

The General Academic Regulations

Part 1 General

Section 1 Purpose

- 1.1 In accordance with the General Academic Statute Part 2, Section 2, Clause 2.3, the General Academic Regulations are determined by the Academic Board.
- 1.2 These Regulations provide the operational standards to implement the statutory requirements outlined in the General Academic Statute.
- 1.3 These Regulations comprise the following parts:
 - Part 1 General
 - Part 2 Resources Management
 - Part 3 Admission and Enrolment Requirements
 - Part 4 Recognition of Prior Learning
 - Part 5 Assessment and Granting of Credit
 - Part 6 Academic Appeals
 - Part 7 Academic Discipline
 - Part 8 Granting of Qualifications and Awards
 - Part 9 Standard Qualification RegulationsSchedules
- 1.4 Further to these regulations, the University shall:
 - (i) establish individual programme regulations for qualifications; and
 - (ii) establish policies and guidelines to give effect to the regulations.

Section 2 Integrity

- 2.1 Each student shall demonstrate integrity and behave honestly in all transactions with the University, inclusive of admission, enrolment, course of study and academic record.
- 2.2 Any student in breach of Clause 2.1 above may be subject to the provisions of the University Academic Discipline Regulations or the Discipline Statute.

Part 2 Resources Management

Section 1 Limitations of Enrolments and Cancellation of Programmes or Courses

- 1.1 In accordance with the Education Act 1989, Section 224 and the principles of sound management, the University wishes to ensure that it can adequately resource the programmes of study it offers.
- 1.2 The University will impose a limitation on enrolments in any programme or course where there are limitations on the availability of staff, accommodation or equipment in the University or in any department or school of the University or where there are limitations on the availability of student clinical or other placements.
- 1.3 The University will withdraw from offer a programme or course where the number of enrolments received falls short of that required for the efficient operation of the course or programme.
- 1.4 Decisions to limit the number of places in any programme or course, or withdraw from offer a programme or course, will be made by the dean of the faculty responsible for the programme or course.
- 1.5 Where there are insufficient places available in a course to accommodate the number of applicants, selection shall be in accordance with criteria and procedures established for that course or programme and included in the information available to applicants.
- 1.6 Where a programme or course is withdrawn according to Clause 1.3 above, students will be offered an alternative opportunity for enrolment or have their fees refunded in full.

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's 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 English.¹
- 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.
- 3.1.1 Further to clause 1.1 in Section 1 above, the admission of an applicant who has completed courses in a bachelor's degree at this or another New Zealand university may be subject to the provisions of the Academic Progress regulations in Section 12 below.
- 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 as determined by boards of study and approved by Academic Board.

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 course or programme at the University an applicant shall:
- 5.4.1 provide evidence of meeting any criteria for entry to the course or programme
 - 5.4.2 comply with the relevant enrolment, exemption and transfer requirements and related procedures applying to each programme or course.
- 5.5 In accordance with Clause 5.4 above, in order to enrol in any course as a Certificate of Proficiency, an applicant must meet the entry requirements for the programme to which the course would normally contribute. In exceptional circumstances the dean (or representative) 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 year¹.
- 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 representative) may, in exceptional circumstances, approve a course of study which varies from the requirements of the programme regulation and shall inform the relevant assessment 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 681).
- 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 may occur once all outstanding tuition and directly related fees and additional charges have been paid and receipted.

¹ Or the equivalent in other teaching periods

- 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 received.
- 7.5 The release of a student's qualification parchment may occur once all outstanding fees and charges owed to the University by the student are paid and received.
- 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 enrol in any other course 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 Courses

- 9.1 A student who wishes to add a course to and/or remove a course from their programme of study must formally notify the University.
- 9.2 Notwithstanding 9.1 above, a student may be withdrawn from a course if they have not completed a compulsory element of the course, 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 course 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 course or grade is retained on the student's official academic record.
- 9.4 Removal of a course 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 course 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 course 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 course, eligibility for any refund shall be determined in accordance with the University's Protocol for the Payment and Refund of Fees.
- 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 courses.

Section 11 Leave of Absence

- 11.1 A student must apply to the assessment board for leave of absence for one semester or more from a programme of more than, or equal to, 120 points.
- 11.2 The Assessment 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 course 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 courses 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 assessment board, normally at the end of each teaching period for courses 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 courses 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 courses equivalent to at least half the points value of those courses 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 courses 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 Assessment 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 course in which they have previously received a grade of D, F or DNC or W; *or*
- (c) received a grade of D, F, DNC or W in all the courses they were enrolled in during their most recently completed teaching period.

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

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

The Assessment 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 Assessment Board. Where a student's enrolment in a programme is discontinued, enrolment in the constituent course(s) will be cancelled.

- 12.3 A student who has twice enrolled in a course and for both enrolments has not met the requirements to pass or has withdrawn from that course must apply to the Assessment Board for permission to re-enrol in that course.
- 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 course.

Part 4 Recognition of Prior Learning

Section 1 Types of Credit and Conditions

- 1.1 The University may grant credit for prior formal or nonformal learning (an RPL credit) under these Regulations.
- 1.2 Formal learning is defined as study undertaken either within the University or at any other tertiary institution prior to admission to a programme.
- 1.3 Nonformal learning is defined as previously acquired learning based upon life experience, work experience, or a combination of nonformal and formal learning not recognised under 1.2 above.
- 1.4 For the credit to be granted a student must be admitted to and enrolled in the programme and have paid all fees.¹
- 1.5 Credit may be granted as:
 - a) specified credit, where there is direct equivalence between a course in a programme and the prior learning, or
 - b) unspecified credit, where prior learning is deemed by the assessment board to be relevant and at an equivalent level to a part or parts of a programme. The unspecified credit may be in a general subject area, and granted towards the programme as a whole.
- 1.6 To qualify for RPL credit, prior formal learning must normally have been undertaken within five years of the first date of enrolment into the programme for which credit is sought.

Section 2 Limits

- 2.1 Subject to the relevant programme regulations, the following limits on RPL credit normally apply.
- 2.2 In the case of crediting towards a:
 - a) graduate or postgraduate qualification of 120 points or more, a maximum of one third of the total points of the qualification may be credited.
 - b) four-year degree, a maximum of three quarters of the total points of the qualification may be credited. A student must complete the final year requirements for the qualification.
 - c) three-year bachelor's degree, a maximum of two thirds of the total points of the qualification may be credited. A student must complete all compulsory requirements at level 7 for the qualification.
 - d) diploma or certificate of 120 points or more, a maximum of one third of the total points of the qualification may be credited.
 - e) qualification of less than 120 points, no RPL credit will be granted.
 - f) thesis, dissertation or compulsory research project of 30 points or more, no RPL credit will be granted.
 - g) graduate or postgraduate qualification, credit will not be granted for nonformal learning.

¹ Where a student is admitted but does not proceed with their enrolment, then an approved RPL credit will not be granted towards their qualification and will be removed from the student's academic record.

- 2.3 A course shall not be credited to more than two qualifications.
- 2.4 A course shall only be credited once to a particular qualification.
- 2.5 A course taken as part of a foundation certificate or equivalent to meet University Entrance requirements may not be credited towards a bachelor's degree.
- 2.6 A course credited towards meeting the minimum requirements of a bachelor's degree or major within a bachelor's degree may not be subsequently credited towards a graduate diploma or certificate.
- 2.7 A course credited towards meeting the minimum requirements of a major or minor subject in a bachelor's degree may not be credited to the same or similar subject area in another qualification.
- 2.8 A course completed as part of a major shall not be credited towards a minor, except in specific circumstances.¹
- 2.9 A course completed as part of a minor shall not be credited towards another minor.
- 2.10 Unless otherwise specified in the Programme Regulations for a specific qualification, a student wishing to use the points of one completed AUT qualification towards another AUT qualification may under certain circumstances surrender the completed qualification in order to credit more than the maximum permitted under these regulations. Master's, bachelor's honours and bachelor's qualifications cannot be surrendered.
- 2.11 Notwithstanding 2.10 above, all points gained through one or more certificates of proficiency may be credited towards another relevant qualification without the requirement to surrender the certificate(s).

Section 3 Cross Credit

- 3.1 Cross credit means granting credit towards an AUT qualification for an equivalent course passed towards another AUT qualification.
- 3.2 Where the Surrender of Qualifications regulation is applied, full credit for equivalent learning may be granted.
- 3.3 A conceded pass or equivalent may not be cross credited.

Section 4 Transfer Credit

- 4.1 Transfer credit means granting credit from a qualification undertaken at another approved tertiary institution towards an AUT qualification.
- 4.2 A student who has completed study at another institution may be granted credit subject to the qualification being approved for credit, and in accordance with Section 2 above.
- 4.3 A transfer credit may be specified or unspecified and may restrict advancement in a particular subject or course of study.
- 4.4 A conceded pass or equivalent may not be transferred for credit.

¹ Where the major concerned is more than 120 points, a maximum of 15 points may be held in common with a minor, subject to the approval of the board of studies.

Section 5 Study at another Tertiary Institution

- 5.1 A student must seek prior approval in writing from the relevant programme leader for concurrent enrolment in a course at another tertiary institution where they wish that course to be credited to their AUT qualification. Students who concurrently enrol must:
- a) have prior confirmation that the credit will satisfy the requirements of the regulations for the AUT qualification and
 - b) apply for RPL credit when the official results have been confirmed.
- 5.2 Where study at another tertiary institution has been approved as part of an exchange agreement, study abroad or other agreement, credit will be granted and may not be subject to Section 2 above.

Section 6 Reassignment

- 6.1 Reassignment of credit means the credit and pass grade for a course passed in an incomplete qualification are assigned to another qualification where the course is also available.
- 6.2 Reassignment may not occur where the former qualification has been granted unless the former qualification is surrendered.
- 6.3 A course which is reassigned is no longer credited to the former qualification.
- 6.4 A course passed with a conceded pass may not normally be reassigned. If this course is compulsory, another course may be substituted with the approval of the assessment board.
- 6.5 Students may apply to reassign a course or courses passed for a Certificate of Proficiency once they have been accepted and enrolled in the relevant qualification.

Section 7 Reconsideration and Appeal

- 7.1 A student may request in writing and upon payment of any prescribed fee a reconsideration by the assessment board of a decision made under these Regulations.
- 7.2 Any such request for reconsideration must be lodged within 14 days of the day on which the decision was communicated to the student.
- 7.3 A student may appeal against the outcome of a reconsideration, determined by the assessment board in respect of RPL, in accordance with Part 6, Section 1 of the General Academic Regulations.

Part 5 Assessment and Granting of Credit

Section 1 Introduction

- 1.1 Standards based methods of assessment shall be used.
- 1.2 Assessments may be achievement based or competency based as specified for each course.

Section 2 Requirements

- 2.1 The board of studies shall determine the grade map for the programme and each course.
- 2.2 Any work presented by a student for assessment must be the work of the student. The University may use detection software or other means to determine the authenticity of any materials submitted for assessment.
- 2.3 Notwithstanding Clause 2.2 above, work may be presented by a group of students for assessment as specified for the relevant course.
- 2.4 All submitted assessments, together with the marking or assessment criteria, shall be made available to students within the time designated by the relevant authority.

