



MASSEY
UNIVERSITY
TE KUNENGA KI PŪREHUROA

UNIVERSITY OF NEW ZEALAND

SCHOOL OF
AVIATION

TE KURA RERERANGI

2023 Aviation Handbook

Jointly conducted by Massey University
School of Aviation and Singapore Aviation Academy

Bachelor of Aviation Management (BAvMan) |
Master of Aviation (MAv) | Via Distance Learning



WELCOME

I would like to take this opportunity to welcome you to the Bachelor of Aviation Management Programme of the Massey School of Aviation, delivered by Massey University with the support of the Singapore Aviation Academy. The Bachelor of Aviation Management degree is one of the earliest academic qualifications to be established independently of traditional degrees in Science, Engineering, Management or the Arts. It is designed to provide suitable academic qualifications for air transport pilots, air traffic controllers, maintenance engineers, aviation professionals and military aviation personnel, as well as offering a means of upgrading the competencies and skills of technically qualified people in the aviation industry, through a relevant academic qualification. Massey University has a long tradition in providing distance learning, and is effectively applying the technologies of the Web and interactive online teaching. This is supported by well qualified and highly motivated lecturers and administrative staff, who are always willing to “go the extra mile” for dedicated students.



I hope you find the courses challenging and rewarding, and through this education, you can expand your horizons and enhance your personal development to enable you to maximize your efficiency and effectiveness in this great industry.

Ashok Poduval
CEO—School of Aviation

START OF SAA / MU AGREEMENT

Where they began

Singapore’s Director General of Civil Aviation Mr Wong Woon Liong and New Zealand’s Massey University’s Vice Chancellor and President, Professor James McWha, signed an agreement in Singapore on November 20, 1997 which opened the way for university aviation distance learning to take place in Singapore. Under the terms of the agreement, Massey University and the Singapore Aviation Academy (SAA) agreed to work together to offer Massey University’s Bachelor of Aviation degree at the Academy’s Changi complex. The first Massey-SAA course started at the same time as the start of Massey University’s academic year, February in 1998.

GENERAL INFORMATION

Aviation is a dynamic and exciting industry but not without its challenges – never more so than in 2023 as the world recovers from the effects of the global pandemic and the aviation industry rebuilds as rapidly as possible to meet strong demand for its services. Never more has there been the need to have aviation employees with the skills and critical thinking necessary to make contributions as the industry begins its rebuild phase. Despite its brief history, the air transportation industry has become critical to world trade. It is an international industry that spans the six continents, works across all cultures and national boundaries like no other industry. It provides links between cities, islands and communities, forming a communication and delivery system unparalleled by any other. Aviation is also a complex industry where regulators and commercial operators work together to deliver a safe and efficient transportation system, now accepted by all and often taken for granted.

There are many career opportunities in aviation ranging from pilots and cabin crew in airlines, air traffic services, maintenance engineering, management and business airports and regulatory services. For some, becoming a pilot is a key aspiration, while for others, becoming an airport-planning expert or a maintenance engineer is the ultimate goal. Whatever the choice, the aviation industry is increasingly demanding academically qualified visionaries with initiative, drive and a wider perspective of the industry and the business of air transportation. Aviation is a truly international business, with the skills acquired in one country easily transported and applied in another.



ABOUT MASSEY UNIVERSITY

Massey University is one of the few academic institutions worldwide which offer a dedicated integrated aviation degree programme by distance learning. Massey's expertise in delivering high quality education globally became even more important and relevant during the various Covid-19 driven lockdown periods in 2020. Being able to maintain delivery and assessment to all aviation students unable to leave their homes to attend classes or employment during this period has been a critical consideration for Massey University in 2023.

Massey University first became actively involved with the aviation industry in the 1970's, and in 1985 decided to combine its teaching and research expertise and create a new school which would be dedicated to the improvement of professional aviation – for pilots, air traffic controllers, maintenance engineers, managers and human resource developers. This now underlies the academic programmes of what is today Massey University's School of Aviation. These programmes include the Bachelor of Aviation (BAv), Bachelor of Aviation Management (BAvMan), Master of Aviation (MAv) and Doctor of Philosophy (PhD).

The Bachelor of Aviation Management was created in 2002 and is specifically designed for students seeking a career as an aviation manager or for those already in the aviation industry with varying levels of experience and qualifications. Some of these industry experiences, professional qualifications and Licences are eligible for cross-credit into this degree.

