404 Chemistry
- UFS408 Human Bioscience (Anatomy & Physiology)
- UFS413 Physics
- UFS414 Psychology

## Construction Pathway

### Compulsory:

- UFS400 Academic English and Study Skills

### Electives (core plus two other course):

- UFS412 Mathematics with Calculus (Core)
- UFS401 Accounting
- UFS405 Computer Programming Fundamentals
- UFS409 Management
- UFS413 Physics



In this University Foundation Studies (Level 4) programme, you will:

- Study four courses (from your chosen study pathway) that are relevant to your future bachelor's degree.
- Study skills and knowledge to succeed at university, that provides a pathway to a degree.
- Develop critical thinking, essential study skills like critical reading, assignment writing and referencing, and reflective practice.
- Commence at the start of the year, or midway through the year.
- Gain direct entry into most Massey University degrees on successful completion of the programme.



# The Kiwi College University Foundation Studies Experience

## Admission Requirements

1. 16 years of age or older
2. Successfully completed:  
High school equivalent to New Zealand School Year 12; **or**  
Secondary or high school education from your country of origin; **or**  
New Zealand Certificate in Study and Employment Pathways (Level 3)\*
3. Achieved IELTS (General or Academic) Test score of 5.5 with no band score lower than 5.0, or other internationally recognized proficiency test outcomes for international students

\* Our University Foundation Certificate (Level 3) programme leads to this qualification

## University Foundation Studies (Level 4) Study Pathways

You must choose **ONE** Study Pathway from the following options:

- **Accountancy** Pathway
- **Business** Pathway
- **Science** Pathway
- **Information Sciences** Pathway
- **Health Sciences** Pathway
- **Construction** Pathway

## Study Duration and Courses

- Complete 21 weeks of full-time study on campus or through distance learning
- Study four programme courses: **UFS400 Academic English and Study Skills** course, plus three elective courses (one core and two other courses from your chosen study pathway)
- Achieve a minimum pass mark of 50% in each of the four courses

## University Studies and Degree Options

- University study at Kiwi College's strategic academic partners: Massey University and Auckland University of Technology (AUT)
- Other New Zealand Universities

## Bachelor Degree Study Options

- Bachelor of Accountancy
- Bachelor of Arts
- Bachelor of Aviation Air Transport Pilot
- Bachelor of Aviation Management
- Bachelor of Business
- Bachelor of Communication
- Bachelor of Construction
- Bachelor of Engineering with Honours
- Bachelor of Food Technology with Honours
- Bachelor of Health Sciences
- Bachelor of Information Sciences
- Bachelor of Nursing
- Bachelor of Science

**NOTE:** We highly recommend that you familiarise yourself with the course outlines before you select the two elective courses from your chosen study pathway.



### 8.3 Programme Course Outlines

#### UFS400 Academic English and Study Skills

Level 4

15 Credits

This course is designed to provide students to gain the academic and English language skills, and time management, study and critical thinking skills, necessary to succeed at university and beyond. Students are introduced to common features of effective reading and academic writing, how to conduct academic research, and correct use of APA referencing system for written assignments. Students will also develop exam preparation skills, understand Māori and Pasifika principles and values, and examine relevancy of Te Tiriti o Waitangi principles to Māori and Tanga Tiriti, and its application to own learning and rangatiratanga.

#### Learning Outcomes

1. Develop and use a range of academic reading strategies to comprehend, paraphrase and summarise academic texts.
2. Locate, evaluate, summarise and organise information from relevant academic resources to produce academic essays, including the use of appropriate referencing conventions.
3. Demonstrate effective communication skills and digital literacies, in individual and peer group settings, through written and oral presentations and participation in tutorials and class discussions.
4. Evaluate personal qualities, strengths and weaknesses, and skills in self-management and learning, and identify areas for further development in tertiary study and training.
5. Assess personal progress, academic learning, digital literacies and study skills acquired, and develop a learning plan that describes appropriate learning strategies and personal goals for further study and/or employment.