Section 3 Recording of Final Assessment Outcomes

- 3.1 The final outcome of the assessment of a course shall be recorded as follows:

Grades which accrue points:

A+	A	A-	Pass with Distinction
B+	B	B-	Pass with Merit
C+	C	C-	Pass
M			Pass with Merit (competency based assessment)
P			Pass (competency based assessment)
CR			Credit for Prior Learning
S			Aegrotat Pass
CO			Conceded Pass

Grades which do not accrue points:

EX			Exemption
D			Fail
DS			Disrupted Study - Fail
F			Fail (competency based assessment)
W			Withdrawn
DNC			Did Not Complete
DSN			Disrupted Study - Not Completed

- 3.2 The grade CR (Credit for Prior Learning) is normally given for prior learning except where:
- (a) the original grade is credited in accordance with the regulations on Recognition of Prior Learning; or
 - (b) an exemption is granted
- 3.3 The Grade S (Aegrotat Pass)
- 3.3.1 An aegrotat pass is a special pass granted to a student on compassionate grounds.
 - 3.3.2 A student may apply to the assessment board for consideration for an aegrotat pass when, for reasons of personal illness, injury or other exceptional circumstances beyond the student's control the student:
 - (a) is unable to present work for assessment at the time it is due; or
 - (b) is unable to attend a test or examination; or
 - (c) is seriously impaired in his/her performance in a test or examination;
and
 - (i) has failed to achieve a pass in the course as a result; and
 - (ii) where an alternative assessment is not available.
 - 3.3.3 For an aegrotat application to be considered the student shall:
 - (a) be enrolled in the programme to which the application relates
 - (b) provide a medical certificate or other appropriate documentation of the circumstances from a suitably qualified person within 5 working days of the date of the assessment, or by an earlier timeframe if specified in the programme documentation. The medical certificate or other appropriate documentation must provide evidence of and clearly state the reasons for the circumstances surrounding the application.
 - 3.3.4 The assessment board may grant an aegrotat pass only if, at its discretion, it is satisfied on the basis of the student's prior performance in assessment(s) already completed, that the student would have passed the course.
 - 3.3.5 A student who fails to present work for assessment due to lack of familiarity with the assessment requirements of any course as published by the school or department shall not have grounds for making an aegrotat application.
- 3.4 The Grade CO (Conceded Pass)
- 3.4.1 The assessment board responsible for the student's qualification may at its discretion grant a conceded pass.
 - 3.4.2 A conceded pass is a special pass granted for a course where a student, who has otherwise reached an acceptable standard in the programme, has not achieved a passing grade in the course and this affects the student's completion of the qualification.
 - 3.4.3 Only one conceded pass may be granted to a student towards the requirements for a particular qualification, and is normally granted only in the final semester of study.

- 3.5 The grade EX (Exemption) may be granted by the assessment board for a specific course and exempts the student from the study and assessment requirements for that course.
- 3.6 The grade W (Withdrawn) is recorded if a student withdraws or is withdrawn from a course at the time that, or before, 75% of the course has been taught.
- 3.7 The grade DNC (Did Not Complete) is recorded if a student has either:
 - 3.7.1 withdrawn after 75% of the course has been taught
 - 3.7.2 not attempted a compulsory item of assessment within a course

Section 4 Still to Complete

- 4.1 The assessment board may at its discretion grant an STC result (Still to Complete).
- 4.2 An STC is an interim result granted for a course in anticipation of the successful completion of the course, through the resubmission of work, resitting of an examination or other such requirements as may be stipulated by the assessment board.
- 4.3 Where an STC is granted for a course, the course shall not be credited unless a passing grade as specified in Section 3 above has been confirmed by the assessment board.
- 4.4 The requirements stipulated by the assessment board must be met within the semester following the granting of the STC, unless the assessment board approves an extension of time.
- 4.5 Where the requirements are not met within the approved time, the interim result of STC will be converted to a fail grade.
- 4.6 An alternative grade of UX (Under Examination) may be awarded as an interim grade while the thesis or dissertation is undergoing formal examination by the University and is subject to all other conditions applying to an STC grade.

Section 5 Extension of Time

- 5.1 The assessment board may at its discretion grant an extension of time for the completion of a course or an assessment within a course according to the criteria set by the board of studies.

Section 6 Reconsideration of Assessments

- 6.1 A student who believes that an assessment of a particular item of work, test or examination has been incorrectly graded shall have that assessment reconsidered upon written request and the payment of any prescribed fee.
- 6.2 In accordance with Clause 2.4 above, copies of all pieces of written or other assessment, together with the assessment or marking criteria, shall be made available to students within the time designated for reconsideration.
- 6.3 In situations where the copying of the assessment is not practicable an opportunity will be provided for the student to sight the assessed work.
- 6.4 A result may be unchanged, raised or lowered following any such reconsideration.
- 6.5 Time limitations are set for the reconsideration of assessed work. Assessments not collected within that time, and any time permitted for an appeal, may be destroyed.

Section 7 Granting of Credit

- 7.1 Credit is granted for a course when the prescribed requirements have been successfully completed and the final grade approved by the assessment board.
 - 7.1.1 In order to be granted credit (and the associated points) for a course, a student shall have been admitted to and enrolled in the programme in accordance with the General Academic Statute, General Academic Regulations and the programme regulation.
 - 7.1.2 Where credit is granted for a course, both the points and the grade shall be recorded in the student's official academic record.
 - 7.1.3 A course shall only be credited once to a particular qualification as per Part 4, Section 2, Clause 2.4.
- 7.2 Credit may be granted for prior learning pursuant to Part 4 of these regulations.

Section 8 Te Reo Māori in Assessment

- 8.1 A student who has demonstrated an adequate standard of literacy in te reo Māori may be permitted to submit work for assessment in te reo, in accordance with University procedures and guidelines for assessment in te reo Māori.

Part 6 Academic Appeals

Section 1 Appeals Against an Assessment Board Decision

- 1.1 A student may appeal against:
 - 1.1.1 the final result determined by the assessment board in respect of a course.
 - 1.1.2 the outcome of an RPL reconsideration as per Part 4, Section 7, Clause 7.3.
 - 1.1.3 a decision to not allow re-enrolment in a programme or course under Part 3, Section 12, Clause 12.2 and 12.3.
- 1.2 Any such appeal may only be made if it can be shown that
 - 1.2.1 additional information has become available which was not available, and could not reasonably have been made available, to the assessment board at the time it made its original decision.
 - 1.2.2 there was a material irregularity in the conduct of the assessment, or in the assessment board or board of studies procedures.
- 1.3 Any such appeal must be lodged with the dean (or representative) within 14 days of the time at which the result of the course was made available to the student.
- 1.4 Where an appeal is made under Clause 1.1 above the following procedures shall apply:
 - 1.4.1 The dean (or representative) shall determine whether the notice of appeal complies with Clause 1.2 above.
 - 1.4.2 Where the notice of appeal complies the dean (or representative) shall refer the appeal to the faculty appeals committee.
 - 1.4.3 The faculty appeals committee shall inform the student of the procedures that will be followed and the date for the faculty appeals committee meeting.
 - 1.4.4 The faculty appeals committee shall obtain a report from the assessment board.
 - 1.4.5 The student shall be invited to make a submission and appear before the faculty appeals committee.
 - 1.4.6 The student may be accompanied to any hearing by a member of AUTSA and/or a person of their choice.
 - 1.4.7 The faculty appeals committee shall consider the report from the assessment board and any submissions from the student.
 - 1.4.8 The faculty appeals committee may either uphold or dismiss the appeal, and may confirm, raise, or lower the appealed result.
 - 1.4.9 The decision of the faculty appeals committee shall be notified to the student, the faculty board and the assessment board.
 - 1.4.10 The decision of the faculty appeals committee shall be final.

Section 2 Thesis and Dissertation Appeals

- 2.1 A student may appeal against the outcome of an examination for a thesis or dissertation.
- 2.2 Any such appeal may only be made if it can be shown that
 - 2.2.1 additional information has become available which was not available, and could not reasonably have been made available, to the assessment board at the time it made its original decision.
 - 2.2.2 there was a material irregularity in the conduct of the assessment or in the examination procedures.
- 2.3 Any such appeal must be lodged with the University Postgraduate Board within 3 months of the date of notification of the result.
- 2.4 The Chair of the University Postgraduate Board shall determine whether the notice of appeal complies with Clause 2.2 above.
- 2.5 The University Postgraduate Board shall submit the case for review within 3 months of the date of receipt of the appeal.
- 2.6 The appeal shall be considered by a review panel established by the University Postgraduate Board.
- 2.7 The panel shall be comprised of persons who have experience of supervising and examining postgraduate degrees and who have had no previous involvement with the student or are not members of the University Postgraduate Board.
- 2.6 If the review panel agrees that a student has valid grounds for the appeal it may recommend a review of the outcome or a re-examination of the thesis by an existing examiner(s) or a new examiner(s) be appointed.

Part 7 Academic Discipline

Section 1 Introduction

- 1.1 The University expects that all students will demonstrate integrity in all transactions inclusive of admission, enrolment, course of study and academic record.
- 1.2 Any breach of the General Academic Statute, the General Academic Regulations or programme regulation(s) by a student shall be deemed inappropriate and the student may be subjected to disciplinary procedures.
- 1.3 Pursuant to Clause 1.2 above, the disciplinary process may constitute one or more of the following:
 - complaint
 - hearing
 - decision
 - appeal(s)

Section 2 Dishonesty During Assessment or Course of Study

- 2.1 The University Academic Regulations shall be breached if a student during an assessment and/or course of study:
 - 2.1.1 copies from, or inappropriately communicates with, another person
 - 2.1.2 is found in possession of any unauthorised equipment or material
 - 2.1.3 plagiarises the work of another person without indicating that the work is not the student's own
 - 2.1.4 collaborates with others in the preparation of material, except where this has been approved as an assessment requirement
 - 2.1.5 resubmits previously submitted work without prior approval of the assessment board
 - 2.1.6 uses any other unfair means.

Section 3 Complaints

- 3.1 Any complaint in respect of Clause 2.1 above, shall be made in writing by the complainant, to the dean of the faculty responsible for the programme.
- 3.2 Where a complaint is made in respect of any other University regulation, the procedures of the Council's Discipline Statute shall apply.
- 3.3 Where a complaint is made in respect to Clause 2.1 above, the following procedures shall apply:
 - 3.3.1 The dean shall refer the complaint to the faculty disciplinary committee.
 - 3.3.2 The faculty disciplinary committee shall inform the student of the procedures that will be followed and of the hearing date.
 - 3.3.3 The student shall be invited to submit a statement about the incident and/or to appear before the faculty disciplinary committee.

- 3.3.4 The student may be accompanied to any hearing by a representative of AUTSA and/or a person of their choice.
- 3.3.5 The faculty disciplinary committee may hear any evidence it considers relevant.
- 3.3.6 The decision of the faculty disciplinary committee, and the reasons for the decision, shall be notified to the student, the faculty board and the assessment board together with any recommendation to the Vice-Chancellor where this is appropriate.
- 3.4 The faculty disciplinary committee may impose one or more of the following¹:
 - 3.4.1 no penalty
 - 3.4.2 an admonition
 - 3.4.3 a reassessment
 - 3.4.4 a reduction in the mark or grade awarded for an assessment or course
 - 3.4.5 suspension from attendance at the University for a stipulated period, subject to confirmation by the Vice-Chancellor
 - 3.4.6 a limitation or prohibition on attendance at any class or classes for a stipulated period, subject to confirmation by the Vice-Chancellor
 - 3.4.7 expulsion from the University subject to confirmation by the Vice-Chancellor.
- 3.5 For students completing a thesis and/or dissertation who are enrolled in a doctoral, master's or bachelor's honours degree, the faculty disciplinary committee, in consultation with the Graduate Research School, may impose one or more of the following:
 - 3.5.1 no penalty
 - 3.5.2 an admonition
 - 3.5.3 resubmission, whereby the examination is suspended, appropriate amendments to the thesis are undertaken and the thesis is submitted for re-examination
 - 3.5.4 a reduction in the grade awarded for the thesis or dissertation (master's and bachelor's honours students only)
 - 3.5.5 requirement for additional amendments, whereby the student is advised to undertake additional amendments to the thesis after the completion of the examination
 - 3.5.6 a recommendation to the University Postgraduate Board that a fail grade be awarded for the thesis or dissertation
 - 3.5.7 expulsion from the University subject to confirmation by the Vice-Chancellor.

Section 4 Appeal Against a Faculty Disciplinary Committee Decision

- 4.1 A student may appeal a decision of the faculty disciplinary committee on the following grounds:

¹ For theses and dissertations see clause 3.5 below.

- 4.1.1 New evidence is available, relevant to the complaint, which was not available, and could not reasonably have been made available, to the faculty disciplinary committee at the time it made its decision
- 4.1.2 There was an error in procedures
- 4.1.3 The severity of the decision.
- 4.2 Any appeal against the decision of the faculty disciplinary committee shall be submitted in writing to the Vice-Chancellor within 14 days of the communication to the student of the decision.
- 4.3 The Vice-Chancellor may allow an appeal within a maximum of ninety days of the date of the notification of the original decision if the student can show good reason why the appeal was delayed.
- 4.3.1 In respect of any such appeal the following procedures shall apply:
- (a) The Vice-Chancellor shall appoint a University Disciplinary Appeals Committee of three persons to consider the appeal.
 - (b) The University Disciplinary Appeals Committee shall have as members:
 - two University staff members independent of the faculty responsible for the student's programme
 - a nominee of AUTSA
 - (c) The University Disciplinary Appeals Committee shall inform the student of the hearing date and the procedures that will be followed.
 - (d) The student shall be invited to submit a detailed statement outlining why the decision of the faculty disciplinary committee should be changed.
 - (e) The student may be accompanied to any hearing by a representative of AUTSA and/or a person of their choice.
 - (f) The University Disciplinary Appeals Committee may hear any evidence it sees fit.
 - (g) The recommendations of the University Disciplinary Appeals Committee shall be notified to the student, Vice-Chancellor and faculty disciplinary committee.
- 4.4 Any appeal against the decision of the University Disciplinary Appeals Committee shall be submitted in writing to the Council Secretary within 14 days of the communication to the student of the decision.
- 4.5 The grounds for an appeal under Clause 4.4 above shall be limited to:
- 4.5.1 procedural irregularity
 - 4.5.2 breach of natural justice
- 4.6 The Council shall refer the matter to its General Academic Statute Appeals Committee.
- 4.7 The decision of the Council shall be final.

