

Part 3 Admission and Enrolment Requirements

Section 1 General Admission Requirements

- 1.1 The general admission requirement for programmes is that the applicant shall be deemed capable of achieving the standards required for that qualification.
- 1.2 In accordance with Clause 1.1 above, an applicant shall provide evidence acceptable to the University of their meeting the University entry criteria for the qualification.
- 1.3 The Vice-Chancellor has the right to refuse admission to any person applying for a programme who is deemed unsuitable under the provisions of the Education Act 1989 Section 224 (12).
- 1.4 Applicants for admission to a programme must provide evidence acceptable to the University of their competence in English or Māori.
- 1.5 An applicant shall be deemed competent in English for admission purposes if at least one of the following is satisfied:
 - 1.5.1 the applicant has an NCEA qualification or equivalent, including the literacy requirements as appropriate to individual programmes.
 - 1.5.2 the applicant has an appropriate qualification from a country where the main language of instruction and assessment for that qualification was English
 - 1.5.3 the applicant performs to a satisfactory standard in an approved English language test as prescribed in Schedule 1 of these regulations
 - 1.5.4 the applicant provides other evidence acceptable to the board of studies of competence in both written and spoken English.
- 1.6 Notwithstanding Clause 1.5 above, the University will not accept responsibility for an academic failure attributable to a student's lack of competence in English¹.
- 1.7 The board of studies determines which evidence of English competence it accepts under 1.5 where an applicant is able to present evidence under more than one category of English language competence.
- 1.8 Clause 1.5 above does not apply to programmes which have as their objective(s) the teaching of general English language.
- 1.9 All applicants are required to indicate whether they are applying to study as either a domestic² or international student and are required to provide proof of their status as prescribed in Part 3, Section 5, Clause 5.3 of these regulations.
- 1.10 A domestic applicant who has not reached the age of 16 years by the first day of the semester for which admission is sought will not be eligible to be admitted to the University without a School Exemption Certificate from the Ministry of Education (for admission into full-time study) or a letter from the secondary school principal (for admission into part-time study).

¹ Note: The University offers a range of English support courses to aid entry to a programme or while studying

² A domestic applicant is one of the following, as specified in the Education Act 1989 and criteria set by the Tertiary Education Commission:

A New Zealand citizen, which includes Cook Island, Niue and Tokelau citizens

A New Zealand permanent resident, currently living in New Zealand

An Australian citizen who is currently living in New Zealand

An Australian permanent resident who has a returning resident's visa who is currently living in New Zealand

Certain exchange students and dependants of diplomats

Section 2 Admission into Postgraduate Programmes

- 2.1 An applicant who wishes to enrol in a course of study leading towards a postgraduate qualification must satisfy the requirements specified in the relevant Standard Qualification Regulations in Part 9 of these regulations as well as any specific programme requirements.

Section 3 Admission into Bachelor's Degrees

- 3.1 In accordance with the requirements of Schedule 2 of these regulations, an applicant who wishes to enrol in a course of study leading towards a bachelor's degree qualification must satisfy one of the following categories of eligibility for University Entrance:
- (a) Entrance from New Zealand Secondary School qualifications
 - (b) Discretionary Entrance
 - (c) Special Admission
 - (d) Ad eundem statum – admission at entrance level based on previous study.
- 3.2 Determination of eligibility under the provisions of Clause 3.1 above shall be made by the Director, Student Administration or nominee.
- 3.2.1 Pursuant to Clause 3.2 above, the Academic Director shall convene and chair a university entrance advisory group whose purpose shall be to establish precedents for University Entrance where individuals do not clearly fit the categories outlined in Clause 3.1 above.
- 3.3 A person whose application for University Entrance is declined by the University may appeal to the New Zealand Qualifications Authority, whose decision in the matter will be final.
- 3.4 Further to Clause 3.1 above, an applicant must meet any admission requirements in the relevant Standard Qualification Regulations, the relevant programme regulations and the relevant parts of Schedule 2 of these regulations.

Section 4 Admission into Diploma and Certificate Programmes

- 4.1 An applicant must meet any admission requirements in the relevant Standard Qualification Regulations, the relevant programme regulations and the relevant parts of Schedule 2 of these regulations.

