

Information for gap students

Going on an overseas exchange or taking a break from study?

You may be considering taking part in an overseas exchange programme either during Year 12 or once you have completed your Year 12 studies.

Or, like many Year 13 students, you may be planning to travel overseas or within New Zealand, before enrolling at university.

Whatever your reasons for taking a break from study, this information will assist you to make an informed decision about going on exchange or delaying your tertiary study. It will also help you plan ahead so that you are ready to enter university when you return home.

Entry requirements

Before you decide to go on exchange or delay taking up university study, check if you will be eligible to enter UC when you get back.

Exchange students

If you are going on an official exchange programme following NCEA Level 2, you may be eligible for Discretionary entrance (pathway for secondary school Exchange students).

You need to have achieved NCEA Level 2, including a minimum of 14 credits in each of 3 subjects from the NZQA approved list; and have achieved the literacy and numeracy standards for University Entrance and have spent time overseas studying on an official exchange, such as AFS or Rotary. In addition, you'll need to provide evidence of at least 20 weeks of study from the overseas institution. You can then apply for admission to the University.

Contact the Liaison Office for details before you go overseas. You can email liaison@canterbury.ac.nz or phone 0800 VARSITY.

If you do not achieve the required NCEA Level 2 credits before you leave for your overseas exchange, or if you are not undertaking an official exchange, you have the following choices on your return to New Zealand:

- Return to school and complete the requirements to enter UC via NCEA, Cambridge International Examinations (CIE) or International Baccalaureate (IB).
- Undertake an approved bridging programme such as UC's Certificate in University Preparation (CUP) programme. For more information about CUP go to www.canterbury.ac.nz/bridging/cup

Gap students

If you have completed Year 13, you should check that you meet the requirements to enter UC before taking a gap year.

Go to www.canterbury.ac.nz/enrol/eligibility

If you do not have University Entrance, you have the following options open to you:

- Complete the requirements to enter UC via NCEA, Cambridge International Examinations (CIE) or International Baccalaureate (IB).
- Undertake an approved bridging programme such as UC's Certificate in University Preparation (CUP) programme.

Course advice

If you go on an overseas exchange or take a gap period, you may not be able to take advantage of our course planning visits to schools.

However, there are still several ways for you to get advice on the courses you should study in your first year:

- Submit an online course planning form at www.canterbury.ac.nz/liaison/advice/cp.shtml
- Visit, email or phone the Liaison Office. Family members are welcome to make general enquiries.
- Publications can be requested in New Zealand for mailing overseas. To request a brochure go to www.canterbury.ac.nz/publications

UC programmes and courses

Many UC degree programmes are open entry as long as you meet the University Entrance criteria. However, programmes in Fine Arts, Music (Performance), teaching or Sport Coaching require a separate application.

Some courses in Engineering Intermediate and Science have specific prerequisites. Going on an exchange may mean you are unable to complete these requirements.

Contact the Liaison Office for details before you go overseas. You can email liaison@canterbury.ac.nz or phone 0800 VARSITY.

Preparatory courses

If you have been away from study for a time and need to refresh your study skills or revise the core science subjects, you should consider one of the Headstart programmes.

Headstart courses are catch-up courses designed for students who need a background in a particular Science subject before starting at university. They cover essential pre-university material. This is particularly useful if you intend to study Engineering, Forestry, or any of the core Science subjects.

The Headstart: Academic Skills course is useful no matter what your area of study. It covers such key skills as writing effective essays or lab reports, how to take good lecture notes and how to prepare for university-level tests and exams.

For further information on both programmes go to www.canterbury.ac.nz/bridging/headstart

Semesters

UC has two semesters each year – semester one runs from February to June and semester two runs from July to November. It is possible to begin university studies in semester two. However, **some degrees and subjects need to be started in semester one.** If you are interested in studying Law, Engineering, teaching, Sport Coaching, Music, Fine Arts, languages or Speech and Language Pathology, you should carefully consider the timing of your return to university study.

It is not a good idea to miss the beginning of any UC course, even by a few days. Starting late could hinder your chance of a successful outcome to your study and may incur additional fees.

Please note while some degree-level courses are offered during the summer break, due to their intensive nature, summer degree-level courses are not recommended for students who are new to university study.

Special applications

Some UC degrees require an Application for Programme Entry in addition to an Application to Enrol at university.

Fine Arts

To apply for a Bachelor of Fine Arts (BFA), you will need to **submit an application and portfolio of your work by 15 November**. You are not permitted to delay (defer) your place. Therefore, you will need to apply just prior to your intended start date. It would be advisable to have your work ready for submission prior to departing in case you are not back with sufficient time to prepare this before it is due.