Part 8 Granting of Qualifications and Awards

Section 1 Entitlement to a Qualification or Award

- 1.1 A student shall become eligible for the granting of a qualification when the appropriate assessment board has determined that the student has met all requirements of the relevant programme regulations and has recommended that the qualification be granted.
- 1.2 Notwithstanding Clause 1.1 above, a student shall become eligible for the granting of a doctoral degree when the University Postgraduate Board has determined that the student has met all requirements of the relevant programme regulations and has recommended that the qualification be granted.
- 1.3 Pursuant to Clause 1.2 above, the Academic Board shall, at their discretion, endorse the names of those students eligible for the granting of a doctoral degree.
- 1.4 Pursuant to Clauses 1.2 and 1.3 above, the Academic Board shall recommend to the Director, Student Administration the names of those students eligible for the granting of a doctoral degree.
- 1.5 Pursuant to Clause 1.1 above, assessment boards shall recommend to the Director, Student Administration the names of those students eligible for the granting of the following categories of qualifications:
 - master's degrees
 - postgraduate diplomas
 - postgraduate certificates
 - bachelor's degrees with honours
 - bachelor's degrees
 - graduate diplomas
 - graduate certificates
 - diplomas
 - certificates
 - certificates of proficiency
- 1.6 A student shall become eligible for the receipt of an award when the faculty determines that the requirements have been met.
- 1.7 Pursuant to Clause 1.6 above, faculties may issue the following awards:
 - attendance awards
 - certificates of personal interest
- 1.8 Notwithstanding Clauses 1.1 to 1.7 above, and subject to Part 3, Section 7 of these regulations, all students must have paid any outstanding fees and charges due to the University before being deemed to be eligible to graduate or receive their award.
- 1.9 A student shall lose their entitlement to any qualification previously granted by the University where they surrender their qualification under the provisions of Part 4, Clause 2.5 of these regulations.
- 1.10 The University may rescind a qualification previously granted to a student where it is subsequently found that the requirements for that qualification were not fully met.

Section 2 Granting of Qualifications and Honorary Qualifications and Awards by Council

- 2.1 In accordance with Clauses 1.1–1.5 above the faculty assessment boards and in the case of doctoral degrees, the Academic Board, shall notify the Director, Student Administration of the names of students entitled to receive a University qualification.
- 2.2 Pursuant to Clause 2.1 above, and subject to Clause 1.8 above, the Director, Student Administration shall ensure that the names of all eligible students are formally submitted to Council or its delegated nominee for the formal granting of qualifications.
- 2.3 Qualifications are granted, and the student becomes eligible to graduate, when the Council resolves to grant the qualification.
- 2.4 Honorary qualifications and awards which have been granted by Council in accordance with the General Academic Statute Part 3, Section 4 shall be presented at the next appropriate graduation ceremony.

Section 3 Ceremonial Presentation of Qualifications

- 3.1 The Director, Student Administration shall organise graduation ceremonies for the ceremonial presentation of qualifications.
- 3.2 Notwithstanding Clause 3.1 above, qualifications may be presented to students at other times.
- 3.3 Degree and Diploma Qualifications
 - 3.3.1 Degrees and diplomas shall normally be granted at the biannual graduation ceremonies pursuant to a resolution of Council.
 - 3.3.2 Notwithstanding Clause 3.3.1 above, students may be granted their degree or diploma in absentia following a resolution of Council and at a meeting of Council.
 - 3.3.3 In order to graduate and receive a degree or diploma parchment, either in person or in absentia, a student shall apply in writing to the Director, Student Administration in accordance with procedures established by the Director, Student Administration.
 - 3.3.4 A student wishing to have their qualification presented at a graduation ceremony shall have gained that qualification and shall have applied to the Director, Student Administration no later than four weeks in advance of the ceremony.
 - 3.3.5 Every degree and diploma qualification to be presented at a ceremony shall be granted by the Chancellor, or in his or her absence by the Pro-Chancellor. The Council may also authorise another person to present degrees or diploma parchments at a particular ceremony.
 - 3.3.6 The form of the words to be used by the Chancellor, Pro-Chancellor or other duly authorised person to present degrees or diplomas shall be as follows:

By the authority vested in me by resolution of the Auckland University of Technology Council I [NAME] hereby grant the degrees/diplomas upon those here present who have satisfied all requirements of this University.

- 3.3.7 The dean or representative of the appropriate faculty shall read the names of the approved graduands receiving their qualification parchment at the graduation ceremony.
- 3.4 Certificate Qualifications
- 3.4.1 Certificates shall normally be granted and issued following the completion of the qualification unless deemed by the dean of faculty to be part of the graduation ceremonies, whereupon the provisions of Clause 3.3 above apply.
- 3.4.2 A certificate parchment will be issued to a student once the qualification has been approved by the appropriate faculty office in accordance with procedures established by the faculty registrar. That office shall notify the Director, Student Administration in accordance with procedures established by the Director, Student Administration.
- 3.4.3 When certificates are to be presented as part of the graduation ceremonies, the form of the words to be used by the Chancellor, Pro-Chancellor or other person authorised to present certificates shall be in similar form to the statement defined in Clause 3.3.6 above.
- 3.5 Deferral of Presentation of Qualification
- 3.5.1 Students who have been granted their qualification, under the provisions of Section 2 above, may elect to defer the ceremonial presentation of their qualification.
- 3.5.2 Such a deferral will not alter the formally recorded date of granting of the qualification.
- 3.5.3 A deferral shall be formally applied for in writing to the Director, Student Administration in accordance with procedures established by the Director, Student Administration.
- 3.5.4 A student may elect to defer the ceremonial presentation of their qualification for up to 12 months after the date of the granting of their qualification. Any further extension must be for reasons of exceptional circumstance and must be specifically approved by the Director, Student Administration.

Section 4 Posthumous Granting of Qualifications

- 4.1 Pursuant to Sections 1, 2 and 3 above if a student dies after completion of the academic requirements of their programme of study but before receiving their qualification the following provisions shall apply:
- 4.1.1 The qualification shall be granted posthumously unless the student's personal representative or next-of-kin has, with the consent of the Council, withdrawn the application.
- 4.1.2 In any other case, the student's personal representative or next-of-kin may apply and the qualification shall be granted.
- 4.2 Notwithstanding Clauses 1.1 and 4.1 above, the University may elect to grant a qualification to a student who died before they completed the academic requirements of their programme of study. This will be subject to:

- (a) the relevant assessment board confirming that the student has normally completed greater than two thirds of the requirements for the qualification; and
 - (b) the approval of the Vice-Chancellor.
- 4.3 Notwithstanding Clauses 1.1 and 4.1 above, the University may elect to grant a qualification prior to a student's death where a student has been formally medically diagnosed with a terminal illness. This will be subject to:
- (a) the relevant assessment board confirming that the student has normally completed greater than two thirds of the requirements for the qualification; and
 - (b) the approval of the Vice-Chancellor.

Section 5 Granting of Other Qualifications and Awards

- 5.1 Certificates of Proficiency
- 5.1.1 Certificates of proficiency shall normally be granted following the successful completion of the course assessment requirements.
 - 5.1.2 The manner of presentation of certificates of proficiency shall be determined by the relevant faculty.
- 5.2 Attendance Awards
- 5.2.1 Attendance awards shall normally be granted following the completion of the required number of hours.
 - 5.2.2 The manner of presentation of the attendance award shall be determined by the relevant faculty.
- 5.3 Certificates of Personal Interest
- 5.3.1 Certificates of personal interest shall normally be issued following the end date of the course.
 - 5.3.2 The manner of presentation of certificates of personal interest shall be determined by the relevant faculty.

Section 6 Parchments and Statements

- 6.1 The document certifying that the requirements for a qualification have been met is called a parchment.
- 6.2 The document certifying that the requirements for a certificate of personal interest or certificate of attendance have been met is called a statement.
- 6.3 The student's legally documented name shall appear on parchments and statements in accordance with the University's official records.
- 6.4 Notwithstanding Clause 6.3 above, graduands wishing to modify their name shall provide verified proof of such name change with their graduation application.
- 6.5 The format for parchments and statements is prescribed in Schedule Three of these regulations.
- 6.6 The Director, Student Administration shall establish procedures for the production of parchments and statements.

- 6.7 Students may receive their parchment at a graduation ceremony or at other times deemed appropriate by the University, subject to them meeting the requirements of Part 8 of these regulations.
- 6.8 Students may receive their statement at a time deemed appropriate by the University, subject to them meeting the requirements of Part 8 of these regulations.
- 6.9 Where a student is eligible to receive their award and has not applied to receive their parchment, or has outstanding fees resulting in the withholding of their parchment, the University will retain their parchment for a period of five years. Thereafter it will be destroyed and the student must apply and pay for a replacement parchment.

Section 7 Academic Dress

7.1 General

- 7.1.1 Academic dress shall be worn in accordance with Section 3, Part 3 of the General Academic Statute.
- 7.1.2 Graduates of other universities may wear the academic dress appropriate to their qualification from that university at University graduation ceremonies in addition to the prescribed AUT academic dress.
- 7.1.3 Where staff of the University hold qualifications from institutions that do not prescribe academic dress, the equivalent AUT academic dress may be worn. The hood shall be of AUT special design in black cloth with bone satin lining and curved full neckband.
- 7.1.4 Staff of the University who do not hold a tertiary qualification shall wear a gown as for the Cambridge Bachelor of Arts at University graduation ceremonies.
- 7.1.5 Guests of the University who are part of the official stage party at graduation ceremonies may optionally wear academic dress appropriate to their qualification. Likewise members of the armed forces may wear their military uniforms and those holding civil office may wear any special attire related to their office.

7.2 Doctoral Degrees

- 7.2.1 The gown for a doctoral graduate shall be as for the Cambridge Master of Arts, but with a satin facing cloth in “post office red” (BCC No 209) 100 mm wide for the full length of the front.
- 7.2.2 The hood for a professional doctorate shall be Cambridge style and made of satin of the colour “post office red” (BCC No 209) lined with a colour appropriate to the subject area in which the degree was taken. The hood for a PhD or honorary doctorate of the University shall be Cambridge style and made of satin of the colour “post office red” (BCC No 209) lined with burgundy (PMS193U).
- 7.2.3 The cap for a doctoral graduate shall be a black velveteen Tudor bonnet with a gold cord around the crown, the cord ending in tassels.

- 7.3 Master's Degrees
- 7.3.1 The gown for a master's graduate shall be as for the Cambridge Master of Arts.
- 7.3.2 The hood for a master's graduate shall be of AUT special design in black cloth with coloured satin lining appropriate to the qualification. In the case of a Master of Philosophy or honorary master's degree of the University, the hood shall be lined with burgundy (PMS193U).
- 7.3.3 The cap for a master's graduate shall be a black trencher with a bone-coloured tassel.
- 7.4 Postgraduate Diplomas and Postgraduate Certificates
- 7.4.1 The gown for a postgraduate diploma or postgraduate certificate graduate shall be as for the Cambridge Bachelor of Arts.
- 7.4.2 Postgraduate diploma or postgraduate certificate graduates shall wear a stole in colour appropriate to the qualification and may optionally also wear the hood from their previous qualification.
- 7.4.3 The cap for a postgraduate diploma or postgraduate certificate graduate shall be a black trencher with a tassel in the appropriate faculty colour.
- 7.5 Bachelor's Degrees
- 7.5.1 The gown for a bachelor's graduate shall be as for the Cambridge Bachelor of Arts.
- 7.5.2 The gown for a Bachelor of Māori Development graduate shall incorporate a poutama design that shall be attached prior to the day of graduation and removed following the ceremony.
- 7.5.3 The cap for a bachelor's graduate shall be a black trencher with a black tassel.
- 7.5.4 The hood for a bachelor's graduate shall be of AUT special design in black cloth with bone satin lining and curved full neckband, edged with faculty or qualification colour satin.
- 7.5.5 The colour of the edging of the hood for a bachelor's graduate shall be in colour appropriate to the qualification.
- 7.6 Graduate Diplomas and Graduate Certificates
- 7.6.1 The gown for a graduate diploma or graduate certificate graduate shall be as for the Cambridge Bachelor of Arts.
- 7.6.2 Graduate diploma or graduate certificate graduates shall wear a stole in colour appropriate to the qualification.
- 7.6.3 No cap shall be worn.
- 7.7 Diplomas
- 7.7.1 The gown for a diploma graduate shall be a black Cambridge undergraduate gown.
- 7.7.2 Diploma graduates shall wear a stole in colour appropriate to the qualification.
- 7.7.3 No cap shall be worn.

