

Admission Regulations

A. General

1. Except where the relevant regulations otherwise provide, and subject to Regulation 6 below, every candidate for a degree, diploma or certificate 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, Australian citizen or permanent resident, or citizen of the Cook Islands, Niue or Tokelau, who has attained the age of 20 years on or before the official course start date (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 standing') regulation (see Section D below);
- (e) Discretionary Entrance (see Section E below);
- (f) Special Admission (see Section F 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 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 New Zealand university entrance under NCEA; or
 - (b) 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 (see Note 2 below) or must also satisfy 3(d) or 3(f) below; or

- (c) if the applicant has an overseas entrance qualification from a country where the main language is English and the instruction for that qualification was in English; or
- (d) if the applicant performs to a satisfactory level in an approved English language test (see Note 3 below); or
- (e) in the case of postgraduate study, the applicant provides evidence that their undergraduate degree was substantially taught in English; or
- (f) 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(b) 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(d) 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;*
- (b) *TOEFL internet-based test score of 80 with minimum band scores for Reading 19, Listening 19 and Writing 19;*
- (c) *International English Language Testing System (IELTS) score of 6.0 overall with no score lower than 6.0;*
- (d) *Advanced Placement International English Language Test (APIEL) score of 3 or higher;*
- (e) *Cambridge English Test, CPE grade C or CAE grade A;*
- (f) *University of Canterbury Certificate in English for Tertiary Studies*

(CertEnglishTertStudies) (undergraduate module), grade C or higher.

For postgraduate entrants: either

- (a) TOEFL paper-based test score of 600 and TWE of 5.0;
 - (b) TOEFL internet-based test score of 100 with minimum band scores for Reading 23, Listening 23 and Writing 22;
 - (c) IELTS 7.0 with no score lower than 6.5;
 - (d) APIEL score of 4 or higher;
 - (e) Cambridge English Test, CPE grade B;
 - (f) University of Canterbury Certificate in English for Tertiary Studies (CertEnglishTertStudies) (postgraduate module), grade C or higher.
4. Higher minimum English language requirements may be set, where relevant, for entry into particular awards. The following awards require IELTS 7.0 with no score lower than 7.0: BEd/GradDipTchLn(Secondary); BSpC; BTchLn(EarlyChildhood); BTchLn(Primary); DipTchLn; GradDipTchLn(EarlyChildhood); GradDipTchLn(Primary); GradDipTchLn(Secondary).
 5. 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 award 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 to the Fees Regulations 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 fails to satisfy any requirement or condition specified in an award regulation;
 - (d) insufficiency of accommodation or of teachers in the course or courses for which the applicant wishes to enrol;
 - (e) 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;
 - (f) the application for admission or enrolment contains untrue or misleading statements, or is supported by untrue or misleading evidence;
 - (g) misconduct or a breach of discipline on the part of the applicant;
 - (h) 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 Appeals Committee. The appeal must be lodged in writing with the Registrar within 14 days of the decision or such longer period as the Council Appeals Committee may determine. The decision of the Council Appeals Committee is final.
Note: This clause is currently under review.
 8. Where a student wishes to be enrolled in more than one institution simultaneously, it is the responsibility of the student to ensure that there are no clashes of lectures, tutorials or examinations. Students intending to seek credit towards a University of Canterbury qualification on the basis of passes in one or more courses at another institution are strongly encouraged to obtain prior written confirmation from the University of Canterbury of the precise credit (if any) which will be granted.
 9. The following courses and qualifications require police vetting:
 - (a) Qualifications leading to initial teacher registration;
 - (b) Social Work qualifications, plus compliance with suitability requirements;
 - (c) Hoaka Pounamu: Graduate Diploma in Te Reo Maori Bilingual and Immersion Teaching;
 - (d) Bachelor of Sport Coaching;
 - (e) Postgraduate Diploma in Health Sciences (Early Intervention);
 - (f) Master of Health Sciences (Early Intervention);
 - (g) PhD: Health Sciences, if in Early Intervention;
 - (h) HLTH 420;
 - (i) HLTH 421;
 - (j) HLTH 422.

B. University Entrance

1. University Entrance means:
 - (a) From 2005:
 - i. 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;
 - 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 4 Credits in Writing and 4 Credits in Reading at Level 2 or higher on the National Qualifications Framework in approved credits 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
 - (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.