Music

If you're interested in any of the Performance courses, you'll be required to attend an audition. You need to apply and audition in the year prior to your intended start. Music students who are interested in Song Writing or Notated Composition are required to submit a portfolio of their original work.

Teacher Education

Students wishing to apply to study initial Teacher Education in Early Childhood, Primary, Physical Education, or Sport Coaching will need to apply for programme entry. **Applications are open by July each year**. You can apply before you go on exchange or on a gap. If you are successful in gaining a place in the programme and wish to take a gap, **you can request to delay (defer) your place for a year**. If you are planning to submit your application from overseas, you will need to make arrangements for the required documents and referees' reports to be supplied to UC.

For Teacher Education or Sport Coaching you are also required to give permission for the University to undertake a police check. This needs to be current (no more than six months old) when you begin your course. Therefore, if you defer your place, another up-to-date police check will be required. Also, if you spend more than 12 months in one country while you are overseas you will be required to provide a police check from that country. For some initial Teacher Education programmes an interview may be required.

Application to Enrol

If you are planning to enrol while overseas, we strongly recommend you do this early. Visit www.canterbury.ac.nz/enrol

Enrolment opens in early October for study in the following year.

Most first-year students need to submit a verified copy of their birth certificate or passport before an offer is made. If you are overseas, it is sensible to leave this documentation with someone who can send it to UC on your behalf.

Check enrolment dates online or in the Guide to Enrolment as missing due dates may result in late fees or entry to courses being declined.

Fees

If you are planning to pay your tuition fees by Student Loan, you should check with StudyLink what documentation they require before you leave New Zealand. We recommend that you **apply for a Student Loan as early as possible** as any delay in the payment of your fees will delay completing your enrolment. Visit www.studylink.govt.nz

Orientation

It is always helpful to attend the Orientation Day which is held during the week before lectures begin. The programme is packed with essential information and is designed to help you succeed at university.

Scholarships

Some first-year scholarships require you to apply in advance of any gap period taken. If you are successful, you may be permitted to delay (defer) the scholarship until you start your studies. Other scholarships require you to apply during the gap period.

In some cases, scholarships are restricted to school leavers moving directly on to university study and gap students are ineligible. If you are planning to take a gap period, before you go you should check the application forms of first-year scholarships for their terms and conditions and if in doubt, seek advice from the Scholarships Office.

Most first-year scholarships close for applications during Term 3 each year.

For more information, including application forms, go to www.canterbury.ac.nz/scholarships

Accommodation

We recommend **viewing UC's Student Accommodation before going** on your exchange or gap period. This will give you a good idea which hall you think would suit you best and help you choose your preferences on your application form.

There are two parts to the application process, an online application form which you complete and a common confidential reference form to be completed by your school.

Applications must be made in the year prior to taking up residence and cannot be deferred. You can however request that your school completes your reference form and sends it to UC earlier to be held until you submit your application. You need to make sure that this form is clearly marked with the year in which you are applying for residence.

Before you go...

- Check what you need to do to **gain entry to UC before going** on your overseas exchange or taking a break from study. Get the form to apply for Discretionary Entrance (Exchange Pathway) from the Liaison Team.
- **Research the subjects and degrees** at UC and pick the ones that suit your interests and goals. For more information go to www.canterbury.ac.nz/courses
- **Go to an event in your region**, sign up for a campus tour, or attend one of UC's events such as an Information Evening or the Open Day – where you can check out the student accommodation and meet the UC Liaison team.
- **Plan your study** – the Liaison team can assist you with course planning. Phone to make an appointment on campus or to ask for help.
- **Check if your chosen programme requires a separate application form**. If so, request the Application for Programme Entry by calling the UC Contact Centre on 0800 VARSITY (827 748).
- **Circle the key dates on your calendar**. Make sure you get your student accommodation application in on time. And don't forget scholarship application dates!
- **Get a UC Undergraduate Prospectus** from your careers advisor if you are at school or by phoning the UC Contact Centre on 0800 VARSITY (827 748).
- **Apply to enrol before the second Monday in December** for study in the following year. If you are going overseas, remember to leave any required documentation with someone who can send it to UC on your behalf.
- **Apply for your Student Allowance and/or Loan** as early as possible (Freephone in NZ 0800 88 99 00 or visit www.studylink.govt.nz). Before you leave NZ check with StudyLink what documentation they require to complete your application.

When you return...

- **Complete your enrolment** by accepting your Enrolment Offer and paying your fees.
- Consider enrolling in a **Headstart preparatory** course over summer.
- **Attend Orientation Day** and enjoy the festivities of the UC's Orientation Festival.
- **Start lectures** in February for semester one courses or in July for semester two courses.

Contact

Liaison Office: liaison@canterbury.ac.nz
Freephone: 0800 VARSITY
www.canterbury.ac.nz/liaison/