The School is headed by an industry professional, Ashok Poduval, who has been an airline pilot with over 12,000 hours of flying, has extensive training experience, and tertiary qualifications in Aeronautics and Business Administration. He has held senior management positions in airlines and in IATA.

The academic faculty and professional staff, drawn from a diverse international community, offer quality education and professional instruction to students.



ABOUT SINGAPORE AVIATION ACADEMY (SAA)

The Singapore Aviation Academy (SAA), established in 1958, is the internationally-recognised training arm of the Civil Aviation Authority of Singapore.

It offers a wide range of operational and management programmes that benchmark international standards and best practices to meet the training needs of the global aviation community. SAA is an ICAO TRAINAIR PLUS Full Member, ICAO endorsed Government Safety Inspector Training Centre and ICAO Aviation Security Training Centre.

The Academy's US\$50 million training complex was commissioned in 1992. It is equipped with state-of-the-art audiovisual aids, customised training and conference facilities, plus sophisticated training simulators designed to meet immediate and long-term national and regional requirements.



STUDYING AT MASSEY UNIVERSITY

Distance learning—how much time will it take?

The amount of time you'll need to devote to studying varies according to the course(s) you choose. As a rule of thumb, you should allow 10 hours per week for a 15-credit course taken over a single semester. The above time suggestion is a minimum – you may require more time than this. Postgraduate level courses will require more time allocated per week than this.

Special care must be taken when selecting courses. Students would have to decide how many courses to take based on the amount of available time they have. Massey University / SAA would not be able to advise on the matter.

The maximum number of credits in which a student may enrol in Semester One or Semester Two is 60 credits, or four courses per semester. In exceptional circumstances (and upon application and approval) a student may be eligible to enrol in an extra course if, for example, 5 courses would enable a student to complete a degree. All such applications would be considered on a case-by-case basis only.

Academic Year

The academic year is divided into three semesters:

- Semester One runs from late February to late June
- Semester Two runs from mid-July to mid-November
- Semester Three (Summer Semester) runs from mid-November to mid-February, although some courses may be compressed to a shorter timeframe.

Most courses are 17 weeks per semester, including 12 teaching weeks, 3 weeks study break and 2 weeks of examinations.

Assessment

Course assessments typically involve written assignment(s) and/or a written examination. At the start of the semester an Administration and Study Guide is provided to enrolled students which clearly define the learning objectives and assessment requirements.

Examinations

Time and Venue

The examinations conducted by Massey University shall be held at the times and dates specified for each course. Currently all assessments are conducted internally - no physical examinations are scheduled. Unless requested otherwise, your examinations will be held at Singapore Aviation Academy. Students who need to sit their examinations at a venue other than SAA should fill in a Change of Examination Venue form in the student portal. There will be additional charges for people sitting examinations outside of Singapore Aviation Academy.

Aegrotat Consideration

Candidates who have been prevented by illness or injury from presenting themselves at any examination, or who consider that their performance in any examination has been seriously impaired by illness or injury may, on application and with the approval of the ViceChancellor, be granted a grade of pass under aegrotat consideration. Please note that application for an aegrotat may still result in a fail grade, if the candidate's overall course work was not deemed well above the minimum pass standard.

To apply for Aegrotat consideration please go to the following website and follow the instructions <https://www.massey.ac.nz/massey/learning/exams/after-your-exams/aegrotat-impaired-performance/aegrotat-impaired-performance-guide.cfm>

Support Available

Our courses are challenging which is why our graduates feel so proud of their achievements. That doesn't mean that you're on your own. Although you may be studying at a distance, help and advice is close at hand should you feel the need for some support along the way.

A key component of Massey's distance learning programmes is making you a part of our online learning community - Stream. Stream allows you to feel part of a real class where you can share and exchange ideas with fellow students and the course coordinator.



Stream

Stream is the online learning environment for Massey University. Stream allows you to share and exchange ideas with fellow students and the course coordinator. Depending on the course, you can also have webbased discussion forums, access the latest news in your subject, study notes, recent journal articles, podcasts, online presentations, interactive exercises and activities, and tests and quizzes.

You will need to be able to have regular access the internet for your study. You access Stream using standard internet browsers.