#### Course Topics

- Course overview: Tertiary study and skills
- Critical thinking, reasoning and critical reflection
- Self-reflection and reflective practice
- Study skills and techniques
- Time management and organisational strategies
- Writing conventions: grammar, punctuation and spelling
- Introduction to academic writing
- APA referencing
- Academic journal articles
- Critical analysis of research sources
- Academic essays
- Essay critique
- Integrating research into academic writing
- Understanding academic argument and persuasion
- Argument analysis
- Introduction to academic numeracy
- Understanding visual information (graphs, tables, pie charts)
- Report structure and content; visual information in reports

- Report critique
- Māori and Pasifika wellbeing models, operating principles and values
- Brief history of the Treaty of Waitangi and its principles
- Oral presentations

## UFS401 Accounting

Level 4

15 Credits

This introductory course is designed to enable students to apply the concepts and processes of financial accounting and aspects of managerial accounting, and develop an understanding of how accounting information is used for management decision making. In this course, students will apply critical thinking skills to analyse business transactions, complete the accounting cycle, prepare and analyse financial statements, and evaluate internal controls, and develop skills in digital literacy using a spreadsheet application.

### Learning Outcomes

1. Describe the fundamental accounting concepts that are applied in the preparation of financial statements.
2. Explain the main types of business structures used in New Zealand, and describe the advantages and disadvantages of each type of structure.
3. Apply accounting principles and standards, produce financial statements, and analyse and evaluate accounting information for decision-making in a business organisation.
4. Describe effective internal cash and inventory control strategies and techniques for a trading business entity.
5. Reflect on personal progress, academic learning and skills acquired in accounting, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/transferable skills.

### Course Topics

- Introduction to accounting, stakeholders, and business structures
- Management accounting for decision making
- Budgeting for planning and control
- Journals, ledgers and trial balance
- Finalising the accounting process
- Assets, liabilities, equity, and balance sheet/ statement of financial position
- Income, expenses, and income statement
- Internal and cash controls
- Financial statement analysis for decision making
- Balanced score card
- Group work and oral presentations

This course enables students to acquire fundamental knowledge in the principles of biology to support their study in undergraduate science. Biology principles is foundational to understanding both ourselves and our interactions with the world around us.

### Learning Outcomes

1. Describe the key features of eukaryotic and prokaryotic cells.
2. Explain the importance of water, organic molecules, and macromolecules in living systems.
3. Describe the cell structures and their functions, and explain the types of cellular transport and molecule movement across the cell membrane.
4. Explain the role of prokaryotes in health, disease and eco-systems, and outline energy flow and nutrient cycling in ecosystems.
5. Identify the structures of the human body digestive system and describe their function.
6. Reflect on personal progress, academic learning and skills acquired in biology, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/transferable skills.

### Course Topics

- Life's raw ingredients, cell types, domains and kingdoms
- Water: the molecule that supports all life
- Macromolecules
- Cell structures and their functions
- Cell membrane structure and membrane transport
- Prokaryotes
- Human digestive system
- Evolution, classification and basic ecological concepts
- Energy flow and nutrient cycling in ecosystems

This course is designed to develop students' knowledge and understanding of key concepts, theories and principles of business management, internal business issues, operations and processes, marketing mix, and business environment with particular focus on small business in Aotearoa New Zealand.

### Learning Outcomes

1. Describe the internal features and external environmental factors that influence business operations of a business entity.
2. Explain the internal operations of a large business and how it responds to external factors through business planning and operations management.
3. Explain the functions and importance of technology and information management in marketing strategies and financial management decision-making.

4. Reflect on personal progress, academic learning and skills acquired in business studies, and critically evaluate achievement personal planned (their own) educational goals, tertiary study strategies and employability/ transferable skills.

### Course Topics

- Economic systems and business
- Ethical decisions and socially responsible business
- External business environment
- Forms of business ownership
- Entrepreneurship
- Management, leadership and rangatiratanga
- Māori business concepts and enterprise
- Organisational structures
- Project management
- Business planning
- Human resource management and employee motivation
- Operations management
- Products and pricing strategies
- Products and services distribution and promotion
- Technology and information management
- Financial information and accounting
- Financial management
- Self-reflection, self-management and development
- Research, case study analysis and referencing
- Collaborative team working and interpersonal communication
- Career pathways in business

### UFS404 Chemistry

Level 4

15 Credits

This introductory course provides the chemical concepts essential for science, engineering and education. Students study atomic theory, the Periodic Table, chemical bonding and reactions, electrochemistry, fundamentals of chemical thermodynamics including chemical equilibria, reaction kinetics, and the properties of gases, liquids and solutions. Students also learn about acids and bases, concept of pH, and buffer systems. An introduction to organic chemistry is provided.

