

Admission

A. General

1. Except where the relevant regulations otherwise provide, and subject to Regulation 6, every candidate for a degree, diploma or certificate of proficiency shall be required to matriculate.

2. A person is academically eligible to matriculate who has qualified for admission under any of the following provisions:

- (a) University Entrance (see Section B below);
- (b) being a New Zealand Citizen or Permanent Resident, has attained the age of 20 years or over by 31 March in the year of admission. (A person over 20 who holds University Entrance may choose to be admitted under provision (a), above.);
- (c) Transfer from another New Zealand university as qualified to enrol for a degree (see Section C below);
- (d) Ad eundem statum ("with equivalent status") regulation (see Section D below);
- (e) Provisional Entrance (see Section E below);
- (f) Discretionary Entrance (see Section F below);
- (g) Special Admission (see Section G below).

Note: Applicants who have taken Cambridge International Examinations or International Baccalaureate Examinations at New Zealand Schools must apply for entrance under Ad eundem statum ("with equivalent status") provisions (Section D, below).

3.

(a) Applicants for admission to the University must first satisfy the Academic Board of their competence in both written and spoken English.

(b) The Academic Board will be satisfied of an applicant's competence in English:

- (i) if English is the applicant's first language; or
- (ii) if the applicant has a New Zealand university entrance qualification under Regulation 2(a) above, and whose entrance qualification pre-dates university entrance via NCEA, excepting that international applicants for whom English is not their first language must include a subject where there is a significant English language content or must also satisfy 3(b)(iv) or 3(b)(v) below; or
- (iii) if the application has an overseas entrance qualification from a country where the main language is English and the instruction for that qualification was in English; or
- (iv) if the applicant performs to a satisfactory level in an approved English language test; or

(v) if the applicant provides other evidence acceptable to the Board of competence in English.

(c) This regulation does not apply if the applicant is aged 20 years or over, and is a New Zealand citizen or permanent resident, or Australian citizen or permanent resident.

Notes:

1. *The University does not accept responsibility for an academic failure attributable to a student's lack of competence in English.*

2. *For the purposes of 3(b)(ii) the student must have a C pass in one of the following subjects: Agriculture, Biology, Classical Studies, Economics, English, Geography, History, History of Art, Accounting, Media Studies, Drama.*

3. *For the purposes of Regulation 3(b)(iv) the minimum entrance scores in terms of English are:*

For undergraduate entrants:

either Test of English as a Foreign Language (TOEFL) paper-based test score of 550 and Test of Written English (TWE) score of 4.5-5.0;

or TOEFL computer-based test score of 213 with an essay score of not less than 4.5 and a score of at least 20 in each section of the test;

or International English Language Testing System (IELTS) score of 6.0-6.5 overall with no score lower than 5.5;

or Advanced Placement International English Language Test (APIEL) score of 3 or higher;

or Cambridge English Test, CPE grade C or CAE grade A.

For postgraduate entrants:

either TOEFL paper-based test score of 600 and TWE of 5.0-6.0;

or TOEFL computer-based test score of 250 with an essay score of not less than 5.0 and a score of at least 23 in each section of the test;

or IELTS 6.5-7.0 with no score lower than 6.0;

or APIEL score of 4 or higher;

or Cambridge English Test, CPE grade B.

(iv) Applicants covered by Regulation 3(c) are strongly advised not to enrol at the University unless they are competent in English.

4. Subject to Regulation 6, any person may enrol for a qualification, other than an undergraduate degree, who satisfies the requirements for admission specified in the course regulations for that qualification.

5.

(a) Any person who is qualified to matriculate must, upon first enrolling, sign the following matriculation declaration: *I solemnly promise that I will faithfully*

obey the Statutes and Regulations of the University of Canterbury so far as they apply to me.

(b) A matriculation declaration must be made not later than 1 June in the year of a student's first enrolment, provided that a declaration may be made within 21 days after that date if accompanied by a late fee.

Note: See the Schedule of Fees for the late fee.

6. Enrolment in the University or any particular course may be declined or cancelled for any of the following reasons:

(a) the applicant has not attained the age of 16 years before 1 January in the year of enrolment;

(b) the applicant is enrolled for full time instruction in a secondary school;

(c) the applicant is enrolled at another University;

(d) the applicant fails to satisfy any requirement or condition specified in a course regulation;

(e) insufficiency of accommodation or of teachers in the course or courses for which the applicant wishes to enrol;

(f) the applicant's academic record is such that:

(i) he or she has been declined enrolment at this or another University;

(ii) if it were subject to review in accordance with the Academic Progress Regulations, then it would warrant exclusion from the University or from any particular course or courses in the University;

(g) the application for admission or enrolment contains untrue or misleading statements, or is supported by untrue or misleading evidence;

(h) misconduct or a breach of discipline on the part of the applicant;

(i) the applicant is not a person of good character.