- 7.8 Certificates
- 7.8.1 The gown for a certificate graduate shall be a black Cambridge undergraduate gown.
- 7.8.2 No hood, stole or cap shall be worn.
- 7.9 Posthumous Awards
- 7.9.1 Individuals receiving a qualification on behalf of a deceased graduand shall wear a gown as for the Cambridge Bachelor of Arts.
- 7.9.2 No hood, stole or cap shall be worn.
- 7.10 Korowai
- 7.10.1 Any Māori staff member or graduate may wear a korowai (cloak) in addition to the gown appropriate to their qualification.
- 7.11 University Stoles
- 7.11.1 Stoles for University graduations shall normally conform to the following dimensions:
- | | |
|-----------------------|----------------------|
| Width of tails: | 16 cm |
| Length of tails: | 95 cm |
| Edging of tails: | 2 cm depth each side |
| Length of back piece: | 43 cm |
- 7.11.2 Stoles for University graduations shall normally conform to the following colour design:
- | | |
|------------------------|----------------------------------|
| Centre of tails: | black |
| Edge of tails: | appropriate qualification colour |
| Reverse side of tails: | appropriate qualification colour |
| Back piece: | black |
- 7.12 Colours for University qualifications shall be as prescribed in Schedule Four of these regulations
- 7.13 Office Holders and Graduation Officials of the University
- 7.13.1 The office holders and graduation officials of the University shall wear the following ceremonial dress at University graduation ceremonies:
- (a) The robe for the Chancellor of the University is an ankle length black gown with sleeves lined with gold satin. The back piece of the gown shall be trimmed with gold braid. The gown shall have full-length 105mm satin front facings, comprising 20mm bone next to front opening, followed by 10mm black and 75mm gold. The crest of the University shall be at the top of each of the facings. The base of the gown shall be hemmed with 75mm gold satin. The cap is a black velveteen Tudor bonnet with gold braid.
- (b) The robe for the Pro Chancellor of the University is an ankle length black gown with sleeves lined with gold satin. The back piece of the gown shall be trimmed with gold braid. The gown shall have full-length 95mm satin front facings, comprising 20mm black next to front opening, followed by 75mm gold. The crest of the University

shall be at the top of each of the facings. The cap is a black velveteen Tudor bonnet with gold braid.

- (c) The robe for the Vice-Chancellor of the University is an ankle length black gown with sleeves lined with gold satin. The back piece of the gown shall be trimmed with gold braid. The gown shall have full-length 105mm satin front facings, comprising 20mm gold next to front opening, followed by 85mm black. The crest of the University shall be at the top of each of the facings. The base of the gown shall be hemmed with 20mm gold satin. The cap is a black velveteen Tudor bonnet with gold braid.
- (d) The robe for the Deputy Vice-Chancellor of the University is an ankle length black gown with sleeves lined with gold satin. The back piece of the gown shall be trimmed with gold braid. The gown shall have full-length 105mm satin front facings, comprising 20mm gold next to front opening, followed by 85mm black. The crest of the University shall be at the top of each of the facings. The cap is a black velveteen Tudor bonnet with gold braid.
- (e) The robe for the senior graduation stage official of the University is an ankle length black gown with sleeves lined with blue satin. The back piece of the gown shall be trimmed with blue braid. The gown shall have full-length 105mm satin front facings, comprising 20mm bone next to front opening, followed by 10mm black and 75mm blue. The crest of the University shall be at the top of each of the facings. The base of the gown shall be hemmed with 75mm blue satin. The cap is a black velveteen Tudor bonnet with blue braid.
- (f) The robe for the Kaikorero of the University is an ankle length black gown with sleeves lined with blue satin. The back piece of the gown shall be trimmed with blue braid. The gown shall have full-length 105mm satin front facings, incorporating a poutama design. The crest of the University shall be at the top of each of the facings. The base of the gown shall be hemmed with 25mm blue satin. The cap is a black velveteen Tudor bonnet with blue braid.
- (g) The robe for the Chief Procession Marshal is an ankle length blue gown with sleeves lined with bone coloured satin. The back piece of the gown shall be trimmed with bone coloured braid. The gown shall have full-length 105mm satin front facings, comprising 20mm bone next to front opening, followed by 10mm black and 75mm blue. The crest of the University shall be at the top of each of the facings. The base of the gown shall be hemmed with 75mm bone coloured satin. The cap is a blue velveteen Tudor bonnet with bone coloured braid.
- (h) The robe for Procession Marshals is blue and is as for the Cambridge Bachelor of Arts, but bearing at the top of each sleeve the crest of the University.
- (i) The robe for the Graduation Marshals is blue and is as for the Cambridge Bachelor of Arts, but bearing at the top of each sleeve the crest of the University.

Note:

Official robe makers to the University are Étude Classique

Phone 64 9 522 5241.

Part 9 Standard Qualification Regulations

Section 1 Introduction

- 1.1 These regulations define each type of qualification offered by the University.
- 1.2 The definitions in these regulations are based on the New Zealand Register of Quality Assured Qualifications and the Handbook of the New Zealand Vice-Chancellors' Committee on University Academic Programmes.
- 1.3 Specific qualifications are further defined by the individual programme regulations.

Section 2 Doctoral Degrees

1 Character of Doctoral Degrees

- 1.1 The doctorate is a research degree of 360 points at Level 10 that is granted on the basis of an original and substantial contribution to knowledge as judged by independent experts applying contemporary international standards.
- 1.2 Doctorates may be of two types as follows:
 - 1.2.1 Doctor of Philosophy (PhD): the thesis constitutes the entire body of work on which the qualification is judged.
 - 1.2.2 Doctorate in a specified field or discipline (professional doctorate): coursework may contribute to the assessed programme of study, but research and its associated thesis must constitute at least two thirds of the total points required for the qualification.

2 Admission to Doctoral Degrees

- 2.1 Admission shall be subject to the approval of University Postgraduate Board which shall consider recommendations for admission from the faculty postgraduate committee.
- 2.2 Prior to recommending the admission of an applicant the faculty postgraduate committee shall be satisfied that the following requirements have been met:
 - 2.2.1 the applicant has the appropriate qualification
 - 2.2.2 the proposed programme of research is viable
 - 2.2.3 the arrangements for supervision are appropriate and able to be sustained
- 2.3 In order to be admitted to a doctoral degree, an applicant shall normally have completed the requirements of either a master's degree with honours or a bachelor's degree with honours (equivalent to four years of study) in a discipline which is appropriate to the proposed research.
 - 2.3.1 The degree must normally have been gained at the standard of first or second class (first division) honours from this University or a recognised equivalent.
 - 2.3.2 The degree must also have included advanced learning in research, the execution of a research project and the writing of a report on that research.
 - 2.3.3 In addition a professional doctorate applicant must provide evidence of having a minimum of five years' professional experience in their specific area of study.
 - 2.3.4 The admission status will be determined by the University Postgraduate Board as either provisional or confirmed.

3 Time Limits

- 3.1 The total time from first enrolment in a doctoral degree programme until the completion of all requirements must not be less than three years and must not exceed six years.
- 3.2 Where a candidate is prevented by ill health or exceptional circumstances from making progress with the research, the University Postgraduate Board may recommend adjournment of registration or an extension to the timeframe for completion in accordance with processes set out in the Postgraduate Handbook.
- 3.3 The University Postgraduate Board may approve the early submission of a thesis for examination under exceptional circumstances.
- 3.4 The University Postgraduate Board may grant an extension of time to a candidate who has not completed the thesis by the end of their period of enrolment.

4 Theses

- 4.1 A thesis is defined as a programme of study in which the candidate's own work forms, as a point of origin or reference, a significant part of the intellectual enquiry of an appropriate topic.
- 4.2 Before beginning work on a thesis the applicant or candidate shall submit a proposal for approval to the University Postgraduate Board.
- 4.3 The University Postgraduate Board approves the appointment of a minimum of two supervisors for theses.
 - 4.3.1 If the supervisor (or where there is more than one, the primary supervisor) is absent for an extended period because of illness, leave or other reasons, either the second supervisor or an appropriately qualified replacement supervisor shall be appointed on the recommendation of the faculty postgraduate committee by the University Postgraduate Board.
 - 4.3.2 In the case of a candidate whose work is not proceeding satisfactorily for reasons outside their control, or who does not have an effective working relationship with a supervisor, the programme leader may arrange for a suitably qualified replacement supervisor to be appointed by the University Postgraduate Board.
 - 4.3.3 If a candidate is dissatisfied with the decision of the University Postgraduate Board, the candidate may appeal directly to the Academic Board for a change in supervision arrangements.
- 4.4 A candidate shall apply to the University Postgraduate Board for permission to undertake research at a location other than the University.
 - 4.4.1 In such circumstances the University Postgraduate Board must be assured that supervision arrangements will be satisfactory for both the University and the candidate and shall appoint an appropriate external supervisor.
- 4.5 A candidate may apply to the University Postgraduate Board to undertake a part of their research with an approved collaborating establishment, such as an industrial, commercial, professional or research establishment.
 - 4.5.1 Such formal collaboration should normally involve a candidate using facilities and other resources provided jointly by the University and the collaborating establishment(s), and include joint supervision of the candidate.

- 4.6 When a candidate undertakes a thesis for which the principal focus is the preparation of a scholarly edition of text(s) or original artefacts or creative work, the completed submission shall include the following as appropriate:
- 4.6.1 a copy of the edited text(s) or collection of artefacts with appropriate textual and explanatory annotations and a substantial introduction and critical commentary which sets the text(s) in the relevant historical, theoretical or critical context
 - 4.6.2 an exegesis set in its relevant theoretical, historical, critical or design context
 - 4.6.3 a permanent record of the creative work which is, where practicable, bound with the exegesis.
- 4.7 In circumstances where the research undertaken for a thesis may have commercial sensitivity:
- 4.7.1 The candidate and the supervisor(s) may, on application, be permitted by the University Postgraduate Board to treat all, or part, of the thesis as a confidential document for such period as is deemed appropriate.
 - 4.7.2 In such cases access to the confidential material shall be restricted to the supervisor(s), candidate, examiner(s), the Convenor of the oral examination and University staff who are involved in the examination and lodgement processes.
 - 4.7.3 The intellectual property policy of the University shall be followed.
- 4.8 A candidate whose programme includes coursework shall not be permitted to submit the thesis for examination until assessment of the coursework has been completed to the satisfaction of the University Postgraduate Board.

For information and procedures governing doctoral programmes, reference should be made to the current Postgraduate Handbook.

Section 3 Master's Degrees

1 Character of Master's Degrees

- 1.1 The master's degree is at least 180 points, except where it builds on four years of prior study at bachelor's degree or above, in which case it can be fewer than 180 points but no fewer than 120 points. The master's degree must comprise a minimum of 40 points at Level 9 with the remainder at Level 8.