### Learning Outcomes

1. Describe the atomic structure, and explain the electronic and structural properties of an atom.
2. Describe bonding in and between molecules.
3. Identify and describe structures and reactivity patterns for simple compounds.
4. Explain basic concepts in chemical energetics, using diagrams and text.
5. Perform quantitative chemical calculations and basic chemistry experiments.

6. Reflect on personal progress, academic learning and skills acquired in chemistry, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/transferable skills.

### Course Topics

- The nature of matter, atomic structure, and the periodic table
- Ionic bonding and ionic formulae
- Covalent bonding
- Chemical reactions and equations
- The particle collision theory and rates of reaction
- Properties and uses of metals, metalloids and non-metals
- Acids and bases
- Organic chemistry

### UFS405 Computer Programming Fundamentals

Level 4

15 Credits

This introductory course presents key programming concepts, principles, coding techniques, and computer programming skills essential for scripting and elementary programming tasks. It introduces the different programming languages with a focus on the Python programming language and basic object-oriented concepts.

### Learning Outcomes

1. Define variable and perform input/output operations.
2. Control program flow with conditional and iteration statements.
3. Design programs incorporating basic data structures.
4. Develop simple programs in Java/Python programming language.
5. Write, compile and debug Java/Python programs.
6. Reflect on personal progress, academic learning and skills acquired in computer programming, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/ transferable skills.

### Course Topics

- Course overview and introduction to programming
- Variables, calculations and data types
- Control flow
- Sequenced commands
- Choice and selection
- Iteration (loops)
- Abstraction and reuse
- Designing functions
- Scope of variables
- Data collections
- Lists and strings
- Testing and debugging

- Object-oriented programming

### **UFS406 Economics**

Level 4

15 Credits

This course is an introductory survey of the three main areas of economics: microeconomics, macroeconomics, and international economics in the context of the New Zealand economy. Economics is ultimately about people, the decisions that they make regarding how they spend their limited resources, and the impacts of these decisions for society at large.

#### **Learning Outcomes**

1. Explain economic data by applying a range of economic analysis tools.
2. Explain how economic forces influence the operation of the New Zealand economy.
3. Apply economic analysis to assess different economic problems and evaluate the effects of economic policies on New Zealand society.
4. Reflect on personal progress, academic learning and skills acquired in economics, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/transferable skills.

#### **Course Topics**

- Economics: Foundations and models
- Choice and opportunity costs
- Gross domestic product (GDP) and business cycles
- Unemployment and inflation
- Money and monetary policy
- Fiscal policy
- The market system: supply and demand
- Elasticity: Responsiveness of demand and supply
- The efficiency of the market system, government price-setting and taxes
- Market structures and marginal analysis
- The role of government
- Comparative advantage and international trade
- Balance of payments and exchange rate systems

### **UFS407 Foundations of Computer Science**

Level 4

15 Credits

This course is designed to immerse students in the field of Computer Science through a team work environment that will encourage active application of major Computer Science topics including social and ethical issues, project management, operating systems, UML, databases, computer organisation, systems design, algorithms, cybersecurity, artificial intelligence, and Boolean logic and algebra.

## Learning Outcomes

1. Apply the principles of algorithmic problem solving.
2. Develop programs that include arrays, strings, functions and access text files.
3. Apply the basic principles of programming with objects.
4. Create intermediate-level programs involving data structures such as vectors.
5. Evaluate computer programs written by others.
6. Reflect on personal progress, academic learning and skills acquired in computer science, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/ transferable skills.

## Course Topics

- Overview of computer science
- Introduction to ethics
- Introduction to project management and group dynamics
- Social and ethical issues
- User-centred design and implications
- Software development methods
- Computer organisation and operating systems
- System specification and design
- UML and modelling
- History and structure of programming languages
- Software engineering
- Pseudocode, application programming interfaces (APIs) and algorithms
- Theory of computation
- Data types, Boolean logic and algebra, data structures
- Database design, development and integration
- Systems integration and testing
- Artificial intelligence
- Cybersecurity basics
- Future computer science trends: cloud and mobile computing, wearable technology, and internet of things (IoT)

<b>UFS408 Human Bioscience (Anatomy and Physiology)</b>	<b>Level 4</b>	<b>15 Credits</b>
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This introductory course in human bioscience provides students with foundational concepts in human biology and the normal functioning of the human body. Emphasis is placed on the normal structure and function so that students develop an understanding of the integrative nature of anatomy and physiological systems. Students will also understand the importance of the underlying mechanisms that regulate and control the activity of human physiological systems and understand these as they change across the lifespan.