7. Any applicant against whom a decision is given under Regulation 7 may appeal to the Council. The appeal must be lodged in writing with the Registrar within 14 days of the decision or such longer period as the Council may determine. The decision of the Council is final.

B. University Entrance

University Entrance means:

(a) From 2005:

(i) A minimum of 42 credits at Level 3 or higher on the National Qualifications Framework which meet the following specification:

A minimum of 14 Credits at Level 3 or higher in each of at least two approved subjects, with a further 14 Credits at Level 3 or higher from one or two domains or approved subjects;

(ii) and the numeracy requirement of a minimum of 14 Credits at Level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework;

(iii) and the literacy requirement of a minimum of 14 Credits in Writing and 4 Credits in Reading at Level 2 or higher on the National Qualifications Framework in either English or Te Reo Maori. The full requirement must be met in one of English or Te Reo Maori but not a combination of both.

Note: The University will be informed by the New Zealand Qualifications Authority of those who are eligible for University Entrance under these provisions. Transitional arrangements are in place for students who were not assessed under the literacy and numeracy requirements in 2003.

(b) From 1993 to 2004: Higher School Certificate and a C grade or higher in each of three New Zealand University Entrance, Bursaries and Scholarships Examinations subjects.

C. Transfer

1. Any person who has been enrolled at another University in New Zealand may transfer either:

(a) as a candidate for a degree or other qualification with such credit or status as the Academic Board may determine (Note: A student who has obtained 12 points at 300-level/Stage 3 towards a degree of another University and requires not more than 24 points to complete that degree will normally enrol for Certificate of Proficiency in courses to be credited towards that degree, and not for the corresponding degree of the University of Canterbury); or

(b) on the terms that he or she may enrol for a degree or other qualification on attaining a qualifying standard in such courses as the Academic Board may determine; or

(c) on the terms that he or she may become eligible for the award of a degree or other qualification on passing such courses as the Academic Board may determine.

2. A student who transfers with the status of a holder of a degree or other academic award is deemed to satisfy any academic requirement which a holder of this award may satisfy, but not to be a holder of this award.

3. The enrolment of any student who transfers is provisional, and the matriculation of such a student will not be completed, until the Academic Board has accepted the student's record as satisfactory.

Note: Students are responsible for ensuring that their records are transferred from their former University.

4. With the permission of the Academic Board, a student may receive credit on transfer towards

Honours and Masters degrees, and postgraduate diplomas for courses taken at other universities but not already credited to completed qualifications.

5. The amount of credit allowed will depend on the facts of the particular case, but will not exceed 50 percent of the total degree requirements.
6. If a thesis is a requirement of the degree, the thesis must normally be undertaken at the University of Canterbury.
7. Such transfer of credit would normally be approved by the Faculty Dean.

D. Admission and Credit (Ad Eundem Statum)

1. A person who has gained academic qualifications at any university outside New Zealand or any tertiary institution which is not a university in New Zealand or elsewhere may be admitted and/or granted credit ad eundem statum ("with equivalent standing") either:

- (a) as a candidate for a degree or other qualification with such credit or status as the Academic Board may determine; or
- (b) on the terms that he or she may enrol for a degree or other qualification on attaining a qualifying standard in such courses as the Academic Board may determine; or
- (c) on the terms that he or she may become eligible for the award of a degree or other qualification on passing such courses as the Academic Board may determine.

Notes:

1. Students transferring from other New Zealand universities should apply under the Transfer Regulation (above).
 2. Where degree regulations make provision for entry and/or credit for specified tertiary courses, an application for ad eundem statum credit is not required. Applicants should write to the Admissions Officer for information on how to apply.
 3. For the prescribed fee for credit ad eundem statum see the Schedule of Fees.
2. A person who has gained academic qualifications at a secondary school level outside New Zealand or non-NCEA secondary qualifications at any educational institution in New Zealand may be admitted ad eundem statum ("with equivalent standing") as a candidate for a degree or other qualification with such standing as the Academic Board may determine.
- (a) Notwithstanding the above, in exceptional circumstances a person who has not yet completed such a qualification but on the assessment of the Academic Board is considered to have achieved preparation of equivalent status, may be granted

admission ad eundem statum. In such cases continued enrolment might be conditional on passing such courses as the Academic Board may determine.

