

# Admission Regulations

## 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) A New Zealand citizen or permanent resident, Australia citizen or permanent resident, or citizen of the Cook Islands, Niue or Tokelau, who has attained the age of 20 years or over by 31 March in the year of admission for semester 1 and whole year courses or 1 August for semester 2 summer courses. (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. Applicants for admission to the University must first satisfy the Academic Board of their competence in both written and spoken English. The Academic Board will be satisfied of an applicant’s competence in English:
  - (a) if the applicant has a New Zealand university entrance qualification under Regulation 2(a) above, and whose entrance qualification predates 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(c) or 3(d) below; or
- (b) 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
- (c) if the applicant performs to a satisfactory level in an approved English language test; or
- (d) if the applicant provides other evidence acceptable to the Board of competence in English.

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(a) 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(c) the minimum entrance scores in terms of English are:*

*For undergraduate entrants: either*

  - (a) *Test of English as a Foreign Language (TOEFL) paper-based test score of 550 and Test of Written English (TWE) score of 4.5; or*
  - (b) *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*
  - (c) *TOEFL internet-based test score of 80 with minimum band scores for Reading 19, Listening 19 and Writing 14; or*
  - (d) *International English Language Testing System (IELTS) score of 6.0 overall with no score lower than 5.5; or*
  - (e) *Advanced Placement International English Language Test (APIEL) score of 3 or higher; or*

- (f) *Cambridge English Test, CPE grade C or CAE grade A.*  
 For postgraduate entrants: either
- (a) *TOEFL paper-based test score of 600 and TWE of 5.0;*
- (b) *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;*
- (c) *TOEFL internet-based test score of 100 with minimum band scores for Reading 23, Listening 23 and Writing 19;*
- (d) *IELTS 6.5 with no score lower than 6.0;*
- (e) *APIEL score of 4 or higher;*
- (f) *Cambridge English Test, CPE grade B.*
4. Applicants aged 20 years or over 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. Any person who is qualified to matriculate must, upon first enrolling, sign a matriculation declaration. 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:
- he or she has been declined enrolment at this or another University;
  - 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 6 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.
8. In the case of qualifications leading to initial teacher registration police vetting will be required.

## B. University Entrance

University Entrance means:

- (a) From 2005:
- A minimum of 42 credits at Level 3 or higher on the National Qualifications Framework, which must include 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;
  - and the numeracy requirement of a minimum of 14 Credits at Level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework;
  - and the literacy requirement of a minimum of 4 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.*
- (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; or  
*Note: A student who has obtained 56 points at 300-level/Stage 3 towards a degree of another University and requires not more than 100 points to complete that degree will normally enrol for a Certificate of Proficiency in courses to be credited towards that degree, and not for the corresponding degree of the University of Canterbury.*
  - (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.*

## 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 (C. 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 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.
    - (b) 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 made 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

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.

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.

Notes:

1. *Provisional Entrance is administered by the University under regulations promulgated by NZVCC. The information given above is a guide only. Full regulations are shown on the application form.*
2. *For the 2004 to 2007 academic years, the Provisional Entrance Regulations will be operated parallel with the Discretionary Entrance Regulations (Regulation F) 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 and Australian citizens 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 or a citizen of Australia; 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 applicable fee 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

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 Academic Policy Manager, 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 listed in Part 1 of the Schedule to these Regulations shall normally be limited to the numbers specified in that Schedule.

### B. Selection Criteria

2. 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:
  - (a) 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;
  - (b) Students in their second or subsequent year of study will be selected on the basis of the grade average of their previous university study;
  - (c) Students to whom the criteria in (a) and (b) 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. 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.

#### Notes:

1. *In determining an applicant's grade average for the purpose of (b) above 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 (c) above 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 forms.*

3. Special criteria which differ from those in Regulation 2 may be specified for particular courses. These special criteria are listed in Part 1 of the Schedule to these Regulations.
 

*Note: For some courses, previous performance in a particular subject may be given special weight. Special provision may be made in courses for quotas for particular groups of students. Such provisions are listed in the Part 1 of the 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. International students may be admitted to a limited entry course only where enrolment in the course has not reached the limit, or where an international student quota (ISQ) is set over and above the limit for the course. International students should be admitted to an international student quota only if they are demonstrably of sufficient ability to succeed in the course. International students admitted under Overseas Development Assistance (ODA) agreements are treated as domestic students for the purposes of this regulation.