## Learning Outcomes

1. Describe fundamental processes and functions that control and regulate normal activity of the human body.
2. Identify and explain specific anatomical structures of the human body and relate these structures to their specific functions.
3. Explain how systems interact to maintain homeostasis in the human body.
4. Reflect on personal progress, academic learning and skills acquired in anatomy and physiology, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/ transferable skills.

## Course Topics

- Introduction to the human body
- Levels of organisation of the human body
- Organ systems
- Mechanisms of disease
- Regulation, integration, and control systems
- Skeletal support and movement systems
- Fluids and transport systems
- Energy, maintenance, and environmental exchange
- Human development and the continuity of life
- Maori and Pasifika health and wellbeing models
- Principles and practices of reflective and academic writing

## UFS409 Management

Level 4

15 Credits

This course is designed to facilitate understanding of core business management principles, theories and practices, and how and why people behaviour and interactions in organisations influence work performance and collaboration that contributes to organisational goals. Key topics include business environments and structure, managerial decision-making, planning and control, leadership and trust, and ethical and sustainable business practices.

## Learning Outcomes

1. Examine and evaluate information required for effective business operations including understanding of economic environments, government policies, legal requirements and stakeholder goals.
2. Describe how organisational practices, procedures and structures function – including planning, goal setting, decision making, dealing with change, and promoting creativity and innovation – in a business organisation.
3. Examine and evaluate the role of leadership, motivation, engagement, ethical and socially responsible business behaviour, and communication in effective management.
4. Reflect on personal progress, academic learning and skills acquired in management, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/ transferable skills.

## Course Topics

- The managerial environment
- Foundations of decision-making
- Foundations of planning
- Organisational structure and design
- Managing human resources
- Managing change and innovation
- Understanding groups and managing work teams
- Foundations of individual behaviour
- Motivating and rewarding employees
- Leadership and followership
- Controlling work and organisational processes
- Ethical and sustainable business practices
- Critical thinking skills
- Management skills

## UFS410 Marketing

Level 4

15 Credits

This course is designed to equip students with the knowledge and understanding of the core concepts and principles of marketing, that is, about what marketing is and how it influences individuals, groups and communities. In this course, students will also learn that marketing is much more than selling and advertising and involves a range of activities designed to create, communicate and facilitate the responsible exchange of value between stakeholders.

## Learning Outcomes

1. Discuss ethical, legal, and culturally-sensitive marketing decision making in a New Zealand business environment.
2. Explain core marketing concepts and describe their application in the marketplace.
3. Research and analyse marketing problems in a New Zealand business organisation and use marketing concepts and strategies to propose appropriate solutions.
4. Reflect on personal progress, academic learning and skills acquired in marketing, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/transferable skills.

## Course Topics

- Marketing and customer value
- Marketing strategy
- The marketplace and customers
- Marketing analytics and artificial intelligence
- Consumer and business markets and buyer behaviour
- Customer-driven marketing strategy
- Products, services and brands
- New products and innovation

- Pricing
- Placement and distribution
- Communicating customer value through advertising and public relations
- Personal selling and sales promotion
- Direct and digital marketing
- Sustainable marketing
- Self-evaluation and reflective writing skills
- Intrapersonal, interpersonal and digital communication skills

### UFS411 Mathematics and Statistics

Level 4

15 Credits

This introductory course is designed to increase the confidence of students in understanding and handling basic mathematical concepts and skills in algebra, geometry, trigonometry, and introduction to statistics.

### Learning Outcomes

1. Solve quantitative mathematical problems relating to number, algebraic equations, and graphical patterns and relationships.
2. Apply geometric reasoning and mathematical conventions to solve problems involving lines and planes in three dimensions.
3. Apply numerical and statistical techniques to analyse data, quartiles and spread, and to interpret statistical information.
4. Reflect on personal progress, academic learning and skills acquired in mathematics and statistics, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/transferable skills.