3. A student admitted ad eundem statum with the status of a holder of a degree or other academic award is deemed to satisfy any academic requirement which a holder of this award may satisfy, but not to be a holder of this award.
4. Before being admitted ad eundem statum, applicants must satisfy the requirement of competence in English as prescribed by Admission Regulation A.3 above.
5. Applications for admission ad eundem statum must be addressed to the Admissions Officer on the prescribed form with the prescribed fee and supported by (a) evidence identifying the applicant and (b) original certificates of the academic qualifications on which the application is based (or certified copies thereof).

Notes:

1. For the prescribed fee for admission ad eundem statum see the Schedule of Fees.
2. Applications may be made at any time, but to be certain of receiving notification of acceptance in time to complete the formalities (especially in the case of overseas applications), applicants must make sure that the necessary forms are submitted by 15 September preceding the start of the academic year in February.

E. Provisional Entrance

Note: Provisional Entrance is administered by the University under regulations promulgated by NZVCC. The information given below is a guide only: full regulations are shown on the application form.

New Zealand citizens or residents over 16 and under 20 years of age who have not gained a matriculation qualification but do have one or more Sixth Form Certificate subjects or University Entrance credits are eligible to apply for Provisional Entrance.

Note: Students enrolled for three or more Bursary subjects in one year are not eligible to apply for Provisional Entrance in that year. They may, however, apply for entry to summer programme credit courses. If entrance is not gained, the student may continue with the course and if successful will be credited with the course when eligibility to enrol at the University is achieved.

An application may be made only after consulting an advisor. For students still at school, the advisor is the principal of the school; applicants who have left school should contact the University Liaison Office.

The main criterion for approval is the likelihood of success in the course proposed. The University

normally looks for good Sixth Form Certificate grades in relevant subjects as well as evidence of maturity and motivation.

Further information, regulations and application forms may be obtained from the nearest secondary school or University Liaison Office. Applications with the fee (\$60.00) must be made not later than 1 December.

Note: For the 2004 to 2007 academic years, the Provisional Entrance Regulations will be operated parallel with the Discretionary Entrance Regulations (Regulation E) which have been introduced for students with NCEA credits. When NCEA is fully implemented students will no longer be eligible for Provisional Entry, and the Provisional Entrance regulations will be replaced by the Discretionary Entrance Regulations.

F. Discretionary Entrance

These regulations are applicable to New Zealand citizens and permanent residents who are under 20 years of age and who are not otherwise qualified to enrol for an undergraduate degree qualification.

Eligibility to apply:

A person under the age of 20 years who:

- (a) is a citizen or permanent resident of New Zealand; and
- (b) does not meet the university entrance standard; and
- (c) has received secondary schooling to at least New Zealand Year 12 (or its equivalent overseas), and earned at least 14 credits in an approved subject at Level 2 towards NCEA (or its equivalent); 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.

Further information, regulations and application forms may be obtained from the nearest secondary school or University Liaison Office. Applications with the fee (\$60.00) must be made not later than 1 December.

Note: Students attempting to achieve University Entrance under NCEA in one year are not eligible to apply for Discretionary Entrance in that year. They may, however, apply for entry to summer programme credit courses. If University Entrance is not gained, the student

may continue with the course and if successful will be credited with the course when eligibility to enrol at the University is achieved.

G. Special Admission

Students under 20 years of age:

In exceptional cases, New Zealand citizens or permanent residents, who do not hold a university entrance qualification and who will not be 20 years of age by the first day of a semester for which admission is sought, may apply for special permission to enter the University. In assessing whether to grant special admission in particular cases, the Academic Board will consider:

- (a) whether the applicant has met a standard equivalent to that required under Regulations A.3, and B;
- (b) evidence of the applicant's preparedness for University study.

Applications with supporting documentation should be sent to the Admissions Officer, with the prescribed fee.

Note: Special Admission to enter the University does not guarantee admission to a particular programme of study.

H. Limitation of Entry Regulations

A. Courses to Which Entry is Limited

1. Enrolments in the courses in the first schedule to these regulations shall normally be limited to the numbers specified in that schedule.

B. Selection Criteria

2.