### C. Guaranteed Entry

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

*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.*

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.

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.*

## Schedule to the Regulations for Limitation of Entry

### Part 1

Enrolment in the following courses will normally not exceed the number indicated. International student quotas are indicated with 'ISQ':

| Programme/course  | Special requirements   | Limit |
|---|--|-------|
| <b>Accountancy, Finance and Information Systems (BCom)</b>            |  |       |
| AFIS 121-06SU2 (summer occurrence only)                               | Apply to enrol from 3 October.<br>Enrolments will be taken until the course is full.   | 120   |
| AFIS 122-07SU1 (summer occurrence only)                               | Apply to enrol from 3 October.<br>Enrolments will be taken until the course is full.   | 120   |
| <b>American Studies (BA)</b>  |  |       |
| AMST 328<br><i>Note: Not Offered in 2007.</i>                         | Apply to enrol by 12 January.<br>Special criterion: Selection will be based on academic record.<br>Preference will be given to students majoring in American Studies.  | 15    |
| <b>Antarctic Studies (GradCertAntaStud, MAntaStud, PGDipAntaStud)</b> |  |       |
| ANTA 401  | Apply to enrol by 12 January.  | 15    |
| ANTA 501-504  | Special application to Gateway Antarctica by 1 August.<br>Special criterion: <b>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.</b> | 20    |
| <b>Applied Psychology (MSc)</b>                                       |  |       |
| Part 1: APSY 601-630  | Special application to department by 30 November.<br>Apply to enrol by 12 January.   | 15    |
| Part 2: APSY 631-660  | Special application to department by 30 November.<br>Apply to enrol by 12 January.<br>Special criterion: Limited to those completing second year of professional programme.  | 15    |

| Programme/course                                   | Special requirements  | Limit |
|--|---|-------|
| <b>Audiology (MAud)</b>                            | Special application to department by 1 November.<br>Application forms are available from the Department of Communication Disorders.<br>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.<br>Apply to enrol by 1 November. | 12    |
| <b>Biological Sciences (BSc)</b>                   |   |       |
| BIOL 251   | Apply to enrol by 12 January.   | 75    |
| BIOL 303   | Apply to enrol from 3 October.<br>Enrolments will be taken until the course is full.<br>Special criterion: <b>Selection is based on previous academic record (GPA) in 200-level Biology courses.</b>  | 35    |
| BIOL 305   | Apply to enrol from 3 October.<br>Enrolments will be taken until the course is full.<br>Special criterion: <b>Selection is based on previous academic record (GPA) in 200-level Biology courses.</b>  | 16    |
| <b>Chemical and Process Engineering (BE(Hons))</b> |   |       |
| ENCH 472, ENCH 473                                 | Apply to enrol by 12 January.   | 5     |
| <b>Child and Family Psychology (MEd)</b>           |   |       |
| EDUC 623, EDUC 624                                 | Special application to school by 20 October.<br>Apply to enrol by 12 January.   | 8     |
| <b>Clinical Teaching (GradCertCT, PGCertCT)</b>    |   |       |
| EDCT 701–705                                       | Special application to college due two weeks prior to the commencement of programme.<br>Chosen by ballot from the applications received by the due date.<br>Apply to enrol from 3 October.  | 18    |
| EDCT 801–805                                       | Special application to college due two weeks prior to the commencement of programme.<br>Chosen by ballot from the applications received by the due date.<br>Apply to enrol from 3 October.  | 18    |
| <b>Communication Disorders (BSLT)</b>              |   |       |
| CMDS 200-level                                     | Special application to department by 1 November.<br>Application forms are available from the Department of Communication Disorders.<br>Special criterion: 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.<br>Apply to enrol by 12 January.  | 35    |
| CMDS 490   | Apply to enrol by 12 January.<br>Special criterion: <b>Selection will be based on high academic performance and an interview.</b>   | 10    |