2 Admission to Master's Degrees

- 2.1 In order to be admitted to a master's degree of 240 points, an applicant shall have completed the requirements of one of the following in a relevant field from this University or a recognised equivalent:
 - 2.1.1 a bachelor's degree or higher qualification
 - 2.1.2 a graduate diploma recognised by the University as being equivalent to a bachelor's degree
 - 2.1.3 a professional qualification recognised by the University as being equivalent to a bachelor's degree

- 2.2 In exceptional circumstances an applicant may be admitted on the basis of extensive professional and/or scholarly experience of an appropriate kind recognised by the University as being equivalent to a bachelor's degree.
 - 2.3 An applicant may be admitted to a master's degree of 240 points with advanced standing on the basis of having completed a specifically related AUT postgraduate certificate, postgraduate diploma or bachelor's degree with honours.
 - 2.4 In order to be admitted to a master's degree of 180 points, an applicant shall have completed at least a three-year bachelor's degree or equivalent at a specified level of attainment.
 - 2.5 In exceptional circumstances an applicant may be admitted on the basis of extensive professional and/or scholarly experience of an appropriate kind recognised by the University as being equivalent to a three-year bachelor's degree at a specified level of attainment.
 - 2.6 An applicant may be admitted to a master's degree of 180 points with advanced standing on the basis of having completed a specifically related AUT postgraduate certificate, postgraduate diploma or bachelor's degree with honours.
 - 2.7 In order to be admitted to a master's degree of 120 points, an applicant shall have completed one of the following in a relevant field from this University or a recognised equivalent:
 - 2.7.1 a three-year bachelor's degree and one year of advanced study
 - 2.7.2 a four-year bachelor's degree.
 - 2.7.3 a postgraduate diploma
 - 2.7.4 a bachelor's honours degree
 - 2.8 In exceptional circumstances an applicant may be admitted on the basis of a bachelor's degree and professional and/or scholarly experience of an appropriate kind recognised by the University as equivalent to one year of advanced study
 - 2.9 An applicant for a master's degree is normally expected to have completed the admission qualification to a merit standard, and met any requirements specified in the individual programme regulations.
- 3 Time Limits
- 3.1 The total time from first enrolment in a 240-point master's degree programme until the completion of all requirements must not normally exceed two years of full-time or five years of part-time study.
 - 3.2 The total time from first enrolment in a 180-point master's degree programme until the completion of all requirements must not normally exceed one and a half years of full-time or four years of part-time study.
 - 3.3 The total time from first enrolment in a 120-point master's degree programme until the completion of all requirements must not normally exceed one year of full-time or three years of part-time study.
 - 3.4 The dean (or representative) may grant a short extension of time (up to 2 months) to a student who has not completed the thesis or dissertation by the end of their period of enrolment.
 - 3.4.1 The student shall pay the appropriate additional fees on a pro-rata basis.

- 3.5 The assessment board may approve the extension of a student's period of registration, or suspension of a student's registration by reason of ill health or exceptional circumstances beyond the student's control.
- 3.5.1 The extension shall not normally exceed one semester.
- 3.5.2 The student shall re-enrol and pay the appropriate fee.
- 4 Theses and Dissertations
- 4.1 A thesis is defined as a programme of study in which the student's own work forms, as a point of origin or reference, a significant part of the intellectual enquiry of an appropriate topic, deemed equivalent to a minimum of 90 points.
- 4.2 A dissertation is a programme of study in which the student undertakes an independent scholarly investigation of an appropriate topic, and/or a small scale research project deemed equivalent to a minimum of 60 points.
- 4.3 Before beginning work on a thesis or dissertation the student shall normally have completed the coursework requirements for their master's degree where applicable, and shall submit a proposal for approval to the board of studies.
- 4.4 The board of studies approves the appointment of supervisor(s) for theses and dissertations.
- 4.5 Each student who undertakes a thesis shall normally have one supervisor who shall have experience of supervising students to the successful completion of a postgraduate degree.
- 4.5.1 A thesis which is practice-focused shall normally have two supervisors appointed.
- 4.5.2 The primary supervisor who has responsibility to supervise the student on a regular and frequent basis shall normally be a staff member of the University.
- 4.6 Each student who undertakes a dissertation shall normally have one supervisor.
- 4.7 If the supervisor (or where there is more than one, the primary supervisor) is absent for an extended period because of illness, leave or other reasons, either the second supervisor or an appropriately qualified replacement supervisor shall be appointed on the recommendation of the board of studies.
- 4.8 In the case of a student whose work is not proceeding satisfactorily for reasons outside the student's control, or who does not have an effective working relationship with a supervisor, the programme leader may arrange for a suitably qualified replacement supervisor to be appointed by the board of studies.
- 4.8.1 If a student is dissatisfied with the decision of the board of studies, the student may appeal directly to the University Postgraduate Board for a change in supervision arrangements.
- 4.9 Students shall apply to the board of studies for permission to undertake the thesis or dissertation at a location other than the University.
- 4.9.1 Where such permission is granted, an appropriate external supervisor shall be appointed on the recommendation of the board of studies.
- 4.10 When a student undertakes a thesis or dissertation for which the principal focus is the preparation of a scholarly edition of text(s) or original artefacts or creative work, the completed submission shall include the following as appropriate:

- 4.10.1 A copy of the edited text(s) or collection of artefacts, appropriate textual and explanatory annotations and a substantial introduction and critical commentary which sets the text(s) in the relevant historical, theoretical or critical context
- 4.10.2 An exegesis set in its relevant theoretical, historical, critical or design context
- 4.10.3 A permanent record of the creative work which is, where practicable, bound with the exegesis
- 4.11 In circumstances where the research undertaken for a thesis or dissertation may have commercial sensitivity:
 - 4.11.1 The student and the supervisor(s) may, on application, be permitted by the University Postgraduate Board to treat all, or part, of the thesis or dissertation as a confidential document for such period as is deemed appropriate.
 - 4.11.2 In such cases access to the confidential material shall be restricted to the supervisor(s), student, examiner(s) and University staff who are involved in the examination and lodgement processes.
 - 4.11.3 The intellectual property policy of the University shall be followed.
- 5 Honours
 - 5.1 Where provided for in the specific programme regulations, a master's degree may be awarded with honours where the student completes an independent research project of at least 40 points and fulfils the completion requirements within the normal time limit allowed.
 - 5.2 The award of honours will be made in classes:
 - 5.2.1 Honours (First Class)
 - 5.2.2 Honours (Second Class, First Division)
 - 5.2.3 Honours (Second Class, Second Division)
 - 5.3 In establishing the class of honours to be awarded, all grades for courses/thesis/dissertation will be taken into account.
 - 5.4 Where the requirements for the degree have not been completed within the maximum allowable timeframe, a student will not normally be eligible for the award of honours without the prior approval of the University Postgraduate Board.
 - 5.5 A student will not be eligible for the award of honours where the examiners have required the resubmission of the thesis.
 - 5.6 The requirements for the award of honours are specified in the University Postgraduate Handbook.
 - 5.7 The University Postgraduate Board will consider all programme-specific requirements for the award of honours.
 - 5.8 The University Postgraduate Board, upon the recommendation of the assessment board, decides the class of honours to be granted to a master's student.
- 6 Distinction and Merit
 - 6.1 Where provided for in the specific programme regulations a master's degree may be awarded with distinction or merit where the student fulfils the completion requirements within the normal time limits.

- 6.2 The degree will be awarded with distinction where overall achievement falls within the A grade range.
- 6.3 The degree will be awarded with merit where overall achievement is a B+ grade.
- 6.4 In establishing the award of distinction or merit all grades for courses will be taken into account.
- 6.5 Where the requirements for the degree have not been completed within the maximum allowable timeframe, a student will not normally be eligible for the award of distinction or merit without the prior approval of the assessment board.
- 6.6 The University Postgraduate Board, upon the recommendation of the assessment board, decides the award of distinction or merit to be granted to a master's student.

For information and procedures governing the assessment of theses and dissertations reference should be made to the current Postgraduate Handbook.

Section 4 Postgraduate Diplomas and Postgraduate Certificates

- 1 Character of Postgraduate Diplomas and Postgraduate Certificates
 - 1.1 A postgraduate diploma must comprise a minimum of 120 points at or above Level 8.
 - 1.2 A postgraduate certificate must comprise a minimum of 60 points at or above Level 8.
- 2 Admission to Postgraduate Diplomas and Postgraduate Certificates
 - 2.1 In order to be admitted to a postgraduate diploma or a postgraduate certificate, an applicant shall normally have completed the requirements of one of the following in a relevant field from this University or recognised equivalent:
 - 2.1.1 a bachelor's degree.
 - 2.1.2 a professional qualification recognised by the University as being equivalent to a bachelor's degree.
 - 2.1.3 evidence of professional experience deemed by the University to be equivalent to a bachelor's degree.
 - 2.2 Where the admission qualification does not provide a basis for study at postgraduate level, enrolment in transitional studies may be required before the applicant is admitted to the programme.
- 3 Time Limits
 - 3.1 The total time from first enrolment in a postgraduate diploma programme until the completion of all requirements must not exceed three years.
 - 3.2 The total time from first enrolment in a postgraduate certificate programme until the completion of all requirements must not exceed two years.

Section 5 Bachelor's Degrees with Honours

- 1 Character of Bachelor's Degrees with Honours
 - 1.1 A one-year bachelor's degree with honours must comprise a minimum of 120 points at Level 8, including a research component of at least 30 points.

1.2 A four-year bachelor's degree with honours must comprise a minimum of 480 points, normally with a minimum of 120 points at Level 8, in no case fewer than 60 points at Level 8, including a research component of at least 30 points. A minimum of 75 points at or above Level 7, and a minimum of 225 points in total at Levels 6, 7, and 8 is required.

2 Admission to Bachelor's Degrees with Honours

2.1 In order to be admitted to a one-year bachelor's degree with honours, an applicant shall normally have completed a bachelor's degree gained with a minimum of a B average in the relevant field of study over 75 points at Level 7 from this University or recognised equivalent.

2.2 The normal admission requirements for a four-year bachelor's degree with honours are stated in Part 3, Section 3 "Admission into Bachelor's Degrees" on page 99 and in conjunction with the individual programme regulations.

3 Time Limits

3.1 The total time from first enrolment in a one-year bachelor's degree with honours until the completion of all requirements must not exceed two years.

3.2 The total time from first enrolment in a four-year bachelor's degree with honours until the completion of all requirements must not exceed eight years.

4 Dissertations

4.1 A dissertation undertaken towards a bachelor's degree with honours is a programme of study in which the student undertakes an independent scholarly investigation of an appropriate topic, and/or a small-scale research project deemed equivalent to a minimum of 30 points.

For information and procedures governing the assessment of dissertations reference should be made to the current Postgraduate Handbook.

5 Honours

5.1 The award of honours will be made in classes:

5.1.1 Honours (First Class)

5.1.2 Honours (Second Class, First Division)

5.1.3 Honours (Second Class, Second Division)

5.2 The University Postgraduate Board, upon the recommendation of the assessment board, decides the class of honours to be granted to a student in a 120 point bachelor's degree with honours.

Section 6 Graduate Diplomas and Graduate Certificates

1 Character of Graduate Diplomas and Graduate Certificates

1.1 A graduate diploma must comprise a minimum of 120 points with at least 72 points at or above Level 7.

1.2 A graduate certificate must comprise a minimum of 60 points with at least 40 points at or above Level 7.

2 Admission to Graduate Diplomas and Graduate Certificates

2.1 In order to be admitted to a graduate diploma or a graduate certificate, an applicant shall normally have completed the requirements of one of the following:

- 2.1.1 a bachelor's degree from this University or recognised equivalent.
 - 2.1.2 evidence of relevant professional experience deemed by the University to be equivalent to a bachelor's degree.
- 3 Time Limits
- 3.1 The total time from first enrolment in a graduate diploma programme until the completion of all requirements must not normally exceed three years.
 - 3.2 The total time from first enrolment in a graduate certificate programme until the completion of all requirements must not normally exceed two years.

Section 7 Bachelor's Degrees

1 Character of Bachelor's Degrees

- 1.1 A bachelor's degree comprises a minimum of 360 points with at least 72 points at or above Level 7, and at least 150 points in total at or above Levels 6 and 7, and not more than 20 points at Level 4.
- 1.2 A conjoint programme is an approved course of study which comprises two bachelor's degrees completed with no less than seventy percent of the total points of the component degrees.

2 Admission to Bachelor's Degrees

- 2.1 The normal admission requirements for a bachelor's degree are as detailed in Part A of Schedule Two of these Regulations
- 2.2 An applicant to a conjoint programme shall meet the admission requirements for each of the component degrees.
 - 2.2.1 Admission may occur:
 - (a) at initial enrolment
 - (b) after enrolment in either component degree, provided the student has not achieved more than 240 points towards that degree
 - 2.2.2 A student who has already graduated with one of the component degrees is not eligible for admission to a conjoint programme.
 - 2.2.3 A student must normally enrol in at least one course of the component degrees each year.
 - 2.2.4 Each year of enrolment is subject to the approval of the board of studies and is normally dependent on a student achieving a B grade average in courses completed in the previous year of study.