More information about Stream is available at:

http://www.massey.ac.nz/massey/learning/online-learning/guide/guide_home.cfm

Course Material

Some courses still have printed materials posted out automatically, but the majority now have them available online instead. You can find out if your course has printed materials posted by going to the following website: <https://www.massey.ac.nz/massey/learning/online-learning/guide/print/distance/distance-paper-printed-materials.cfm>

If you would like to get a printed copy of your course material you can access this by logging into Stream, and requesting printed resources from there. The following link has information on how to find this if you need assistance. <https://www.massey.ac.nz/massey/learning/online-learning/guide/how-to/print-request.cfm>

THE ONLINE WRITING AND LEARNING LINK (OWLL)

OWLL is Massey University's gateway to a wide range of study and writing resources. All students, whether internal or distance, undergraduate or postgraduate, native English speaking or ESOL, can use this website to develop their academic skills.

OWLL covers topics such as how to study, how to write assignments, how to reference, and how to study for exams. <http://owll.massey.ac.nz/>

ADMISSION PROCESS

The Singapore Aviation Academy is the first point of contact for course information and applications. In advance of each semester all students interested in enrolling should contact SAA.

Email: CAAS_SAAGradProgs@caas.gov.sg Phone: +65 6540 6386

ONLINE ENROLMENTS

Students studying through the SAA—Massey University partnership can now apply and make payment for their courses online rather than sending paper forms. Providing that you have Singapore Aviation Academy listed as your agent then you should automatically be charged the correct tuition fees and you will be able to pay online through the student portal. Please contact Sherryn at S.L.Irvine@massey.ac.nz if you have any questions or difficulties.

Changes to your enrolment can also be processed through the student portal.

New students enrolling into the programme for the first time click on the button below on the left.

Students who have started their programme can re-enrol through the button on the right.

New Students

Existing Students



RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning can be applied for as part of your initial application process; this may include aviation licences, ratings, logged flight hours, Air Traffic Control licences and ratings. In addition candidates holding an AMEL plus endorsements may apply for recognition of prior learning assessment.

An outline of credits for aviation licences can be found below.

- 1) Candidates with valid CPL, with an Instrument Rating and between 250 hours and 500 hours logged flight time may be credited with between 30 and 60 (level 100) credits
- 2) Candidates with valid CPL, Instrument Ratings and a Flight Instructor Rating and not less than 400 hours logged flight time may be credited with 60 (100 level) credits Candidates with valid CPL, Instrument Ratings and a Flight Instructor Rating and not less than 500 hours logged flight time may be credited with 60 (100 level) credits and 15 (200) level credits
- 3) Candidates with valid ATPL qualification may be credited with 90 credits - 60 (100 level) and 30 (200 level)
- 4) Candidates with valid ATPL qualification plus additional aircraft ratings (such as turbo-prop or jet airline with a weight of more than 5700kg) plus airline appointments such as Check and Training Officer, or other such relevant aviation qualifications may be credited with 120 credits - 75 (100 level) and 45 (200 level)

Please note this is not a guarantee of such credits as the final decision will be made once verified copies of all evidence is received and considered.

Massey University School of Aviation has 'Articulation Agreements and Advanced Standing' arrangements with a number of Polytechnics in Singapore, whereby credit may be awarded towards the Bachelor of Aviation Manage degree.

Graduates holding Diplomas from a Polytechnic in Singapore should enquire about Recognition of Prior Learning (cross credit) upon application to the Massey University Bachelor of Aviation Management programme.

Cross credit of courses is not awarded into postgraduate programmes such as the Master of Aviation for which a relevant undergraduate degree and B- GPA is required.

Please email aviation@massey.ac.nz for further details about recognition of prior learning.

BACHELOR OF AVIATION MANAGEMENT

A business degree designed for the aviation industry

The Bachelor of Aviation Management is a dedicated aviation qualification which will introduce you various aspects of the exciting aviation industry. If you have a passion for aviation, you enjoy working with other people, and you are interested in working towards a management role in a global business, then this degree is for you.

You will gain an understanding of the human factors in aviation, airline strategic management, airport operational management as well as have the opportunity to undertake an internship course (aviation practicum).

Your qualification is internationally-recognised, and accredited by the key New Zealand aviation authorities. Massey Business School is ranked in the top 2% globally.

Structure

3 years full-time (or part-time equivalent)

Offered internally in Palmerston North and via distance learning

Course structure

The BAvMan degree consists of 24 compulsory courses (360 credits):



10 x Compulsory Courses

Topics include:

- Management in Aviation
- Human Factors
- Managing Aviation Systems
- Environment Impacts
- Research Methods
- Managed Cultures
- Contemporary Issues in Aviation Security

8 x Aviation Elective Courses

Examples of subjects:

- Air Safety Investigation
- Air Power
- Legal Issues
- Safety Management
- Airline Strategic Management
- Airport Operational Management
- Design of Airways and Air Traffic Systems

6 x General Courses

From any course offered at Massey University, such as:

- Security Studies
- Border Security
- Business Studies
- Contemporary Management
- Managing Human Resources

Academic Admission Requirements

The academic requirements for undergraduate study are to achieve the equivalent to Year 13 in New Zealand (NCEA Level 3 University Entrance). Massey University has set a minimum academic entry level by country for undergraduate study. For Singaporean students this means they must have achieved a minimum of three H2 passes at C grade; or Successful completion of NUS High School Diploma. Refer to <http://international.massey.ac.nz> for the current regulations for academic entry to the programme.