| Programme/course   | Special requirements   | Limit              |
|--|--|--------------------|
| <b>Counselling (MEd)</b>   |  |                    |
| EDUC 658, EDUC 662   | Special application to school by 1 October.<br>Special criterion: <b>Selection will be based on academic record, experience and an interview arranged by the Head of the School of Educational Studies and Human Development.</b><br>Apply to enrol by 12 January. | 12<br>ISQ: 2       |
| <b>Early Childhood Teacher Education (DipTchLn, BTchLn, GradDipTchLn)</b>  | Special application to college. Applications close two weeks prior to the commencement of programme or when places are filled (whichever comes first).<br>Apply to Enrol from 3 October. Enrolments will be taken until programme is full.                         |                    |
| <b>Engineering (BE(Hons) – First Professional Year)</b>  |  |                    |
| Special criterion: <b>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.</b> |  |                    |
| Computer Engineering (ENCE)  | Apply to enrol by 11 December.   | 15                 |
| Chemical and Process Engineering (ENCH)  | Apply to enrol by 11 December.   | 63                 |
| Civil Engineering (ENCI)   | Apply to enrol by 11 December.   | 100                |
| Electrical and Electronic Engineering (ENEL)   | Apply to enrol by 11 December.   | 105                |
| Forest Engineering (ENFO)  | Apply to enrol by 11 December.   | 20                 |
| Mechanical Engineering (ENME)  | Apply to enrol by 11 December.   | 95                 |
| Mechatronics Engineering (ENMT)  | Apply to enrol by 11 December.   | 30                 |
| Natural Resources Engineering (ENNR)   | Apply to enrol by 11 December.   | 25                 |
| <b>Engineering Geology (MSc)</b>   | Apply to enrol by 12 January.<br>Special criterion: Selection will be based on previous academic record and/or relevant experience.  | 6                  |
| <b>English (BA)</b>  |  |                    |
| Special criterion: Selection will be made on the basis of the student's submission of a folio of work, to be assessed by the course convenors.   |  |                    |
| ENGL 220   | Folio of work to programme by 31 May.<br>Apply to enrol by 1 July.   | 24                 |
| ENGL 231   | Folio of work to programme by 31 October.<br>Apply to enrol by 12 January.   | 25                 |
| ENGL 233   | Folio of work to programme by 31 October.<br>Apply to enrol by 12 January.   | 25                 |
| ENGL 350   | Folio of work to programme by 31 May.<br>Apply to enrol by 1 July.   | 15                 |
| <b>Fine Arts (BFA)</b>   |  |                    |
| <b>Bachelor of Fine Arts Intermediate</b>  |  |                    |
| FINT 103   | Special application to school by 10 December.<br>Apply to enrol by 12 January.   | 65<br>ISQ: 2       |
| <b>Bachelor of Fine Arts Part 2 (Years 2–4)</b>  |  |                    |
| Graphic Design (DESI 201, DESI 301, DESI 401)  | Special application to school by the third Friday in October.<br>Apply to enrol by 12 January.   | 25 total<br>ISQ: 2 |
| Film (FILM 201, FILM 301, FILM 401)  | Special application to school by the third Friday in October.<br>Apply to enrol by 12 January.   | 24 total<br>ISQ: 2 |
| Painting (PAIN 201, PAIN 301, PAIN 401)  | Special application to school by the third Friday in October.<br>Apply to enrol by 12 January.   | 30 total<br>ISQ: 2 |