### Course Topics

- Basic number theory
- Fractions, ratios and proportions
- Decimals
- Percentages
- The properties of real numbers
- Algebraic expressions
- Linear equations and inequations
- Quadratic and exponential equations
- Linear patterns and relationships
- Linear graphs
- Quadratic patterns and relationships
- Quadratic graphs
- Exponential relationships and optimal solutions
- Logarithms and scientific notation
- Measurement and dimensional analysis
- Geometry of lines, angles and polygons
- Similar shapes and objects

- Circle geometry
- Pythagoras' theorem and trigonometry
- Statistical theory
- Analysing data, quartiles and measures of spread
- Statistical graphs
- Interpreting statistical information
- Probability

#### UFS412 Mathematics with Calculus

Level 4

15 Credits

This course is designed for students with prior knowledge of mathematics and include topics such as algebra, geometry, trigonometry, and calculus.

#### Learning Outcomes

1. Apply linear programming, geometric and trigonometric methods, and algebra of complex numbers in solving problems.
2. Calculate limits, derivatives, integrals, and power series of single-variable functions.
3. Apply concepts and techniques of differentiation and integration in solving problems.
4. Communicate mathematical arguments in appropriate mathematical language/symbols to carry out graphical, numerical and symbolic explorations.
5. Reflect on personal progress, academic learning and skills acquired in mathematics and calculus, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/ transferable skills.

#### Course Topics

- Algebra essentials
- Equations and inequalities
- Co-ordinate geometry
- Functions
- Linear functions
- Polynomial and rational functions
- Exponential and logarithmic functions
- Trigonometric functions
- Periodic functions
- Trigonometric identities and equations
- Introduction to calculus methods
- Differentiation and properties of graphs
- Derivatives of functions
- Features of graphs
- Rates of change and optimisation
- Integration
- Areas
- Differential equations

In this course students will learn fundamental principles in physics covering mechanics, wave behaviour, thermodynamics, electricity and magnetism, and particle physics. The topics selected are essential for university studies in physics and engineering. Student knowledge and understanding of the theory will be reinforced through practical and problem-solving exercises designed to demonstrate the physical concepts and scaffold student learning.

### Learning Outcomes

1. Explain the physical and mathematical principles relevant to a physical phenomenon context.
2. Solve qualitative problems relating to motion, forces, fluids, heat, and waves.
3. Carry out a practical physics investigation that leads to a linear mathematical relationship.
4. Reflect on personal progress, academic learning and skills acquired in physics, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/transferable skills.

### Course Topics

- The nature of science and physics
- Mechanics – motion, forces, energy, work and power, vectors and relative motion, force, motion and equilibrium, momentum and impulse, projectile motion.
- Wave behaviour – general behaviour of waves, light, reflection of light, refraction
- Thermodynamics – heat energy, heat transfer
- Electricity and magnetism – static electricity, direct current electricity, magnetism, electromagnetic induction
- Particle physics – four fundamental forces, quarks, unification of forces

This course is an introduction to the bio-psychological aspects of human functioning. These human functions are examined in relation to sensation and perception, memory, cognitive and language, learning and conditioning, human lifespan development, personality, emotion and motivation, health and wellness, and psychological disorders and treatment. The course also presents an introduction to psychological research methods outside of the laboratory.

### Learning Outcomes

1. Analyse and describe relevant theories and empirical research findings to explain human cognition, learning and perception.
2. Explain key methods, theories and research findings in social, personality and developmental psychology.
3. Review literature on psychological disorders and treatment and develop a psychological research report at an introductory level.

4. Reflect on personal progress, academic learning and skills acquired in psychology, and critically evaluate achievement of personal planned (their own) educational goals, tertiary study strategies and employability/transferable skills.

### Course Topics

- Introduction to psychology
- Research approaches
- Biological psychology
- Sensation and perception
- Consciousness, learning and memory
- Thinking, reasoning and language
- Intelligence
- Lifespan development and theories
- Emotion and motivation
- Personality
- Social psychology
- Health and wellness
- Māori and Pasifika health and wellbeing models
- Psychological disorders and treatment
- Critical reflection skills
- Learning/study plan critique

## 9. Programme Regulations

### 9.1 Learning Hours and Session Times

The programme is a fulltime, 60-credit programme of study comprising of 600 learning hours delivered over two 10-week terms, totalling 20 teaching weeks, excluding term breaks. Each teaching week comprises of 20 directed learning hours and 10 self-directed learning hours.