3 Time Limits

- 3.1 The total time from first enrolment in a bachelor's degree programme until the completion of all requirements must not normally exceed six years in the case of a degree requiring a minimum of 360 points, or eight years in the case of a degree requiring a minimum of 480 points.
- 3.2 The total time from first enrolment in a conjoint programme until the completion of all requirements must not normally exceed eight years.
- 3.3 The requirements of both component degrees in a conjoint programme must be satisfied before the two degrees can be conferred upon the student.

Section 8 Diplomas

- 1 Character of Diplomas
 - 1.1 A diploma must be registered at Level 5, 6, or 7.
 - 1.2 A diploma must comprise a minimum of 120 points at Level 4 or above with a minimum of 72 points at or above the level of the qualification.
- 2 Admission to Diploma Programmes
 - 2.1 In order to be admitted to a diploma, applicants shall normally have completed the requirements as detailed in Part B of Schedule Two of these Regulations.
- 3 Time Limits
 - 3.1 The total time from first enrolment in a diploma programme until the successful completion of all requirements must not normally exceed:
 - 3.1.1 two years for diplomas of 120 points
 - 3.1.2 four years for diplomas of 240 points.

Section 9 Certificates

- 1 Character of Certificates
 - 1.1 A certificate must comprise at least 60 points with a minimum of 40 points at or above the level of the qualification.
- 2 Admission to Certificate Programmes
 - 2.1 In order to be admitted to a certificate an applicant shall normally have completed the requirements as detailed in Part B of Schedule Two of these Regulations.
- 3 Time Limits
 - 3.1 The total time from first enrolment in a certificate programme until the successful completion of all requirements must not normally exceed:
 - 3.1.1 one year for certificates of 60 points
 - 3.1.2 two years for certificates of greater than 60 points but fewer than or equal to 120 points
 - 3.1.3 four years for certificates of more than 120 points.

Section 10 Certificates of Proficiency

- 1 Character of Certificates of Proficiency
 - 1.1 Any course that is available for any programme may be taken for a Certificate of Proficiency.
 - 1.2 A student who successfully completes a course under a Certificate of Proficiency may subsequently have that course credited to a relevant qualification, subject to meeting the admission requirements for that qualification, and conforming to the regulations for Recognition of Prior Learning.
- 2 Admission to a Certificate of Proficiency

These regulations are to be read in conjunction with the Admission and Enrolment requirements Part 3 of the General Academic Regulations and the requirements in the related Schedules.

 - 2.1 In order to be admitted for enrolment in a course for a Certificate of Proficiency, applicants shall normally meet any requirements for entry into the qualification that the course is listed under.

- 2.2 Admission to a Certificate of Proficiency is at the discretion of the dean (or representative).
- 2.3 The prerequisite and corequisite requirements and any other conditions of the course may be waived where the dean (or representative) is satisfied that there is a reasonable prospect of success.
- 2.4 An applicant may normally enrol for no more than 30 points a year.
- 2.5 Students enrolled in a course for a Certificate of Proficiency are subject to the assessment requirements for that course.

Section 11 Certificates of Personal Interest

- 1 Character of Certificates of Personal Interest
 - 1.1 Any course that is available for any programme may be taken for a certificate of personal interest.
 - 1.2 A student enrolled in a course for a certificate of personal interest is not subject to the assessment requirements for that course and no academic credit is granted.
 - 1.3 A course completed under a certificate of personal interest may not subsequently be credited to any qualification.
- 2 Admission to a Certificate of Personal Interest
 - 2.1 Admission to a certificate of personal interest is at the discretion of the programme leader.

Schedule 1 English Language Requirements

The general English language requirements are outlined under Part 3, Section 1, Clauses 1.5–1.8

Applicants seeking admission under Part 3, Section 1, Clause 1.5.3 are required to provide proof of an acceptable pass/grade gained in an accepted English language test.

The preferred external test is the International English Language Testing System (IELTS) Academic test. Candidates are graded on their performance, using scores from 1 to 9 for each part of the test – Listening (L), Speaking (S), Reading (R) and Writing (W). The results from the four parts then produce an Overall Band Score. All parts of the test and the Overall Band Score can be reported in whole and half bands. Applicants must normally have taken the IELTS test within two years of their application to a programme.

The University offers two qualifications that are recognised for English language proficiency, these are: Certificate in English for Academic Study (CertEAS, see page 651) and General English, IELTS and English for Academic Purposes (GIE).

The University also recognises other English language tests as stated on the University website. The English language requirements for all of the programmes offered by the University are specified in terms of the grading scale used for the IELTS test.

Details of English language tests and equivalences: www.aut.ac.nz

Note: IELTS must be used to demonstrate English language proficiency for entry to those programmes where professional bodies require IELTS to be used as the only measure of English language proficiency (e.g. clinical health sciences programmes).

Following are the IELTS admission scores and the CertEAS and GIE grades required for qualifications in general:

Qualification Level	Minimum IELTS Scores	Minimum Cert EAS Grades	Minimum GIE Grades
Doctorate	6.5 overall with 7 in Writing and all bands 6.0 or higher		
Postgraduate Programmes (Masters, Postgraduate Diplomas, Postgraduate Certificates and Bachelor with Honours)	6.5 overall with all bands 6 or higher	A overall with A or higher in Writing and all other grades B+ or higher	B+ overall with all grades B or higher
Graduate Diplomas and Certificates and Conjoint Programmes of Study			
Bachelor's Degree ^a	6 overall with all bands 5.5 or higher	B overall with B or higher in Writing and all other grades C+ or higher	B overall with all grades C+ or higher

Qualification Level	Minimum IELTS Scores	Minimum Cert EAS Grades	Minimum GIE Grades
Diplomas	Depending on particular diploma, either 6 overall with all bands 5.5 or higher, or 5.5 overall with all bands 5 or higher	Depending on particular diploma, either B overall with B or higher in Writing and all other grades C+ or higher, or C overall with C+ or higher in Writing and all other grades C- or higher	Depending on particular diploma, either B overall with all grades C+ or higher, or C+ overall with all grades C or higher
Certificates	5.5 overall with all bands 5 or higher	C overall with C+ or higher in Writing and all other grades C- or higher	C+ overall with all grades C or higher

a. This includes the Bachelor of Engineering (Honours).

Some programmes have different requirements for IELTS entry and these exceptions are listed in the table below. The table below also lists the requirements for IELTS entry for all diploma programmes.

Code	Qualification Title	Overall IELTS	Writing	Reading	Listening	Speaking
Postgraduate Programmes						
AK3518	Doctor of Philosophy – Engineering, Computing and Mathematical Sciences	6.5	6.5	6	6	6
AK1047	Master of Teaching and Learning	7	7	7	7	7
AK3830	Master of Nursing Science					
AK1044	Master of Laws	7	7	7	6.5	6.5
AK1050	Postgraduate Certificate in Law					
AK1323	Master of Communication Studies	7	7	6.5	6.5	7
AK1261	Bachelor of Communication Studies (Honours)					
AK1299	Postgraduate Diploma in Communication Studies					
AK1303	Master of Creative Writing					
AK3649	Master of Education	6.5	7	6	6	6
AK3696	Bachelor of Arts (Honours) in Education					
AK3743	Postgraduate Diploma in Education					
AK3744	Postgraduate Certificate in Education					
Graduate Diplomas and Certificates						
AK1013	Graduate Diploma in Health Science	For students undertaking clinical courses, requirements are as for the relevant Bachelor of Health Science subject area				
AK3757	Graduate Certificate in Health Science					
AK1288	Graduate Diploma in Arts – subjects Interpreting and Translation	7	7	7	7	7
AK3515	Graduate Diploma in Secondary Teaching ¹	7	7	7	7	7
Bachelor's Degrees						
AK3704	Bachelor of Arts (Interpreting)/(Translation)	7	7	6.5	6.5	7
AK3594	Bachelor of Education ([Specialty] Teaching) ¹	7	7	7	7	7
AK1035	Bachelor of Health Science (Midwifery)	7	6.5	6.5	7	7

¹ Some applicants may be exempt from this requirement, refer to www.teachingcouncil.nz

Code	Qualification Title	Overall IELTS	Writing	Reading	Listening	Speaking
AK3410	Bachelor of Health Science (Occupational Therapy)	7	6.5	6.5	6.5	6.5
AK3113	Bachelor of Health Science (Oral Health)					
AK3313	Bachelor of Health Science (Physiotherapy)					
AK3713	Bachelor of Health Science (Podiatry)					
AK3324	Bachelor of Health Science (Nursing)	6.5	6.5	6.5	6.5	6.5
AK3680	Bachelor of Health Science in Paramedicine					
AK3432	Bachelor of Medical Laboratory Science	6.5	6	6	6	6
AK3303	Bachelor of Communication Studies	6	5.5	5.5	5.5	5.5
AK3619	Bachelor of Design					
AK3352	Bachelor of Visual Arts					
Diplomas						
AK1006	Diploma in Business	6 overall with all bands 5.5 or higher				
AK3768	Diploma in Māori Development					
AK3408	Diploma in Outdoor Recreation Leadership					
AK3750	Diploma in Applied Science	5.5 overall with all bands 5 or higher				
AK3714	Diploma in Culinary Arts					
AK3770	Diploma in English Language					
AK3429	Diploma in Japanese					
AK3731	Diploma in Patisserie					
AK3246	Diploma in Sport and Recreation	5.5 overall with a minimum of 5.5 in Writing and all other bands 5 or higher				
AK2001	Diploma in Arts					
Certificates						
AK2601	Certificate in Legal Studies	6 overall with all bands 5.5 or higher				
AK1007	Certificate in Business Studies					

1 Graduates of the Certificate in [Specialty] Education who staircase to the Bachelor of Education ([Specialty] Teaching) or Bachelor of Pasifika Education (Early Childhood Teaching) will need to provide evidence of meeting the IELTS requirements for those programmes unless they meet the exemption requirements of the Teaching Council of Aotearoa New Zealand (Teaching Council), <http://www.teachingcouncil.nz>

Schedule 2 Admission to Bachelor's Degrees, Diplomas and Certificates

PART A BACHELOR'S DEGREES

To gain admission to a bachelor's degree, all applicants must satisfy the requirements for University Entrance plus any specific admission requirements for the programme.

University Entrance

An applicant may be granted University Entrance under one of the following categories:

- New Zealand Secondary School Qualifications
- Special Admission
- Discretionary Entrance
- Ad Eundem Statum Admission

New Zealand Secondary School Qualifications

- 1 To gain University Entrance an applicant must have achieved one of the following:
 - (a) from 2014 (for entry into university in 2015):

NCEA Level 3, with:

 - Three subjects at Level 3 or above, made up of 14 credits in each of three approved subjects, and
 - Literacy – 10 credits at Level 2 or above, made up of 5 credits in reading and 5 credits in writing from a schedule of achievement standards approved for this purpose, and
 - Numeracy – 10 credits at Level 1 or above, made up of either specific achievement standards available through a range of subjects, or a package of three numeracy unit standards (26623, 26626, 26627).
 - (b) from 2005:
 - a minimum of 42 credits at level 3 or higher on the National Qualifications Framework, including a minimum of 14 credits at level 3 or higher in each of two subjects from an approved list of subjects, with a further 14 credits at level 3 or higher taken from no more than two additional domains on the National Qualifications Framework or approved subjects, and
 - a minimum of 14 credits at level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework, and
 - a minimum of 8 credits at level 2 or higher in English or Te Reo Māori; 4 credits must be in Reading and 4 credits must be in Writing. The literacy credits will be selected from a schedule of approved achievement standards and unit standards.
 - (c) prior to 2005:
 - a grade of C or higher in each of three subjects of the New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) examinations, and Higher School Certificate

- a New Zealand Bursary at 'A' or 'B' level
- a combination of NZUEBS A, B or C grades and have completed equivalent subjects registered on the National Qualifications Framework, and Higher School Certificate
- at least 13 credits at level 3 from the National Qualifications Framework in each of the three subjects from the approved list, and Higher School Certificate
- a grade of D or higher in each of four subjects of the New Zealand Universities Bursaries Examination prior to 1993
- New Zealand University Entrance prior to 1986

Special Admission

- 1 A New Zealand citizen or permanent resident who does not hold a university entrance qualification as detailed above, but who will have reached the age of 20 by the first day of semester for the programme for which admission is sought, is eligible to be enrolled as a student and may be granted Special Admission.
- 2 In exceptional cases, an applicant who does not hold a university entrance qualification and who has not reached the age of 20 by the first day of semester for which admission is sought may apply for special admission. In assessing whether to grant special admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for the specified programme and course of study.