Section 5 Enrolment

- 5.1 In order to be enrolled, a student is required to accept the Offer of Place and meet the requirements outlined in sections 5 – 11 of this Part of the regulations.
- 5.2 Every person enrolling at the University is required to be formally classified as either a domestic student or an international (non New Zealand) student in accordance with Clause 1.9 above.
- 5.3 In order to be recognised as a valid student enrolled with the University, an applicant must have satisfied the following requirements:
- 5.3.1 provided acceptable proof of citizenship/residency status or valid student visa;
 - 5.3.2 if an international student, provided proof of appropriate insurance cover
 - 5.3.3 signed an enrolment contract with the University;

- 5.3.4 provided personal and statistical information as required under Government regulation;
- 5.3.5 paid all University fees and charges pursuant to Section 7 below.
- 5.4 In order to enrol in any paper or programme at the University an applicant shall:
 - 5.4.1 provide evidence of meeting any criteria for entry to the paper or programme
 - 5.4.2 comply with the relevant enrolment, exemption and transfer requirements and related procedures applying to each programme or paper.
- 5.5 In accordance with Clause 5.4 above, in order to enrol in any paper as a Certificate of Proficiency, an applicant must meet the entry requirements for the programme to which the paper would normally contribute. In exceptional circumstances the dean (or nominee) may waive this requirement.
- 5.6 A student may not normally enrol in more than 75 points in a semester, or 180 points in a calendar year or any six consecutive terms.
- 5.7 A student is defined as full time when they are enrolled for at least 0.8 EFTS over two semesters or 0.4 EFTS in one semester (other than Summer School).

Section 6 Approval of Course of Study or Programme

- 6.1 A student's course of study must comply with the regulations for the programme in which they have enrolled.
- 6.2 The relevant dean (or nominee) may, in exceptional circumstances, approve a course of study which varies from the requirements of the programme regulation and shall inform the relevant examination board.

Section 7 Fees and Charges

- 7.1 Fees and additional charges related to enrolment shall be applied in accordance with the University's Protocol for the Payment and Refund of Fees (page 628).
- 7.2 All fees and additional charges must be paid in full by the date specified on the invoice unless alternative arrangements have been agreed to in writing by the Director, Student Administration.
- 7.3 The recording of credit on a student's official academic record will only occur once all outstanding tuition and directly related fees and additional charges have been paid and receipted.
- 7.4 A student shall only become eligible to graduate with their qualification once all outstanding tuition and directly related fees and additional charges have been paid and receipted.
- 7.5 The release of a student's qualification parchment will only occur once all outstanding fees and charges owed to the University by the student are paid and receipted.
- 7.6 Where a student's fees remain unpaid:
 - 7.6.1 the University shall take reasonable steps to recover the debt;
 - 7.6.2 the University may suspend the student's access to services in accordance with Section 8 below;
 - 7.6.3 the student may not be permitted to enroll in any other paper or programme at the University.

Section 8 Access to Services

- 8.1 The University provides a range of services to students dependent upon their type of enrolment.
- 8.2 Access to the services in Clause 8.1 above will normally be subject to the enrolment status of the student.
- 8.3 Access to the services in Clause 8.1 above may be suspended by the University for any or all of the following reasons:
 - 8.3.1 non-completion of admission or enrolment requirements
 - 8.3.2 non payment of fees or monies owing to the University
 - 8.3.3 suspension or expulsion from the University

Section 9 Changes to Enrolment in Papers

- 9.1 A student who wishes to add a paper to and/or remove a paper from their programme of study must formally notify the University.
- 9.2 Notwithstanding 9.1 above, a student may be withdrawn from a paper if they have not completed a compulsory element of the paper, and have not given written notice of any exceptional circumstances contributing to the non-completion of the compulsory element within the time specified for such notice.
 - 9.2.1 Before withdrawing a student under this Clause, the student must be given written notice, including a date by which they may provide evidence of any exceptional circumstances contributing to the non-completion of the compulsory element.
 - 9.2.2 A student who does not respond by the given date will be deemed to have withdrawn for the purposes of this section.
- 9.3 Removal of a paper from a student's programme of study before expiry of the refund period is classified as a cancellation.
 - 9.3.1 In the case of a cancellation, no record of the paper or grade is retained on the student's official academic record.
- 9.4 Removal of a paper from a student's programme of study after expiry of the refund period is classified as a withdrawal,
 - 9.4.1 Where a withdrawal is formally notified on or before the date by which 75% of the paper has been taught the grade of **W** is recorded on the student's official academic record.
 - 9.4.2 Where a withdrawal occurs after 75% of the paper has been taught the grade of **DNC** is recorded on the student's official academic record.
- 9.5 Where a student cancels or withdraws from a paper, eligibility for any refund shall be determined in accordance with the University's Protocol for the Payment and Refund of Fees (page 628).
- 9.6 Any fees outstanding will remain payable unless written notification of the student's withdrawal is received by the University within the time limit specified for the refund of fees.