Type of Learning	Total Learning Hours	Session Times
Directed learning	20 weeks x 20 hours per week <b>400 hours</b>	Monday – Thursday Session 1: 9.00 am – 12.00 pm Lunch break: 12.00 pm – 12.30 pm Session 2: 12.30 pm – 2.30 pm
Self-directed learning	20 weeks x 10 hours per week <b>200 hours</b>	Approximately 2 hours per day
	<b>600 learning hours</b>	

### 9.2 Class Attendance and Participation

You are required to:

- Attend all scheduled class sessions and have a 100% attendance record. For further details read the attendance guidelines and policies in the General Student Handbook.

- Start and finish scheduled classes according to the stipulated session times shown in the table above.
- Participate in class discussions and other learning activities during class sessions.
- Participate in group work assessments and carry out assigned group activities diligently and completely.
- Perform peer evaluation if it is required as part of the group assessment task.
- Read course materials in advance of class sessions and complete weekly quizzes online.
- Complete and submit written assignments and/or project work on or before their respective due dates.

### 9.3 Assessments

You must attempt and submit all summative assessment tasks at the time, on or before the submission date, and by the method stipulated by the teaching staff responsible for the respective courses. An achievement-based grading system will apply to the course assessment tasks and overall course grades.

You must successfully complete all four courses (the compulsory course, and three elective courses, i.e. one core and two chosen courses from your selected study pathway). Successful completion of a course requires you to achieve a minimum pass of 50% overall from the assessment tasks within the course.

### 9.4 Assessment Methods

The programme uses a variety of assessment methods to assess your academic performance and achievement of the course learning outcomes. These include:

- Case studies
- Essays
- Examinations
- Learning plan and journals
- Peer assessments
- Portfolios
- Presentations – Written and oral
- Projects
- Quizzes (Online tests)
- Reflective journals
- Reports
- Seminar presentation papers
- Tests
- Tutorial assignments
- Weblogs
- Writing assignments

### 9.5 Credit Recognition and Transfer

There is no provision for credit recognition and transfer or assessment of prior learning in this programme.

### 9.6 Assessment Conditions

Assessments must be completed within the given deadline date unless a doctor's certificate or other valid documented evidence is provided. If you are experiencing technical problems, an extension may be granted, but only if reported immediately to either your teacher or



student support co-ordinator. You will not be granted an extension if problems are reported after the assessment due date.

## 9.7 Academic Integrity and Plagiarism

Your assessments are designed to provide evidence of your knowledge, understanding and capabilities. Regular workshops will be held to provide information on academic integrity, plagiarism and cheating to you and your cohort, and help you develop strategies to prevent committing academic misconduct. Plagiarism and cheating are serious offences and Kiwi College will not tolerate any misconduct carried out by you, or with the help of another person(s), in cheating or copying and presenting it as your own work. The consequences of academic misconduct is severe and may lead to a zero mark or even expulsion from College.

## 9.8 Grading System

An achievement-based grading system will apply to the course assessment tasks and overall course grades.

Grade	Mark range	Midpoint	Indicative Characterisation
<b>A+</b>	90 – 100	95	Outstanding performance
<b>A</b>	85 – 89	87	Excellent performance
<b>A-</b>	80 – 84	82	Excellent performance in most respects
<b>B+</b>	75 – 79	77	Very good performance
<b>B</b>	70 – 74	72	Good performance
<b>B-</b>	65 – 69	67	Good performance overall, but some weaknesses
<b>C+</b>	60 – 64	62	Satisfactory to good performance
<b>C</b>	55 – 59	57	Satisfactory performance
<b>C-</b>	50 -54	52	Adequate evidence of learning
<b>D</b>	45 – 49	47	Poor performance overall, some evidence of learning
<b>F</b>	0 – 44	22	Well below the standard required
<b>WD</b>	Withdrawn		Withdrawn from a course, or the programme of study
<b>DNC</b>	Did Not Complete		To be awarded when a student does not submit or meet the minimum requirements of a summative assessment (including a final examination), or withdraws from the course after the specified date for withdrawing without academic penalty.

## 9.9 Re-assessment / Re-submission

A re-assessment/resubmission opportunity is available to you if your final overall grade for a course is  $\geq 45\%$  but  $< 50\%$ . In addition, the following rules pertaining to re-assessment apply:

- For each course, a maximum of one re-assessment is available, and the maximum mark awarded for a re-assessment is 50%.