Discretionary Entrance

- 1 A person under the age of 20 years who
 - (a) is a citizen or permanent resident of New Zealand; or a citizen or permanent resident of Australia whose most recent year of schooling was in New Zealand; and
 - (b) does not meet the University Entrance standard; and
 - (c) has received secondary schooling to at least New Zealand Year 12 level (or its equivalent overseas) and has completed NCEA Level 2 endorsed with Merit or better (or its equivalent). This should include at least 14 credits in each of 4 NCEA Level 2 (or higher) subjects, at least 3 of which must be on the approved subject list, and
 - (d) has met the literacy and numeracy standards required for University Entrance, or their equivalents; and
 - (e) (i) has not completed Year 13 at a New Zealand secondary school; or
(ii) has undertaken study in Year 13 at a New Zealand secondary school, but has not attempted to qualify for University Entrance

may apply for Discretionary Entrance. Each application will be considered on a case-by-case basis in relation to the programme applied for.
- 2 Persons who attempt to qualify for University Entrance in Year 13, but who fail to do so, may be considered for mid-year admission in the year following their NCEA assessment.
- 3 In special circumstances the Convenor of the Committee on University Academic Programmes (CUAP) Sub-Committee on University Entrance may permit persons who do not fulfil Clause (c) or Clause (d) or Clause (e) above to apply for Discretionary Entrance.

- 4 A person studying at a New Zealand secondary school, who is attempting to qualify for entrance to university, may apply for Discretionary Entrance in the same year for the purpose of enrolling in courses offered in a summer school. Any person admitted under this regulation who does not, in the following January, meet the University Entrance standard will be required to withdraw from the university and may re-apply for admission at mid-year. Students required to withdraw may complete their summer school programme before doing so, but any courses passed will not be credited to a qualification until a University Entrance qualification is gained.

Ad Eundem Statum (AES) Admission

1 Ad Eundem Statum Admission at Entrance Level

- 1.1 Ad Eundem Statum Admission (Admission with Equivalent Status) at Entrance Level may be granted to an applicant who meets the criteria under one of the following categories:

1.1.1 University of Cambridge International Examination (CIE)

- (a) An applicant who has undertaken CIE in a New Zealand secondary school must achieve the criteria in Table 1 below:

Table 1: University of Cambridge International Examinations (CIE)

Standard	University of Cambridge International Examination (CIE)
Part 1 General	Achieve 120 points or above on the UCAS Tariff ^a at AS or A level from any subjects which are broadly equivalent to the subjects in the NCEA approved subject list. A grade of D or above in at least 3 different subjects (excluding Thinking Skills).
Part 2 Numeracy	A grade of D or above in IGCSE ^b or GCSE Mathematics, or any mathematics subject passed at AS or A level.
Part 3 Literacy	A grade of E or above in English Language, Language and Literature in English or Literature at AS or A level.

a. UCAS (Universities and Colleges Admissions Service for the UK) Tariff = System which converts AS and A Level grades into points.

b. International General Certificate of Secondary Education

- The entry score will be based on the UCAS Tariff score detailed below in Table 2.
- A grade of D or better from subjects referred to in Part 2 and/or Part 3 at AS or A level will satisfy the requirements of up to two of the three subjects required in Part 1.
- The UCAS Tariff score will be accumulated over the last one to two years, in subjects at AS, A2 or A level from no more than 6 subjects, equivalent to NCEA approved subjects.

Table 2: UCAS Tariff

UCAS TARIFF						
Level	A*	A	B	C	D	E
A	140 points	120 points	100 points	80 points	60 points	40 points
AS	–	60 points	50 points	40 points	30 points	20 points

1.1.2 International Baccalaureate (IB)

An applicant who has undertaken International Baccalaureate (IB) in a New Zealand or overseas secondary school must have been awarded the IB Diploma (24 points minimum) and have satisfied literacy and numeracy requirements by successfully completing either literature or language and literature (SL or HL) from IB Group 1, with English as the language and any mathematics subject from IB Group 5. New Zealand residents who have taken IB and have not had the diploma awarded may apply for discretionary entrance.

1.1.3 Special character New Zealand secondary school

- (a) An applicant must have been awarded the Christian Education New Zealand Level 3 Certificate, or the former Accelerated Christian Education Year 13 Academic Certificate with at least four credits in subjects designated Year 13.
- (b) An applicant must have been awarded the Steiner School Certificate (SSC) level 3.

1.1.4 Year 13 of secondary school overseas (New Zealand applicants only)

An applicant who has completed the equivalent of Year 13 overseas must:

- have achieved at least 72 credits at NCEA level 2 or higher, including a minimum of 14 credits in each of three subjects from the approved subject list, and
- have satisfied the literacy and numeracy requirements for entrance from NCEA, and
- provide evidence of having studied overseas at an appropriate level (comparable to New Zealand Year 13) for no less than 20 weeks.

1.1.5 Australian high school ranking

An Australian or NZ Citizen or permanent resident who has completed study at an Australian high school must have achieved one of the following:

- ATAR rank of 69.6 or above
- OP rank of 14 or below.

1.1.6 Other international secondary or tertiary qualification

An appropriate qualification from an overseas secondary school or tertiary institution deemed by the University to be sufficient for entry into a bachelor's degree programme.

1.1.7 Approved foundation studies programme

An applicant must have successfully completed a foundation studies programme in New Zealand that has been approved by CUAP's Sub-

Committee on University Entrance. Where this is a 60-point qualification, the applicant must have completed Year 13 at a New Zealand secondary school, or equivalent.

1.1.8 Approved course of study at level 3 or above at the Auckland University of Technology

An applicant must have successfully completed an approved course of study of 120 points at this University that prepares students for one or more specific degrees, or 60 points at level 4 or above when the applicant has completed Year 13 at a New Zealand secondary school, or equivalent.

1.1.9 Completion of an appropriate course of study at level 3 or above or equivalent from a recognised NZ tertiary provider

An applicant must have successfully completed an approved course of study of 120 points deemed by the University to be sufficient for entry into a bachelor's degree programme, or 60 points at level 4 or above when the applicant has completed Year 13 at a New Zealand secondary school, or equivalent.

1.2 In order to be granted Ad Eundem Statum at Entrance all applicants under Clause 1.1.3 to 1.1.9 above must have met the literacy and numeracy standards required for University Entrance, or their equivalents.

2 Ad Eundem Statum Admission with Credit or Graduate Status

2.1 An applicant who has completed degree level courses or qualifications from another New Zealand or overseas tertiary institution may be admitted ad eundem statum with credit or with graduate status.

3 In exceptional circumstances, an applicant may be considered for entry to a particular bachelor's degree who may not have fully met the criteria outlined above. In such cases, the University Entrance Advisory Group shall consider the application and advise the University Admissions Office accordingly.

PART B SPECIFIC PROGRAMME ADMISSION

Admission to Bachelor's Degrees

Notwithstanding the requirements stated above, the University will consider applicants who present combinations of results from NCEA, CIE and IB for admission into open and restricted entry programmes. This includes combinations meeting literacy and numeracy requirements.

In addition to meeting the common University Entrance Standard, applicants for entry into some bachelor's degree programmes will be required to meet additional entry requirements¹ (other evidence such as a portfolio, an interview, a curriculum vitae, audition, references or a police clearance may also be required). This evidence will be used to determine the applicant's suitability for the programme. Preferred subject requirements may also be specified. Applicants may be interviewed in order to establish their potential to pursue the programme to a successful conclusion and/or, where applicable, to determine whether they have the attributes necessary for professional practice in the area.

Because of restrictions on funded student places and in some cases specialised work spaces or clinical placements, there will be a limitation on the number of students who can be enrolled in undergraduate programmes. The following overarching criteria will apply:

- Applicants must apply for a place before closing dates which can be found in individual programme study guides and on the University website.
- Applications received after the specified closing dates will be given reduced priority in consideration for a place in a programme and/or course.
- Where the number of applicants for a place in a programme or course exceeds the approved number of available places, selection will normally be based on academic merit and in accordance with criteria that have been approved by the boards of studies.
- In those cases where the scholastic record is insufficient, e.g. for some applicants applying under Discretionary Entrance or Special Admission, other criteria such as evidence of accomplishments in the relevant field, employment history, academic preparedness (including English language or literacy) will be taken into account. Account will also be taken of the University's equity objectives.

The following table indicates where there are additional programme entry and selection requirements. Further details on specific selection criteria or processes for limited entry programmes or courses will be available from the faculty or department concerned.

¹Note: Additional subjects and preferred subjects refer to NCEA subject titles. Applicants without NCEA subjects may be required to provided evidence of equivalence.

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Bachelor's degrees with additional entry requirements and/or selection criteria

In the following table, unless otherwise specified, reference to any subject represents:

- **NCEA:** at least 14 credits in [the subject] at level 3 (or level 2 where stipulated);
- **CIE:** a D grade or better in [the subject] at AS or A level;
- **IB:** a grade of 4 or better in [the subject].

Lists A, B and C refer to the following groups of subjects:

List A: Classical Studies, Drama, English, Geography, Health Education, History, History of Art, Media Studies, Social Studies, Te Reo Māori or Te Reo Rangatira

List B: Biology, Chemistry, Earth and Space Science, Physics, Science

List C: Calculus, Mathematics, Statistics

Rank Score (also known as Academic Score) may be used by some programmes to determine academic achievement for selection purposes. The score is calculated by multiplying a student's best 80 NCEA credits at level 3 by weightings given to the level of achievement (achieved, merit or excellence) for those credits. Different calculations and scores apply for CIE and IB results. See <https://www.aut.ac.nz/> for details.

Qualification	Additional Programme Entry Requirements	Selection Criteria and Processes
Bachelor of Arts (AK3704) <i>Interpreting</i>	High level of competency in English and one other language.	Students will complete an interview ^a , listening test and writing test to assess their competency in both languages.
Bachelor of Arts NZSL-English Interpreting (AK3006)	High level of competency in English.	Students will complete an interview ^b and writing test to assess their English Language competency.
Bachelor of Communication Studies (AK3303)		Preference will be given to applicants who have completed Year 13 with the highest rank scores, including two subjects from List A . Other documentation may be required. Applicants who do not meet the preferred selection criteria above will be considered on a case-by-case basis where places are available.

Qualification	Additional Programme Entry Requirements	Selection Criteria and Processes
Bachelor of Computer and Information Sciences (AK3697)		Preference will be given to applicants with one or more subjects from List C and/or Digital Technologies Hangarau Maiti hiko. All other applicants will be considered on a case-by-case basis. Students who do not have the above background may be directed to take certain courses in their first year of study. Interview ^b may be required.
Bachelor of Creative Technologies (AK1305)		Interview ^b may be required. Evidence of creative ability such as a portfolio of artwork.
Bachelor of Design (AK3619)	Portfolio of art work.	Interview ^b may be required.
Bachelor of Education ([Specialty] Teaching) (AK3594)	Must meet Education Council of Aotearoa New Zealand and the Children's Act (CA 2014) requirements, including police clearance and personal declaration. Satisfactory referee reports	Interview ^b , numeracy and literacy competency assessment.
Bachelor of Engineering (Honours) (AK3751)	Calculus and Physics. For applicants with CIE, one of the above subjects may be at AS Level.	Interview ^b may be required.
Bachelor of Engineering Technology (AK3719)	NCEA Level 2 At least 14 credits externally assessed in Mathematics (including Algebra, Calculus, Geometry and Trigonometry) Physics at Level 2 or above.	Interview ^b may be required.
Bachelor of Health Science (AK3680)	Must be capable of meeting Health Practitioners Competence Assurance Act (HPCA Act 2003) and the Children's Act (CA 2014) requirements, including police clearance.	Interview ^b may be required for the <i>Counselling</i> major.