- (a) If the number of applicants for a course exceeds the number to which the course is limited, selection will normally be determined by the Department according to the following criteria:
 - (i) Students in their first year of study will be selected on the basis of their overall Year 13 results or, if they did not take a Year 13 year, their overall Year 12 results, or other equivalent evidence;
 - (ii) Students in their second or subsequent year of study will be selected on the basis of the grade average of their previous university study;
 - (iii) Students to whom the criteria in (i) and (ii) are inapplicable, or cannot be fairly applied, will be selected on the basis of other indicators of academic merit and of potential for success in the course. Regard may also be had to special circumstances relating to the student, the course or the needs of particular groups in the community.

Notes:

1. In determining an applicant's grade average for the purpose of paragraph (ii) a department may attach more weight to certain courses or years of study.
2. In the case of courses above 100-level, particular regard will normally be paid to the student's performance in the appropriate prerequisite, or other relevant courses.
3. For the purpose of paragraph (iii) indicators of academic merit and of potential for success include study at schools or other institutions of learning, professional qualifications and work experience. Interviews may be used to assess such indicators. Students are invited to supply relevant information with their application to forms.
 - (b) Equivalences between students in categories (i) and (ii) in paragraph (a) will normally be determined with reference to the tie-points in the second schedule to these regulations.
 - (c) Except in exceptional circumstances, students who have not applied to enrol for the relevant course by the due date will not be considered until after the initial selection has been made.
3.
 - (a) Special criteria which differ from those in Regulation 2 may be specified for particular courses. These special criteria are listed in the first schedule to these regulations.

Note: For some courses, previous performance in a particular subject may be given special weight.
 - (b) Special provision may be made in courses for quotas for particular groups of students. Such provisions are listed in the first schedule to these regulations.
4. A student whose record shows two or more previous enrolments in a course to which entry is limited will not normally be permitted to re-enrol in that course.
5. In cases of equal merit, students seeking to enrol for a course above 100-level which is compulsory for their degree or for a course above 100-level which is a prerequisite, co-requisite or recommended preparation for a compulsory course will normally be given preference in selection.
6. Students who have been offered a place may forfeit the place if they have not completed enrolment by the end of enrolment week unless they have been given permission to enrol after that date.
7. Overseas students may be admitted to a limited entry course only where enrolment in the course has not reached the limit, or where an overseas student quota is set over and above the limit for the course.

Overseas students should be admitted to an overseas student quota only if they are demonstrably of sufficient ability to succeed in the course. Overseas students admitted under Overseas Development Assistance (ODA) agreements are treated as domestic students for the purposes of this regulation.

C. Guaranteed Entry

8.

- (a) Where possible, each Department which offers a course to which entry is limited shall publish
 - (i) in respect of first year students a bursary mark or Level 3 NCEA grade; and
 - (ii) in respect of advancing students a grade or grade average

which will guarantee entry to that course. Each year the University will publish a schedule of these marks and grades or grade averages; the schedule will be available from the Registry, and will be included in the Enrolment Handbook.

Note: While for most courses the guaranteed entry level so specified will be an overall bursary mark or grade average, for some it may be a mark or grade in a particular subject or subjects. In courses where academic merit is not the sole criterion for admission, no guaranteed mark or grade can be given.

- (b) Students who have attained the mark or grade or grade average specified for guaranteed entry to a course under Regulation 8 (a) will be accepted into the course, provided they have applied to enrol for it by the due date.
- (c) Students who are not guaranteed entry under this regulation will be considered for admission to the course under the usual selection criteria specified in Regulation 2.

9. Notwithstanding anything in Regulation 8, acceptance into a course is subject to the student having satisfied all prerequisites and co-requisites for that course, and all other requirements of the University regulations.

Note: Attention is drawn to Regulation A.1(c) of the General Course and Examination Regulations which provides that a student may be refused permission to enrol in a course of study if it is not suitable.

Limitation of Entry Regulations: Schedules

First Schedule

Part 1

Enrolment in the following courses will normally not exceed the number indicated. International student quotas are shown in brackets.

Accountancy Finance and Information Systems

AFIS 121 120

AFIS 122 120

Note: Only the Summer programme version of each course is limited entry.

American Studies

AMST 328 15

Special Criterion: Selection will be based on academic record. Preference will be given to students majoring in American Studies.

Note: Not Offered in 2006

Antarctic Studies

GradCertAntarcticStudies 20

Special criterion: Selection will be based on the academic record of the applicant, recommendation from referees, and a statement that, on completion of the Graduate Certificate, the applicant intends to undertake postgraduate study in a field relevant to Antarctica and the Southern Ocean, and/or contribute from his or her experience in a significant manner to the community and/or professions. Interviews of short listed candidates may be held.