| Programme/course   | Special requirements  | Limit  |
|--|---|--|
| <b>Fine Arts (continued)</b>   |   |  |
| <b>Bachelor of Fine Arts Part 2 (Years 2–4)</b>  |   |  |
| Photography (PHOT 201, PHOT 301, PHOT 401)   | Special application to school by the third Friday in October.<br>Apply to enrol by 12 January.  | 24 total<br>ISQ: 2   |
| Printmaking (PRIN 201, PRIN 301, PRIN 401)   | Special application to school by the third Friday in October.<br>Apply to enrol by 12 January.  | 24 total<br>ISQ: 2   |
| Sculpture (SCUL 201, SCUL 301, SCUL 401)   | Special application to school by the third Friday in October.<br>Apply to enrol by 12 January.  | 30 total<br>ISQ: 2   |
| <b>Fire Engineering (MEFE)</b>   | Apply to enrol by 12 January.<br>Special criterion: Selection will be based on previous academic performance and/or appropriate experience.   | 12   |
| <b>Geography (BA(Hons), BSc(Hons))</b>   |   |  |
| GEOG 404   | Apply to enrol by 12 January.<br>Special criterion: 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.  | 20   |
| <b>Hazard and Disaster Management (MSc)</b>  | Apply to enrol by 12 January.<br>Special criterion: Selection will be based on previous academic record and/or relevant experience.   | 15   |
| <b>Journalism (GradDip)</b>  |   |  |
| JOUR 503–507   | Special application to programme by 15 November.<br>Special criterion: <b>Selection will be based on academic record</b> and relevant experience.<br>Apply to enrol by 12 January.  | 20<br>ISQ: 1   |
| <b>Law (LLB)</b>   |   |  |
| 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, LAWS 203, LAWS 204, LAWS 205, LAWS 206   | Apply to enrol by 8 December.<br>In addition to applying to enrol, such students must apply on the appropriate form, available from the School of Law.<br>Special criterion: <b>Priority will normally be given to applicants</b> who have previously been credited with one or more of the LAWS 200-level courses. | 180 per course<br>Up to 10 of Maori descent per course<br>ISQ: 10 per course |
| LAWS 339   | Must contact course supervisor by 30 September 2006 and apply to enrol by 8 December.<br>Special criterion: Selection will be based on academic record and an interview.  | 24   |
| LAWS 359   | Apply to enrol by 8 December.<br>Special criterion: LAWS 316 Evidence, is a prerequisite and selection will be on academic record and an interview.   | 24   |
| LAWS 382   | Apply to enrol by 1 June. Must contact course supervisor by 1 June.<br>Special criterion: Selection will be based on academic performance and the quality of the application.   | 20<br>(subject to number of places being available)                          |

| Programme/course  | Special requirements   | Limit                      |
|---|--|----------------------------|
| <b>Management (BCom)</b>                                |  |                            |
| MGMT 102-07S1 (Semester 1)                              | Apply to enrol from 3 October.<br>Enrolments will be taken until the course is full.   | 350                        |
| MGMT 102-07S2 (Semester 2)                              | Apply to enrol from 3 October.<br>Enrolments will be taken until the course is full.   | 350                        |
| MGMT 206-07SU1 (summer occurrence only)                 | Apply to enrol from 3 October.<br>Enrolments will be taken until the course is full.   | 50                         |
| MGMT 305  | Apply to enrol by 12 January.<br>Special criterion: Selection will be based on academic record.  | 24                         |
| MGMT 313  | Special application to department by 23 July.<br>Special criterion: <b>Selection will be based on academic performance and the quality of the application.</b>   | 50                         |
| MGMT 339  | Special application to department by 4 May.<br>Special criterion: Selection will be based on academic performance and the quality of the application.  | 6                          |
| MGMT 520  |  | 16                         |
| MGMT 521  | Special criterion: All students 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 the applicant's suitability for this type of programme. | 16                         |
| MGMT 522  |  | 20                         |
| MGMT 523  |  | 20                         |
| MGMT 524  | Special criterion: Selection will be based on academic performance and the quality of the application. All students must be recommended by their employer or a similar organisation and have at least 5 years experience in their profession.  | 20                         |
| <b>Maori and Indigenous Studies (BA)</b>                |  |                            |
| MAOR 114  | Apply to enrol from 3 October.<br>Special criterion: Entry to the course will be limited to the first 30 students who enrol.   | 30                         |
| <b>Mathematics (BA, BSc)</b>                            |  |                            |
| MATH 282  | Apply to enrol from 3 October.<br>Enrolments will be taken until the course is full.   | 61                         |
| <b>Music (MusB)</b>                                     |  |                            |
| Performance: MUSI 141, 241, 341                         | Special application to school by 15 September.<br>Apply to enrol by 12 January.  | 12 (in any one instrument) |
| MUSI 226  | Apply to enrol by 12 January.  | 8                          |
| <b>Physical Education (BEd/ GradDipTchLn)</b>           | Special application to college. Applications close two weeks prior to the commencement of programme or when places are filled (whichever comes first).<br>Apply to Enrol from 3 October. Enrolments will be taken until programme is full.   | 50                         |
| <b>Primary Teacher Education (BTchLn, GradDipTchLn)</b> | Special application to college. Applications close two weeks prior to the commencement of programme or when places are filled (whichever comes first).<br>Apply to Enrol from 3 October. Enrolments will be taken until programme is full.   |                            |