Students from a country where English is not the first language must attain a minimum level of English Language competency. The minimum requirement is academic IELTS 6.0 (no band less than 5.5), or TOEFL (Paper) 550 (TWE 4.0), TOEFL iBT 80 overall (minimum 19 across each section/skill).



Sample Degree Plan

Full-time starting in February

Feb 2023	July 2023	Feb 2024	July 2024	Feb 2025	July 2025
190.116	190.109	190.224	190.210	190.327	190.3xx
190.117	190.115	190.225	190.216	190.340	190.3xx
Elective	190.xxx	190.xxx	190.xxx	190.3xx	190.3xx
Elective	190.xxx	Elective	Elective	Elective	Elective

Full-time starting in July

July 2023	Feb 2024	July 2024	Feb 2025	July 2025	Feb 2026
190.109	190.116	190.210	190.327	190.xxx	190.3xx
190.115	190.224	190.216	190.340	190.xxx	190.3xx
190.117	190.225	190.xxx	190.xxx	190.3xx	190.xxx
Elective	Elective	Elective	Elective	Elective	Elective

Compulsory course
 Aviation elective
 General elective

Elective courses can be chosen from any offering at Massey University. Aviation electives (those courses starting with the numbers 190.xxx) can be chosen from any aviation course offered. Please note that some courses have pre-requisite requirements.

Time limits on completion

Students have eight years from commencement to complete the Bachelor of Aviation Management degree.

Distance and part-time students' circumstances will also continue to be taken into account. Staff can advise and assist with planning.

Students who are studying continuously, achieving success and on track to completion may have extensions approved on the basis of an agreed study plan. There may be other options for students who are not making the necessary progress to complete within eight years, including possible award of alternative qualifications.

Fees

Students enrolling through the SAA – Massey University partnership are entitled to a special tuition fee rate.

- All students will be levied an annual non- tuition fee.
- **Student services levy**
From 2023, a single compulsory student services levy fee will be charged. If you are only enrolled in block, onshore, offshore or distance courses, you will be charged the \$134.40.
- In addition please note that withdrawal from your programme of study after a certain time period has elapsed (i.e after 17 per cent of the study period (between the course start and end date) has passed for the courses for 2023 study) will attract a withdrawal fee. Refer the website for more information https://www.massey.ac.nz/massey/admission/enrolment/change_withdraw_study.cfm
- **Course fees (Undergraduate) 2023 - NZD\$ 1648 per 15 credit course.**
- **Singapore Goods and Services Tax (GST)**
Massey University are now obliged to collect and report on Singapore Goods and Services tax (GST) for the provision of distance learning, and any goods and services ordered through Massey University. Students who are studying distance with Massey University and reside in Singapore will be charged Singapore GST at 8% for the 2023 Academic Year. Singapore tax will also be applied for services to these students ordered with Massey University. They will not be liable for NZ GST

Therefore as of 1 January 2023 Singapore GST of 8% will be added to the above tuition fees.

Course offerings in 2023:

Please refer to the Learning Outcomes booklet for details of each aviation course offered. You can also find information on courses offered on the Massey University website on this link: www.massey.ac.nz/course/

APPLY NOW

MASTER OF AVIATION

A masters degree designed for the aviation industry

The Massey University's Master of Aviation will give you the knowledge and skills you need to gain a more indepth understanding of aviation and advance your career.

Aviation industry personnel like those in many other industries, face increasing 'academic inflation'. Senior aviation managers are required to demonstrate not only technical knowledge and expertise, but also advanced aviation qualifications and skills.

This programme is partly taught and also includes a professional research project.

A Master of Aviation will give you the skills to work to a high level of academic achievement, work to deadlines under pressure and communicate your work effectively. All of these are essential skills to work at a senior level in the aviation industry, or to progress to a higher level of study such as a PhD.