- A re-assessment may include a re-submission or re-assessment and will assess the learning outcome(s) which were not achieved. In the case of a re-submission, you may be offered this opportunity if the assessor judges you capable of identifying and correcting your work by yourself.

To ensure you can independently demonstrate competency against the learning outcome(s), no further teaching or specific feedback will occur between the assessment submission date and the date of re-submission. Only general feedback may be given, such as advising you which learning outcome(s) you did not meet.

- You will be notified of the result of the re-assessment within 5 working days after Kiwi College's receipt of the re-assessment.

### **9.10 Assessment Appeals**

You may appeal against an assessment decision. You must make the appeal application in writing in the first instance to the Programme Leader. If you are still dissatisfied with the decision, you may appeal by following the Kiwi College's Student Complaint Policy and Procedures, which are outlined in the Student General Handbook and on the College's website.

## **10. Student Services**

### **10.1 Learning Support**

The most important form of support comes from learning in an environment in which you are encouraged to openly discuss concepts and ideas and ask questions on topics. Teachers encourage discussion and use group work to foster debate and discussion.

If you need additional learning support or for a particular aspect of the course, the University Foundation Programme Leader will help you to obtain it. Our Student Support Co-ordinator will help you to access pastoral care and support when you need it. Read the General Student Handbook for more details and information.

### **10.2 Library Services**

Kiwi College has a small but growing library. Many of the resources are available online in the form of e-books. There are three computer stations which have Internet access and which students can use to do their research. The library has resources for delivery in the Aotearoa New Zealand context.

### **10.3 Student Orientation**

Before you start your formal studies at Kiwi College, a student orientation event is held to ensure all relevant information about the College, the programme of study, and the general rules and regulations is conveyed to you in conformity with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. A mihi (a formal greeting) is held,

and thereafter you and fellow students are introduced to key academic and non-academic staff members, including management team, teachers and student support team members.

#### **10.4 IT Support Services**

IT support at Kiwi College is available from 9.00 am to 9.00 pm New Zealand time. Students are informed of this service at their orientation and will be advised where to find IT support contact details in the General Student Handbook and on the Kiwi College website.

#### **10.5 Special Needs**

Support for students with special needs can be accessed through the Student Support Co-ordinator. Assistance may be in the form of advocacy, advice and/or accommodation needs. If students need support with assessments, this will be evaluated on a case-by-case basis by the respective teacher and the University Foundation Programme Leader.

#### **10.6 Events and Cultural Activities**

Students are encouraged to participate in Kiwi College organised events and activities such as graduations, shared lunches, cultural celebrations, and awareness days and events (e.g., Te Wiki o te Reo Māori (Māori language week), National Epilepsy Week, Anti Bullying Week, Skin Cancer Awareness Month).

These activities aim to build awareness and engagement to integrate into Aotearoa New Zealand's cultural history and diverse communities and to experience and be part of the Kiwi College community. In order to ensure that Kiwi College community is inclusive, all students and staff recently held a virtual, online Christmas party.

#### **10.7 Health and Safety**

Both staff and students will abide by the regulations and measures set out in the Health and Safety in Employment Act 2015, and comply with Kiwi College's health, safety and security policies and procedures. All students are briefed during orientation on health and safety matters, including fire evacuation procedures. A First Aid kit and an accident register are kept and maintained at the reception desk.

### **Campus and Contact Information**

#### **Campus Details**

**Campus Address:** Level 1, 15 Mercari Way, Albany, Auckland 0632

**Email address:** [admin@kiwi.ac.nz](mailto:admin@kiwi.ac.nz)

**Telephone:** +64 9 930 0789

**Website:** [www.kiwi.ac.nz](http://www.kiwi.ac.nz)

## Key Contacts

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### University Foundation Programme Leader

Name: Shuaib Chota

Email: [shuaib@kiwi.ac.nz](mailto:shuaib@kiwi.ac.nz)

### University Foundation Tutor

Name: Jane Bailey

Email: [jane@kiwi.ac.nz](mailto:jane@kiwi.ac.nz)

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### Student Support Officer

Name: Kris Zhang

Mobile: +64 9 930 0789

Email: [kris@kiwi.ac.nz](mailto:kris@kiwi.ac.nz)

### In an Emergency (after hours contact)

Name: Peter Meng

Mobile: +64 21 198 8588

Email: [peter@kiwi.c.nz](mailto:peter@kiwi.c.nz)

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