| Programme/course  | Special requirements   | Limit    |
|---|--|----------|
| <b>Psychology</b>   |  |          |
| <b>BA(Hons), BSc(Hons), MA, MSc, PGDipSc</b>  |  |          |
| PSYC 404, PSYC 428  | Apply to enrol by 12 January.  | 20       |
| PSYC 436  | Apply to enrol by 12 January.  | 30       |
| PSYC 437  | Apply to enrol by 12 January.  | 15       |
| <b>MA, MSc</b>  |  |          |
| PSYC 601  | Apply to enrol by 12 January.  | 35       |
| <b>Qualifying courses for the Postgraduate Diploma in Clinical Psychology</b>                 |  |          |
| PSYC 641, PSYC 642, PSYC 643  | Special application to department by 30 September.<br>Apply to enrol by 12 January.<br>Special criterion: Selection will be based on academic record, experience and an interview arranged by the Director of Clinical Training.             | 10       |
| <b>Secondary Teacher Education (GradDipTchLn)</b>   | Special application to college. Applications close two weeks prior to the commencement of programme or when places are filled (whichever comes first).<br>Apply to Enrol from 3 October. Enrolments will be taken until programme is full.   |          |
| <b>Social Work (BSW, GradDipSocWork, MSW(App))</b>  |  |          |
| <b>Group 1</b>  |  |          |
| BSW: SOWK 301, SOWK 308<br>GradDipSocWork: SOWK 514, SOWK 515<br>MSW(App): SOWK 614, SOWK 615 | Special application to department by 30 September.<br>Apply to enrol by 12 January.<br>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. | 40 total |
| <b>Group 2</b>  |  |          |
| BSW: SOWK 451, SOWK 471, SOWK 472   | Special application to department by 30 September.<br>Apply to enrol by 12 January.<br>Prerequisite: A pass in SOWK 301, 308<br>Special condition: Students must pass SOWK 471 before they can enrol in SOWK 472.                            | 40 total |
| GradDipSocWork: SOWK 525, SOWK 571, SOWK 572  | Special application to department by 30 September.<br>Apply to enrol by 12 January.<br>Prerequisite: A pass in SOWK 514, 515<br>Special condition: Students must pass SOWK 571 before they can enrol in SOWK 572.                            | 40 total |
| MSW(App): SOWK 625, SOWK 671, SOWK 672  | Special application to department by 30 September.<br>Apply to enrol by 12 January.<br>Prerequisite: A pass in SOWK 614, 615<br>Special condition: Students must pass SOWK 671 before they can enrol in SOWK 672.                            | 40 total |
| <b>Soil Science (BForSc)</b>  |  |          |
| SOIL 203  | Apply to enrol by 12 January.  | 72       |
| <b>Sport Coaching (BSpC)</b>  | Special application to college. Applications close two weeks prior to the commencement of programme or when places are filled (whichever comes first).<br>Apply to Enrol from 3 October. Enrolments will be taken until programme is full.   | 30       |

| Programme/course                     | Special requirements  | Limit |
|--------------------------------------|---|-------|
| <b>Theatre and Film Studies (BA)</b> |   |       |
| TAFS 301                             | Apply to enrol by 12 January.<br>Special application to programme by 1 February. <b>Application</b> forms are available from the Departmental Administrator.<br>Special condition: In addition to applying to enrol, applicants for TAFS 301 will be interviewed. | 12    |

## Part 2

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

1. (a) The total enrolment of students taking Studio courses for the Degree of Bachelor of Fine Arts shall not exceed 230.
- (b) 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. (a) The total enrolment of students in FINT 103 shall normally not exceed 65 (2 international students).
- (b) Should more than 65 persons apply for admission to FINT 103 applications will normally be accepted in order of academic merit.
- (c) 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.
- (d) 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(c) 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. This is 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 the application procedure see Bachelor of Fine Arts Regulation 4.*
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 may be 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:

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.

#### Part 6

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

1. 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. A minimum of 8 enrolments in a course will normally be required for the course to be run.

#### Part 7

Enrolment in the Graduate Certificate in Clinical Teaching and the Postgraduate Certificate in Clinical Teaching shall be subject to the following conditions:

Enrolment in EDCT 701-705 and EDCT 801-805 shall be limited to 18 applicants per cohort by ballot from the applications received by the due date.