Special condition: Closing date for applications: 1 August.

Applied Psychology

APSY Part I (APSY 601-610) Up to 15

APSY Part II (APSY 630-650) Up to 15

Special criterion: Limited to those completing second year of professional programme.

Audiology

Year 1 12

Special criterion: Selection will be based on academic record (normally at least a B- average is expected), fluency in English, and suitability for training as an Audiologist. In cases where a student holds a Bachelors degree other than a BSLT, preference will be given to those who have completed appropriate coursework in anatomy and physiology, acoustics and language acquisition.

Special condition: In addition to submitting an enrolment application form, candidates must submit a separate application to the Head of the Department of Communication Disorders. The application forms are available from the Department of Communication Disorders.

Biological Sciences

BIOL 251 75

BIOL 305 16

Special criterion: Selection is based on previous

academic record (GPA) in 200-level Biology courses.

Communication Disorders/Speech and Language Therapy

First Professional Examination 35

Special criteria: Selection will be based on academic record, fluency in English, and suitability for training as a Speech and Language Therapist. In cases of equal merit preference will be given to people who have completed recommended course work.

Special condition: In addition to submitting an enrolment application form, candidates must submit a separate application to the Head of the Department of Communication Disorders. The application forms are available from the Department of Communication Disorders.

CMDS 490 Up to 10

Special criterion: Selection will be based on high academic performance and an interview.

Counselling

EDUC 662 12 (2 international students)

Special criterion: Selection will be based on academic record, experience and an interview arranged by the Head of the School of Education.

Special condition: Closing date for applications: 1 October

Education

EDUC 623 Up to 8

EDUC 624 Up to 8

Special criterion: Selection will be based on academic record, personal suitability and an interview arranged by the Head of the School of Education. Further information may be obtained from the Head of School.

Special condition: Closing date for applications: 15 October

Engineering

First Professional

Chemical and Process 63

Civil 100

Computer* 15

Electrical and Electronic 105

Forest Engineering 20

Mechanical 95

Mechatronics 15

Natural Resources 25

*Subject to NZVCC CUAP approval November 2005

Special criterion: Students who complete their Intermediate course in one year will normally be given

priority. However, while the academic record will be considered as of principal importance, a student's potential for success in the course may also be taken into consideration.

Engineering Geology

Master of Science in Engineering Geology 6

Special criteria: Selection will be based on previous academic record and/or relevant experience.

English

ENGL 220 24

Special criterion: Selection will be made on the basis of the student's prior submission (no later than 31 October of the year preceding enrolment) of a folio of work, to be assessed by the course convenors.

ENGL 231 25

Special criterion: Selection will be made on the basis of the student's prior submission (no later than 31 October of the year preceding enrolment) of a folio of poetry, to be assessed by the course convenor and one other academic staff member.

ENGL 233 25

Special criterion: Selection will be made on the basis of the student's prior submission (no later than 31 May of the year of enrolment) of a folio of work, to be assessed by the course convenors.

ENGL 350 15

Special criterion: Selection will be made on the basis of the student's prior submission (no later than 28 May of the year of enrolment) of a folio of work, to be assessed by the course tutor.

Fire Engineering

Master of Engineering in Fire Engineering 12

Criterion: Previous academic performance and/or appropriate experience.

Geography

GEOG 431 24

Special criteria: For GEOG 431 preference will be given to students who have been credited with GEOG 205 or have received equivalent prior training in GIS, at the discretion of the Head of the Department of Geography. Places will be allocated on the basis of GPA if there are more applicants who meet these criteria than there are places available. Up to 6 places are reserved for students from the School of Forestry.

GEOG 433 12

GEOG 434 12

Special criteria: For GEOG 433 and GEOG 434 preference will be given to students who have been credited with GEOG 205 or have received equivalent prior training in ERS, at the discretion of the Head of

the Department of Geography. Places will be allocated on the basis of GPA if there are more applicants who meet these criteria than there are places available.

GEOG 437 15

GEOG 438 15

Special criteria: For GEOG 437 and 438, preference will be given to students who have passed GEOG 311 or received equivalent prior training in coastal studies, at the discretion of the Head of the Department of Geography. Places will be allocated on the basis of GPA if there are more applicants who meet these criteria than there are places available.