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Qualification	Additional Programme Entry Requirements	Selection Criteria and Processes
Bachelor of Health Science (Midwifery) † (AK1035)	The following requirements apply to applicants for all Health Science degrees with a clinical component (marked †): <ul style="list-style-type: none"> • Must be capable of meeting Health Practitioners Competence Assurance Act (HPCA Act 2003) and the Children's Act (CA 2014) requirements, including police clearance. • Applicants with a Certificate in Health Care Support must have a B grade average or above, and have completed Year 13. • Applicants under Special Admission without previous tertiary qualifications must supply a CV and references. • Applicants with English as a second or other language, who have not completed at least three years of secondary schooling in New Zealand, will be required to meet IELTS requirements. 	Preference will be given to applicants with the highest rank scores and/or evidence of accomplishments in the relevant field. Any applicants who are transferring from a degree or similar will be considered under the Transfer Protocols of the Faculty. Applicants with two or more years of secondary and/or tertiary education outside NZ will be interviewed ^b . For other applicants an interview ^b may be required. Applicants who do not meet the preferred selection criteria below will be considered on a case-by-case basis. Secondary school subjects preferred for specific clinical areas are: <i>Midwifery:</i> Applicants will normally require 18 credits at level 3 in either Biology or Chemistry, and 16 credits in one subject from List A <i>Nursing:</i> One subject from List A or Te Reo Maori or Te Reo Rangatira, and one subject from List B or C . <i>Oral Health:</i> Biology and one subject from List A . <i>Paramedicine:</i> One subject from List A and one subject from List B or C .
Bachelor of Health Science (Nursing) † (AK3324)	Applicants for <i>Midwifery</i> and <i>Nursing</i> require satisfactory references.	
Bachelor of Health Science (Occupational Therapy) † (AK3410)	Applicants for <i>Midwifery</i> and <i>Nursing</i> must hold a valid driver's licence.	
Bachelor of Health Science (Oral Health) † (AK3113)		
Bachelor of Health Science in Paramedicine † (AK3680)		
Bachelor of Health Science (Physiotherapy) † (AK3313)		
Bachelor of Health Science (Podiatry) † (AK3713)		
Bachelor of Māori Development (AK3453)		Preference will be given to applicants with English and Te Reo Maori/Rangatira. Interview ^b may be required.

Qualification	Additional Programme Entry Requirements	Selection Criteria and Processes
Bachelor of Mathematical Sciences (AK1271)		Preference will be given to applicants with one or more subjects from List C . Students who do not have the above background may be directed to take certain courses in their first year of study. Interview ^b may be required.
Bachelor of Medical Laboratory Science (AK3432)	Must be capable of meeting Health Practitioners Competence Assurance Act (HPCA Act 2003) requirements, including police clearance. Biology, Chemistry and at least one subject from List C.	
Bachelor of Science (AK1041)		
<i>Analytics</i> <i>Applied Mathematics</i> <i>Astronomy and Space Science</i> <i>Computer Science</i>		Preference will be given to applicants with one or more subjects from List C . Students who do not have the above background may be directed to take certain courses in their first year of study. Interview ^b may be required.
<i>Applied Conservation</i> <i>Biomedical Science</i> <i>Chemistry</i> <i>Environmental Science</i> <i>Food Safety</i> <i>Food Science</i> <i>Geospatial Science</i> <i>Health Protection</i> <i>Marine Biology</i> <i>Microbiology</i>		Preference will be given to applicants who have 2 or more subjects from List B .
Bachelor of Sport and Recreation (AK3521)	Must be capable of meeting the Children's Act (CA 2014) requirements, including police clearance.	Preference will be given to applicants with one subject from List A and either Physical Education or a subject from List B or C .

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Qualification	Additional Programme Entry Requirements	Selection Criteria and Processes
<i>Outdoor Education</i>		Interview ^b may be required.
Bachelor of Visual Arts (AK3352)	Portfolio of art work.	Interview ^b may be required.
CONJOINT PROGRAMMES – Applicants admitted to the conjoint programmes of study must meet the requirements for entry set by each of the component degrees.		
Applicable to all conjoint programmes:	<p>NCEA Level 3 with merit, or equivalent.</p> <p>Applicants must meet any requirements for entry set by each of the component degrees.</p> <p>Where a student is applying on completion of the first year of study in one of the component degrees, they must have an average grade of B or better in their first year courses.</p>	

b. Interview may take the form of a face to face discussion, video or written response to questions.

Diploma Programme Admission

To gain admission to an undergraduate diploma, all applicants must have completed Year 12 or equivalent and meet the specific admission requirements for the programme. Other evidence such as an interview, a curriculum vitae, references or a police clearance may also be required.

List A and D refer to the following groups of subjects:

List A: Classical Studies, Drama, English, Geography, Health Education, History, History of Art, Media Studies, Social Studies, Te Reo Māori or Te Reo Rangatira

List B: Biology, Chemistry, Earth and Space Science, Physics, Science

List D: Business Studies, Economics, Physical Education, Te Reo Māori, Te Reo Rangatira

Qualification	Additional Programme Entry Requirements	Selection Criteria and Processes
Diploma in Applied Science (AK3750)	Completion of Year 12 NCEA 48 credits at level 2 or higher including 8 credits at level 2 in any one subject from List B . CIE 60 points on the UCAS Tariff, including any one subject similar to the NCEA subjects listed above. Applicants for the <i>Anaesthetic Technician</i> pathway must be capable of meeting the Children's Act (CA 2014) requirements, including police clearance.	<i>Anaesthetic Technician pathway</i> Letter of confirmation from training hospital. <i>Pre-Chiropractic pathway</i> Letter of Intention from the New Zealand Chiropractic College
Diploma in Culinary Arts (AK3714)	Completion of Year 12 NCEA	
Diploma in Japanese (AK3429)	48 credits at level 2 or higher including 8 credits at level 2 in any one subject from List A or D CIE	
Diploma in Patisserie (AK3731)	60 points on the UCAS Tariff, including any one subject similar to the NCEA subjects listed above	

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Qualification	Additional Programme Entry Requirements	Selection Criteria and Processes
Diploma in Sport and Recreation (AK3246)	Must be capable of meeting the Children's Act (CA 2014) requirements, including police clearance. Completion of Year 12 NCEA 48 credits at level 2 or higher including 8 credits at level 2 in any one subject from List A or D CIE 60 points on the UCAS Tariff, including any one subject similar to the NCEA subjects listed above.	Preferred subjects on entry are Level 2: English, Health Education, Mathematics with Calculus, Physical Education, Sciences. Statement of intent required. Interview ^b may be required. Addendum. ^a
Diploma in English Language (AK3770)	Completion of Year 12 NCEA 48 credits at level 2 or higher including 8 credits at level 1 in any one subject from List A or D or ESOL Level 3 credits in reading and writing.	
Diploma in Business (AK1006)	Applicants are required to have met University Entrance requirements. <i>In some circumstances, students who have not met all the requirements for University Entrance, but whose academic record indicates that they have a reasonable chance of success in Level 5 courses, may be admitted on a case by case basis.</i>	
Diploma in Māori Development (AK3768)		Interview ^b may be required.
Diploma in Paramedic Science (AK1011)	Must be capable of meeting the Health Practitioners Competence Assurance Act (HPCA Act 2003) and the Children's Act (CA 2014) requirements, including police clearance. Must be 18 years or older by the first day of semester.	

a. This is usually in the form of a written commentary which may list reasons for choosing the course of study, related experience and/or understanding of the career choice.

b. Interview may take the form of a face to face discussion, video or written response to questions.

Certificate Programme Admission

To gain admission to an undergraduate certificate, all applicants must meet the specific admission requirements for the programme. Other evidence such as an interview, a curriculum vitae, references or a police clearance may also be required.

List A and D refer to the following groups of subjects:

List A: Classical Studies, Drama, English, Geography, Health Education, History, History of Art, Media Studies, Social Studies

List D: Business Studies, Economics, Physical Education, Te Reo Māori, Te Reo Rangatira

Qualification	Additional Programme Entry Requirements	Selection Criteria and Processes
Certificate in Applied Science (AK1018)	Completion of Year 12 or equivalent.	Preference will be given to applicants with at least 12 credits at level 2 in one subject from List B , and 12 credits at level 2 in one or more subjects from List A, B or C .
Certificate in Foundation Studies (AK3716)		
Certificate in Sport and Recreation (AK3761)	Completion of Year 13.	Interview ^b may be required, two references, statement letter of intent and Addendum. ^a
Certificate in Science and Technology (AK1311)	Completion of Year 12 NCEA 48 credits at level 2 or higher and 8 credits at level 1 or higher in at least one subject from List A . CIE 60 points on the UCAS Tariff.	The course of study of every applicant is subject to the approval of the programme leader. Preference will be given to applicants with NCEA 12 credits at level 2 or higher in Mathematics, and; 8 credits at level 2 or higher in at least one language rich subject.
Certificate in English for Academic Study (AK3309)	NCEA 48 credits at level 2 or higher and 8 credits at level 1 or higher in any subject from List A or D , or ESOL Level 3 credits in reading and writing. Satisfactory performance in the Placement Test.	Interview ^b will be required.

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Qualification	Additional Programme Entry Requirements	Selection Criteria and Processes
Certificate in Business (AK4740)	Completion of Year 13 NCEA At least 50 credits at level 3 and have met the literacy and numeracy requirements for University Entrance or equivalent. <i>In some circumstances, applicants whose academic record indicates that they have a reasonable chance of success in the programme, may be admitted on a case by case basis.</i>	
Certificate in Business Studies (AK1007)	Applicants are required to have met University Entrance requirements. <i>In some circumstances, applicants who have not met all the requirements for University Entrance, but whose academic record indicates that they have a reasonable chance of success in Level 5 courses, may be admitted on a case by case basis.</i>	
Certificate in Legal Studies (AK2601)		
Certificate in Māori Development (AK3767)		

- a. This is usually in the form of a written commentary which may list reasons for choosing the course of study, related experience and or understanding of the career choice.
b. Interview may take the form of a face to face discussion, video or written response to questions.

Schedule 3 Format of Parchments and Statements

1. The parchment for a degree shall bear the following information:
 - The crest and name of the University
 - The legal name of the person receiving the qualification
 - The name of the qualification
 - The name of any relevant major subject(s)
 - The date of granting the qualification
 - The gold embossed seal of the University
 - The signature of the Chancellor
 - The signature of the Vice-Chancellor
 - The signature of the Director, Student Administration
2. The parchment for a diploma shall bear the following information:
 - The crest and name of the University
 - The legal name of the person receiving the qualification
 - The name of the qualification
 - The level of the qualification
 - The number of points achieved
 - The date of granting the qualification
 - The plain embossed seal of the University
 - The signature of the Chancellor
 - The signature of the Vice-Chancellor
 - The signature of the Director, Student Administration
3. The parchment for a certificate shall bear the following information:
 - The crest and name of the University
 - The legal name of the person receiving the qualification
 - The name of the qualification
 - The level of the qualification
 - The number of points achieved
 - The date of granting the qualification
 - The plain embossed seal of the University
 - The signature of the Chancellor
 - The signature of the Vice-Chancellor
 - The signature of the Director, Student Administration
 - The plain embossed seal of the University

4. Notwithstanding Clauses 1–3 above, students who were granted their qualification by the Auckland Institute of Technology prior to 1 January 2000, and require a replacement of their parchment, shall receive parchments as detailed in Part 8, Clauses 6.3, 6.4 and 6.5 above with the addition of the following statement:

This qualification was originally granted by the Auckland Institute of Technology which subsequently became the Auckland University of Technology on 1 January 2000.

5. The parchment for a certificate of proficiency shall bear the following information:
- The crest and name of the University
 - The legal name of the person receiving the statement
 - The code and title of the course
 - The level of the course
 - The number of points achieved
 - The date of granting the award
 - The signature of the Chancellor
 - The signature of the Vice-Chancellor
 - The signature of the Director, Student Administration
6. The statement for an attendance award shall bear the following information:
- The crest and name of the University
 - The legal name of the person receiving the award
 - The name of the award
 - The number of hours of the course duration
 - The date of granting the award
 - The signature of the dean of faculty or representative
7. The statement for a certificate of personal interest shall bear the following information:
- The crest and name of the University
 - The legal name of the person receiving the statement
 - The code and title of the course
 - The date of issuing the award
 - The signature of the head of school

Schedule 4 Qualification Colours for University Academic Dress

Colour	Qualification Field
Burgundy	Philosophy
Red	Arts and related subjects Art and Design Languages
Fuchsia	Education
Neon Pink	Mathematics
Burnt Orange	Hospitality and Tourism
Yellow	Engineering
Antique Gold	Creative Technologies Arts Management
Gold	Communication Studies
Light Green	Computer and Information Sciences
Mid Green	Business Administration
Green	Business and other related subjects
Forest Green	Law
Light Blue	Medical Laboratory Science
Cornflower Blue	Science
Blue	Health Science
Deep Royal	Sport and Exercise
Sapphire	Dance
Purple	Māori Development

A complete list of Qualification Colours for University Academic Dress by programme can be found on <http://www.aut.ac.nz/being-a-student/current-postgraduates/graduation/graduation-day/academic-dress>