

Information sheet

This is not an admission route for those who have failed to achieve University Entrance.
Meeting the criteria below does not give automatic admission. All applications will be assessed on an individual basis.
Students who do not have a University Entrance (UE) qualification may be eligible to apply **for consideration** for one of the following:

Discretionary Entrance

Criteria:

- You are a New Zealand or Australian citizen or permanent resident.
- You will be 16 years of age or older by 31 December in the year of application.
- You will be under 20 years of age on the official start date of your courses.

If you are using NCEA for admission you must also have:

- gained a minimum of 72 credits at NCEA Level 2 including a minimum of 14 credits in each of four subjects (three of which must be approved subjects) and a minimum of 60 Merits and Excellence credits; and have met the literacy and numeracy standards required for UE.
- NOT attempted to qualify for University Entrance within the six months prior to applying.

If you are using International Baccalaureate (IB) for admission you must also have:

- gained a minimum of 24 points but have not been awarded the International Baccalaureate Diploma.
- It must be at least 6 months since your final IB examinations.

Entrance to undertake summer programme credit courses

School students sitting 3 or more NCEA Level 3 subjects may apply for Discretionary Entrance to undertake summer programme credit courses. If UE is not gained the student may continue with the course and if successful will be credited with it when UE is achieved. Successful completion of a university course does not qualify a student for University Entrance.

Special Admission

Criteria:

- You are a New Zealand or Australian citizen or permanent resident and will be under 20 years of age on the official course start date, or
- You are an International student
- You have met academic standards equivalent to that required for University Entrance.
- You can provide evidence that you have met an appropriate numeracy standard e.g. NCEA Level 1, and evidence of your competence in the English language, e.g. NCEA credits at level 2 or above in Reading and Writing, or equivalent.

NB: **Special Admission** is for applicants presenting with exceptional circumstances, e.g. home schooling.

Important Information regarding your application

- You will require a recommendation from an adviser as to your readiness and suitability for university study. An adviser will be your Principal or Careers Adviser, if you are still at school, or a University Liaison Officer or some other educational authority (e.g. the CEO of a Private Training Establishment) if you have left school. For Discretionary Entrance you will normally have an interview with your adviser and this will contribute to their recommendation.
- You may apply for one qualification only (this can be a double degree). If a preferred degree/course has limited entry a second non-limited option is permitted.
- If your application is successful you must enrol in the year for which admission has been applied, otherwise it will lapse. For Special Admission you may apply for a deferment of admission.
- Discretionary Entrance and Special Admission give you the right to enrol at the University of Canterbury; they do not guarantee admission to any particular programme of study.
- It is important that all prospective students are competent in English. The University does not accept responsibility for academic failure due to the lack of competence in English.

How to apply

The last date for accepting applications from domestic students is 10th December 2011.

If you are still at school, complete the Application Form, then take the form together with all the required documents and fee to your Principal for their endorsement and the adviser's recommendation. Your school will forward your completed application form to the University as this must be confidential.

Please supply the appropriate addressed envelope for this purpose.

If you have left school, complete the Application Form, then post it together with all the required documents and fee to Student Services & International. For Discretionary Entrance you may be contacted to arrange an interview. For applicants living outside Christchurch this can be conducted by phone.

All completed applications should be sent by secure post (e.g. Registered or Track Pack) to:

Admission Administrators
Student Services & International
University of Canterbury
Private Bag 4800
CHRISTCHURCH 8140

All applicants will be notified of the outcome of their application. If you are unsuccessful and declined admission, and if further supporting evidence becomes available, you may seek a review of the decision by writing to the Assistant Vice-Chancellor (Academic).

Documentation required

NB: Do not send original documents

1. **A certified copy*** of your birth certificate or a certified copy of the 'Personal Identification' page from your passport
2. Certified copies of all your academic records
3. You must write a letter in support of your application giving reasons why Discretionary Entrance/Special Admission is required. You may also include letters of support from others.
4. Application fee of \$100 (see methods of payment on application form)

** A certified copy is a copy that has been certified as a true copy by a Justice of the Peace, solicitor, notary public, your school's Principal, or an official of the institution that issued the original document, and must bear the official stamp and signature of that person.*

For further information

For further information about **Discretionary Entrance** contact the Liaison Office,

Tel: 03 364 2993, Free phone: 0800 103 109

or email liaison@canterbury.ac.nz

For further information about **Special Admission** contact the Manager, Academic Quality Assurance Unit,

Tel: 03 364 2950

or email heather.dickie@canterbury.ac.nz