GEOG 444 20

Special criteria: For GEOG 444 preference will be given to students with appropriate background, at the discretion of the Head of the Department of Geography, and on the basis of academic record.

Hazard and Disaster Management

Master of Science in Hazard and Disaster Management 15

Special criteria: Selection will be based on previous academic record and/or relevant experience

Journalism

Diploma 20 (1 international student)

Quota: 1 overseas student from a developing country in addition to the 20.

Special criterion: Selection will be based on academic record and relevant experience

Special condition: Closing date for applications: 15 November

Law

Special conditions: All Law students intending to enrol in limited entry courses, including those awaiting the outcome of transfer of credit applications, must apply to enrol by the deadlines published in the Enrolment Handbook for limited entry LAWS courses. Students transferring from another university and seeking admission to the limited entry LAWS courses must write to the Academic and Student Manager of the School of Law, enclosing an academic transcript, in addition to applying to enrol by the published deadline.

LAWS 202-206 180 in each course.

Quotas: Up to 10 students of Maori descent in addition to those enrolled in LAWS 200-level courses under normal criteria. In addition to applying to enrol, such students must apply on the appropriate form, available from the School of Law. (There is also a quota of up to 10 international students in each course.)

Special criterion: Priority will normally be given to applicants who have previously been credited with one or more of the LAWS 200-level courses.

LAWS 339 24

Special criterion: Selection will be based on academic record and an interview.

LAWS 359 24

Special criterion: LAWS 316 Evidence, is a prerequisite and selection will be on academic record and an interview.

LAWS 382 20

(subject to number of placements being available)

Special criterion: Selection will be based on academic performance and the quality of the application.

Management

MGMT 206 50

Note: Only Summer occurrence is limited entry.

MGMT 305 24

Special criterion: Selection will be based on academic record.

MGMT 313 50

Special criterion: Selection will be based on academic performance and the quality of the application.

MGMT 339 6

Special criterion: Selection will be based on academic performance and the quality of the application.

MGMT 520 16

MGMT 521 16

Special criterion: All enrollees must be recommended by their employer or a similar organisation; be in a middle management/team leader role; and have at least 5 years experience in their profession. The final selection will be based on an assessment of an applicant's suitability for this type of programme.

MGMT 522 20

MGMT 523 20

MGMT 524 20

Special criteria: Selection will be based on academic performance and the quality of the application. All enrollees must be recommended by their employer or a similar organisation and have at least 5 years experience in their profession.

Maori

MAOR 114 30

Special criterion: Entry to the course will be limited to the first 30 students who enrol.

Music

MUSI 226 8

Psychology

PSYC 404 20

PSYC 413 16

PSYC 428 20

PSYC 436 30

PSYC 437 15

PSYC 601 35

PSYC 641 up to 10

PSYC 642 up to 10

PSYC 643 up to 10

Special criterion: Selection for PSYC 641-643 will be based on academic record, experience and an interview arranged by the Director of Clinical Training.

Special condition: Closing date for applications for PSYC 641-643: 30 September.

Social Work Group 1

SOWK 301, 308 (BSW) 40 in total

SOWK 514, 515 (GradDipSocWork) 40 in total

SOWK 614, 615 (MSW(Appl)) 40 in total

Special criterion; Selection will be based on academic record and an assessment arranged by the Head of the School of Human Services and Social Work.

Special condition: Closing date for applications: 30 September

Social Work Group 2

SOWK 451, 471, 472 (BSW)

A pass in SOWK 301, 308

Special condition: Students must pass SOWK 471 before they can enrol in 472

SOWK 525, 571, 572 (GradDipSocWork)

A pass in SOWK 514, 515

Special condition: Students must pass SOWK 571 before they can enrol in 572

SOWK 625, 671, 672 (MSW(Appl))

A pass in SOWK 614, 615

Special condition: Students must pass SOWK 671 before they can enrol in 672

Soil Science

SOIL 203 72 in each course.

Theatre and Film Studies

TAFS 301 12

Special condition: In addition to applying to enrol, applicants for TAFS 301 will be interviewed and must return an application form and documents to the Programme Director of Theatre and Film Studies by 1 February of year for which enrolment is requested. Application forms are available from the Departmental Administrator.

Part 2

Enrolment in courses in Fine Arts shall be subject to the following conditions:

1.
 - (i) The total enrolment of students taking Studio courses for the Degree of Bachelor of Fine Arts shall not exceed 230.
 - (ii) The total enrolment of students taking courses leading to the Degrees of Bachelor of Fine Arts(Hons) and Master of Fine Arts shall be limited by such constraints on space and staffing as the School of Fine Arts shall determine as existing in any one year.