Section 10 Withdrawal from a Programme

- 10.1 A student who wishes to withdraw from a programme must formally notify the University.

- 10.2 Notwithstanding 10.1 above, a student may be withdrawn from a programme if they have not completed any of the compulsory elements of the programme, and have not given written notice of any exceptional circumstances contributing to the non-completion of the compulsory elements within the time specified for such notice.
- 10.2.1 Before withdrawing a student under this Clause, the student must be given written notice, including a date by which they may provide evidence of any exceptional circumstances contributing to the non-completion of the compulsory elements of the programme.
- 10.2.2 A student who does not respond by the given date will be deemed to have withdrawn for the purposes of this section.
- 10.3 Where a student withdraws from a programme they may apply to be readmitted and must do so prior to enrolling in any papers.

Section 11 Leave of Absence

- 11.1 A student must apply to the examination board for leave of absence for one semester or more from a programme of more than, or equal to, 120 points.
- 11.2 The Examination Board may approve an application by a student for leave of absence which shall:
- 11.2.1 not normally exceed two consecutive teaching periods;
- 11.2.2 not normally commence during an enrolment period, unless exceptional circumstances apply;
- 11.2.3 not count towards the total enrolment period for that programme;
- 11.2.4 take cognisance of any limitation of places imposed by the University in accordance with Part 2, Section 1 of these regulations.
- 11.3 Where a student has been granted a leave of absence their subsequent enrolment in a paper may be affected if places are limited.
- 11.4 A student who has not been granted leave of absence and has not enrolled in any papers in the programme for two consecutive teaching periods, must reapply to the University for a place on the programme.
- 11.5 Where a postgraduate student is prevented from undertaking work on a thesis or dissertation for an extended period due to unforeseen circumstances beyond their control, the University Postgraduate Board or faculty postgraduate committee may approve a leave of absence which is normally no more than twelve months.

Section 12 Academic Progress

- 12.1 A student's academic progress is monitored by the relevant examination board, normally at the end of each teaching period for papers that conclude in that teaching period.
- 12.2 A student's academic progress is assessed on their academic performance in their programme(s) when they are enrolled in papers totalling at least 30 points in a teaching period, including summer school, and may be identified as one of the following:

- 12.2.1 *Satisfactory*, where the student has
- (a) passing grades in papers equivalent to at least half the points value of those papers they were enrolled in following the expiry date for refunds for their most recently completed teaching period, *and*
 - (b) has passing grades in all the compulsory papers they were enrolled in for their programme(s) in that teaching period.

- 12.2.2 *At Risk*, where the student has not met the requirements for *Satisfactory* academic progress in 12.2.1 above.

The Examination Board will notify students whose academic progress has been identified as *At Risk* and such students will be offered advice and support to improve their progress.

- 12.2.3 *Unsatisfactory*, where a student has
- (a) not met the requirements for *Satisfactory* academic progress in 12.2.1(a) above in two consecutive teaching periods; *and/or*
 - (b) not met the requirements to pass a compulsory paper in which they have previously received a grade of D, F or DNC.

The Examination Board will notify students whose academic progress has been identified as *Unsatisfactory* and such students must apply to the Examination Board for permission to enrol in further papers, and will be asked to provide evidence of any exceptional circumstances that they consider have impeded their academic progress, and evidence for the likelihood of their success. The Examination Board may either set conditions for a student's further enrolment, or not permit a student to re-enrol in a paper or programme.

- 12.2.4 *Discontinued*, where the Examination Board has not permitted a student whose progress has been identified as *Unsatisfactory*, to enrol in further papers in a programme.

The Examination Board will notify students whose academic progress is *Discontinued*. Unless specifically notified of permanent exclusion from the programme, such students remain eligible to reapply after a period specified by the Examination Board. Where a student's enrolment in a programme is discontinued, enrolment in the constituent paper(s) will be cancelled.

- 12.3 A student who has twice enrolled in a paper and for both enrolments has not met the requirements to pass or has withdrawn from that paper must apply to the Examination Board for permission to re-enrol in that paper.
- 12.4 A student may appeal under Part 6 of the General Academic Regulations against a decision to discontinue their enrolment, or to not allow re-enrolment into a programme or paper.