Structure

1.5 years full-time (or part-time equivalent)

Offered internally in Palmerston North and via distance learning

Entry Requirements

Candidates require a B- average over their second and third year BAvMan courses and permission from the Head of School and Postgraduate Admission.

Students must gain admission as being eligible to proceed into this programme.

English Language requirements:

IELTS

Postgraduate: Academic IELTS overall band 6.5 – no band lower than 6.0

Accept academic IELTS only, NOT General Training. See top right hand corner of test result.

IELTS copies accepted as TRF's are verified online

IELTS results should be no more than two years old from the date of test.

TOEFL

The minimum requirement is TOEFL (Paper) 575 (TWE 4.5), TOEFL iBT 90 overall (minimum 20 across each section/skill).



Pathway Options

You can choose from two pathways: research or professional practice.

1. Research pathway

If you choose this pathway your study will include 60 credits of taught courses including a compulsory Research Methods course. Part Two will incorporate a minimum of 60 credits of research.

2. Professional practice pathway

Those wanting a more practice-based qualification which reflects their industry experience should enrol in the Professional Practice option.

This option includes two compulsory aviation management courses, elective aviation courses and culminates in a 60 credit 'Professional Practice in Aviation' course. Students who are already aviation professionals may wish to draw on their current aviation role for the purpose of a case study.

The Master of Aviation is a parts-based programme of study, which shall consist of courses totalling at least 180 credits comprising Part One and Part Two as defined by the Schedule to the Degree;

And including at least 60 credits at 800-level in accordance with either the Research pathway or the Professional pathway;

For progression from Part One to Part Two in the MAv (Research Pathway), candidates must have achieved a Grade Average of at least B over the first 60 credits of courses completed in Part One courses, including the compulsory courses.

For progression from Part One to Part Two in the MAv (Professional Pathway), candidates must have achieved a Grade Average of at least B- over the courses completed in Part One courses, including the compulsory courses.

In cases of sufficient merit, a Master of Aviation may be awarded with Distinction or Merit.

Research Pathway

Part One (at least 60 credits)

Compulsory Course (30 credits)

- 190.704 Research Methods in Aviation

Subject Courses

- 190.701 Human Factors for Professional Aviation
- 190.703 Management in Aviation Systems
- 190.720 Aviation Strategic Management
- 190.790 Special Topic

Part Two (at least 60 credits)

- 190.890 Thesis 90 Credit Part 1
- 190.891 Thesis 90 Credit Part 2
- 190.892 Thesis 120 Credit Part 1
- 190.893 Thesis 120 Credit Part 2
- 190.895 Research Report
- 190.898 Thesis
- 190.899 Thesis

Professional Practice Pathway

Part One (120 credits)

Compulsory Courses (60 Credits)