Note: The Studio courses are FINT 103 and the courses listed in Part 2 of the Schedule to the Regulations for the Degree of Bachelor of Fine Arts.

2.
 - (i) The total enrolment of students in FINT 103 shall normally not exceed 65 (2 international students).
 - (ii) Should more than 65 persons apply for admission to FINT 103 applications will normally be accepted in order of academic merit.
 - (iii) Normally not more than 50 places will be allocated in the first round of selection to applicants who have been examined in two NCEA Practical Art subjects (or two Bursary Practical Arts subjects). Applications for entry under this regulation must be made within four years of sitting the NCEA Practical Arts examination (or Bursary Practical Arts Examination). In assessing academic merit the School will place the greatest weight on performance in the NCEA Practical Art examination, but applicants must also satisfy the School regarding their ability and potential for success in non-studio areas of study.
 - (iv) Normally not more than 10 places will be allocated in the first round of selection to applicants who are not eligible for admission under Regulation 2(ii)(a) above or have failed to gain a place in a previous year but who can satisfy the School that they possess relevant skills and experience constituting a valid qualification for admission to FINT 103. For admission under this regulation applicants will be required to submit a portfolio of works and show evidence of ability in non-studio academic work.

Notes:

1. Applicants must apply to enrol by the prescribed date, but in addition to this they must return a fully completed Application Form for admission to the FINT course of studies to be received by the Head of the

School of Fine Arts no later than 10 December of the year preceding that for which admission is sought. Applicants must also include a selection of no less than 12 examples of work that supports each of the NCEA Practical Art subjects used in the application for entry into FINT 103.

2. This supplementary submission of work will be presented as colour laser copies printed at A4 format and will be stapled together. These must be available for viewing by the co-ordinator of Stage 1 Studies no later than 10 December of the year in which application is made.

3. Applications from persons wishing to repeat FINT 103 will be subject to the above limitation.

4. Suitably qualified candidates who consider that their personal circumstances are such that a decision on their admission should be made before selection for the School normally takes place may apply for a reserved place. Such application must be made in writing to the Head of the School of Fine Arts before 1 November of the year preceding that for which admission is sought.

5. Applicants who fail to return an Application Form to the Head of the School of Fine Arts before 10 December will be considered only after an initial selection has been made.

3. Enrolments in 200-level courses in Part 2 of the Schedule to the Regulations for the Degree of Bachelor of Fine Arts shall normally be limited as follows:

Graphic Design (DESI 201) 9;

Film (FILM 201) 10;

Painting (PAIN 201) 11;

Photography (PHOT 201) 7;

Printmaking (PRIN 201) 8;

Sculpture (SCUL 201) 10.

4. Total enrolments in each area of study in Part 2 of the Schedule to the Regulations for the Degree of Bachelor of Fine Arts shall normally be limited as follows (international student quotas are shown in brackets):

Graphic Design (DESI 201, 301, 401) 25 (2);

Film (FILM 201, 301, 401) 24 (2);

Painting (PAIN 201, 301, 401) 30 (2);

Photography (PHOT 201, 301, 401) 24 (2);

Printmaking (PRIN 201, 301, 401) 24 (2);

Sculpture (SCUL 201, 301, 401) 30 (2).

5. When applications exceed the places available for the courses listed in Regulations 3 and 4, selection will normally be made on the basis of performance in appropriate prerequisite courses. Provided that not more than two places in each of DESI 201 and FILM 201

will be allocated, on the first round of selection, to applicants who, though they have not been examined in FINT 103, possess the relevant skills and experience constituting a valid qualification for admission (see BFA Degree Regulation 4).

Notes:

1. A pass in FINT 103 is normally required for admission to Part 2 courses and a pass in 36 points at 100-level of Art History and Theory* and 18 points at 200-level in Art History and Theory* is normally required for admission to 300-level courses in Part 2 of the Schedule to the Bachelor of Fine Arts Degree Regulations. For Graphic Design (DESI 201) and Film (FILM 201) only, there is provision for students to be admitted on the basis of other approved qualifications. For details of application procedure see Bachelor of Fine Arts Regulation 4.
*Subject to NZVCC CUAP approval November 2005.

2. Any person who is or was enrolled in a limited entry studio course who considers his or her performance severely impaired by illness or injury or other critical circumstance over an extended period and which caused him or her to discontinue or fail the course may apply for a reserved place in the said course for the next year following only. Such written applications must be received by the Head of the School of Fine Arts before 1 November of the year preceding that for which application is made.

3. While students may normally apply for entry only to those 200-level courses for which they received specific preparatory instruction in Term 3 and 4 of the FINT 103 programme, they may be offered places in other courses once the first round of offers has been completed.

6. Additional weight may be given to applications for admission to limited studio courses from persons who have successfully completed such prerequisite courses as have been required, within three years of applying for admission.

7. Applications for admission to courses listed in Regulations 3 and 4 above must be made on the correct form and be received by the Head of the School of Fine Arts not later than the 3rd Friday in October of the year preceding that for which application is made.

Note: Applications received after the 3rd Friday in October will be considered only after the initial selection has been completed.

Part 3

Enrolment in courses in Performance offered by the School of Music shall be subject to the following conditions:

1. Enrolment in Performance courses shall normally be available only to students who enrol in such courses

for credit to the relevant degree of Bachelor of Music or Bachelor of Music with Honours or Master of Music.

2. The enrolment of students in Performance courses shall be determined as follows:

(a) The total enrolment of students taught by full-time performance staff in any one instrument shall normally not exceed 12.

(b) The total enrolment of students taught by part-time performance staff shall be limited by constraints on the provision of staffing as the School of Music shall determine in any one year.

(c) The total number of places available annually for initial admission in any one instrument shall normally not exceed four.

3. For initial admission to performance courses, students must satisfy a School of Music Audition.

Notes:

1. Applications for audition must be received by the Administrator of the School of Music by 15 September in the year preceding enrolment. Applications shall be accompanied by an audio recording of the applicant's playing, such a recording to be certified by a school Principal, registered music teacher, or other competent authority as an unedited recording of the applicant's performance.

2. After an initial screening based on the submitted recordings, applicants will be invited to attend a live audition at which the applicant will perform three contrasting pieces and will be interviewed by performance teaching staff.

4. On the basis of the live audition, all applicants for each instrument and for voice who are of an acceptable standard shall be placed in rank order, and the number of applications accepted shall normally be the same as the number of places available.

5. If an applicant accepted by the School of Music withdraws before the final date for enrolment or chooses to decline the place, the next applicant in the rank order who was not offered a place shall be offered a place.

Part 4

Enrolment in MUSI 226 Sonic Art I offered by the School of Music shall be subject to the following conditions:

1. Enrolment in MUSI 226 Sonic Art I shall normally be limited to 8 students.

2. If the total number of applicants exceeds 8, preference must be given to students gaining the highest grades in MUSI 126 Digital Music (or the summer school equivalent MUSI 136).

Part 5

Enrolment in the Certificate in Foundation Studies shall be subject to the following conditions:

1.
 - (i) Enrolments in any one intake will be limited to 150 with a maximum of 220 in any one year. If the total number of applicants for one intake for the Certificate exceeds 150, selection will normally be on the basis of:
 - (a) the standard of previous academic performance in subjects appropriate to those specified in the Certificate in Foundation Studies Regulation 3, and at the level specified in that regulation; and
 - (b) competence in English.

	<i>Bursary total</i>	<i>SFC total</i>	<i>GPA</i>
Enrolment in the Certificate in Foundation Studies shall be subject to the following conditions:	350+	4-6	B
1.	330	7-8	B-
(i) Enrolments in any one intake will be limited to 150 with a maximum of 220 in any one year. If the total number of applicants for one intake for the Certificate exceeds 150, selection will normally be on the basis of:	310	9-10	C+
(a) the standard of previous academic performance in subjects appropriate to those specified in the Certificate in Foundation Studies Regulation 3, and at the level specified in that regulation; and	290	11-12	C
(b) competence in English.	270	13-14	C-
	250	15-17	D
	230	18-19	E

Part 6

Enrolment in the Certificate in University Preparation shall be subject to the following conditions:

1.
 - (i) Enrolments in any one year will be limited to 75. If the total number of applicants for the Certificate exceeds 75, selection will normally be on the basis of:
 - (a) previous academic performance and/or
 - (b) other relevant factors consistent with the University of Canterbury Charter. Preference will be given to Maori and Pacific Islands applicants.
2.
 - (i) A minimum of 8 enrolments in a course will normally be required for the course to be run.

Second Schedule

Equivalences between different categories of student (e.g. first year and advancing students) are normally calculated with reference to the following table of tie-points.