- 190.703 Management in Aviation Systems
- 190.720 Aviation Strategic Management

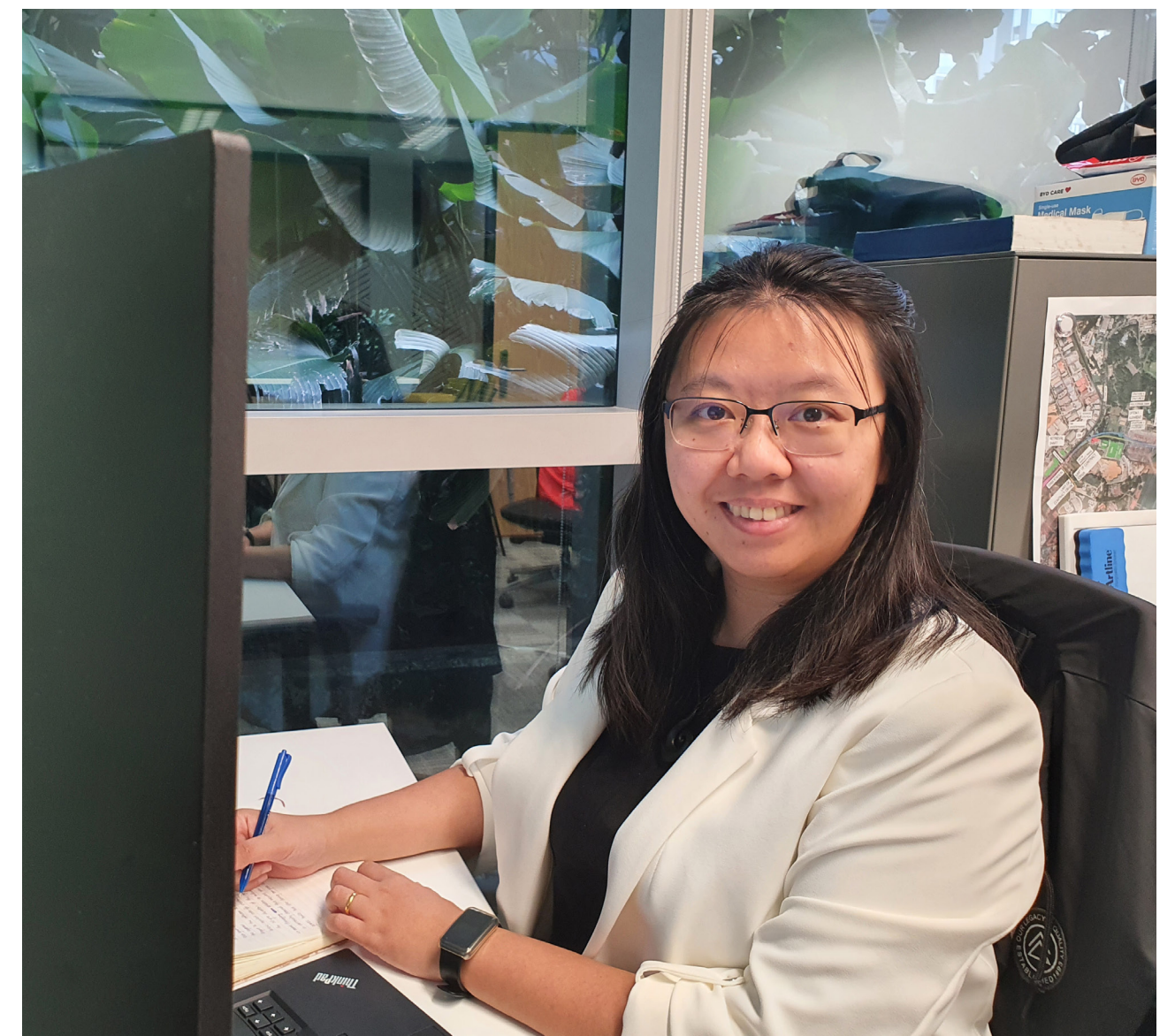
Subject Courses (60 credits)

- 190.721 Design and Management of Airports
- 190.701 Human Factors for Professional Aviation
- 190.790 Special Topic
- 190.791 Special Topic

Part Two (60 credits)

- 190.894 Professional Practice in Aviation

[APPLY NOW](#)



Fees

Students enrolling through the SAA – Massey University partnership are entitled to a special tuition fee rate.

- **Singapore Goods and Services Tax (GST)**

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Students who are studying distance with Massey University and reside in Singapore will be charged Singapore GST at 8% for the 2023 Academic Year. Singapore tax will also be applied for services to these students ordered with Massey University. They will not be liable for NZ GST. Therefore as of 1 January 2023 Singapore GST of 8% will be added to the above tuition fees.

- The Enrolment fee is payable once only per academic year.

- **Student Services Levy**

From 2023, a single compulsory student services levy fee will be charged. If you are only enrolled in block, onshore, offshore or distance courses, you will be charged the \$134.40.

- Postgraduate Course fees for 2023 are listed in the table below:

Course	Title	Credit Value	SAA Fee
190.701	Human Factors for Professional Aviation	30	\$4,233
190.703	Management in Aviation Systems	30	\$4,233
190.704	Research Methods in Aviation	30	\$4,233
190.720	Aviation Strategic Management	30	\$4,233
190.721	Design and Management in Airports	30	\$4,233
190.790	Special Topic	30	\$4,233
190.791	Special Topic	30	\$4,233
190.890	Thesis (90cr) Part 1	45	\$6,335
190.891	Thesis (90cr) Part 2	45	\$6,335
190.892	Thesis (120cr) Part 1	60	\$8,446
190.893	Thesis (120cr) Part 2	60	\$8,446
190.894	Professional Practice in Aviation	60	\$8,446
190.895	Research Report	60	\$8,446

Course offerings in 2023:

Please refer to the Learning Outcomes booklet for details of each aviation course offered. You can also find information on courses offered on the Massey University website on this link: www.massey.ac.nz/course/

Time limits on completion

Students have five years from commencement to complete the Master of Aviation. Distance and part-time students' circumstances will also continue to be taken into account. Staff can advise and assist with planning.

Students who are studying continuously, achieving success and on track to completion may have extensions approved on the basis of an agreed study plan. There may be other options for students who are not making the necessary progress to complete within eight years, including possible award of alternative qualifications.





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