Notes:

1. *Students are responsible for ensuring that their records are transferred from their former university.*
2. *A student who has obtained at least 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.*

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 Section C Transfer 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 contact the Admissions Officer for information on how to apply.*
3. *For the prescribed fee for credit ad eundem statum see the Schedule to the Fees Regulations.*
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

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admitted ad eundem statum 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 in Section A General, Regulation 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 to the Fees Regulations.
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 before 1 November for Semester 1 (February start) and before 1 May for Semester 2 (July start).

E. 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 may apply for Discretionary Entrance provided that he or she:

- (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 achieved a minimum of 24 points in the International Baccalaureate but has not been awarded the Diploma; or
- (d) has received schooling to at least New Zealand Year 12 (or its equivalent overseas), and has obtained a minimum of 72 credits at Level 2 NCEA including a minimum of 14 credits in each of four subjects, three of which must be approved subjects, and a number of Merits and Excellences, or equivalent; and
- (e) has met the literacy and numeracy standards required for University Entrance, or their equivalents; and
- (f)
 - 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.

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 two weeks prior to the official course start date.

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.

F. Special Admission

1. In exceptional cases, a person who does not qualify for admission under Section A, General Regulation 2(a)–(e) above may apply for special admission to enter the University if they:
 - (a) are a domestic student, and are under 20 years of age on the official course start date, or
 - (b) are an international student.
2. 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 Section A General, Regulation 3, and Section B University Entrance; and

- (b) evidence of the applicant's preparedness for University study.

Applications with supporting documentation should be sent to the Liaison Office, with the prescribed fee.

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

G. Limitation of Entry

A. Courses to which entry is limited or which have special application requirements

- Enrolments in the courses and programmes listed in Part 1 of the Schedule to these Regulations shall normally be limited to the numbers specified and/or require a special application.

B. Selection criteria

- 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:
 - 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;
 - Students in their second or subsequent year of study will be selected on the basis of the grade average of their previous university study;
 - 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:

- 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.*
- 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.*

- 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.*
- Special criteria which differ from those in Regulation B1 above may be specified for particular courses. These special criteria are listed in Part 1 of the Schedule to these Regulations.
- Special provision may be made in courses for quotas for particular groups of students. Such provisions are listed in Part 1 of the Schedule to these Regulations.
- 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.
- 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.
- Students who have been offered a place may forfeit the place if they have not completed enrolment by the end of the official course start date unless they have been given permission to enrol after that date.
- 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

- Where possible, each Department which offers a course to which entry is limited shall publish
 - in respect of first-year students a Level 3 NCEA level of achievement; and
 - in respect of advancing students a grade or grade average which will guarantee entry to that course. Each year the University

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will publish a schedule of these marks and grades or grade averages; the schedule will be available from the Academic Quality Assurance Unit. *Note: While for most courses the guaranteed entry level so specified will be an overall level of achievement in NCEA or grade average, for some it may be NCEA results or a grade in a particular subject or subjects. In courses where academic merit is not the sole criterion for admission, no guaranteed entry level based on NCEA results or a grade can be given.*

Students who have attained the mark or grade or grade average specified for guaranteed entry to a course 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 B1 above.

2. Notwithstanding anything in Regulation C1 above, 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. *Note: The General Course and Examination Regulations, Section A Enrolment in Courses, Regulation 1(c) 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

Courses

Enrolment in the following courses will normally not exceed the number indicated. An international student quota, where applicable, is indicated by 'ISQ.'

Course	Requirement	Apply to Enrol by	Limit
Accounting and Information Systems			
ACIS 103	Apply to Enrol from 6 October 2009. Enrolments will be taken until the course is full.		120
ACIS 369	Apply to enrol from 6 October 2009. Enrolments will be taken until the course is full.		15
Arts Internship			
ARTS 395	Special application and interview, with permission of Internship Director. Students should attend UC Careers CV writing and Interview skills workshops prior to submitting internship application.		10
Biological Sciences			
BIOL 251	Enrolments will be taken until the course is full. Selection is based on previous academic record (GPA) in 100-level Biological Sciences courses.		75
BIOL 303	Apply to enrol from 6 October 2009. Enrolments will be taken until the course is full.		35
BIOL 305	Apply to enrol from 6 October 2009. Enrolments will be taken until the course is full.		16
Chemical and Process Engineering			
ENCH 472 ENCH 473		11 January 2010	5 each course
Child and Family Psychology			
CFPY 501 CFPY 502	Special application to school by 1 October 2009.	12 November 2009	12
Cinema Studies			
CINE 210	Folio of work to programme by 31 October 2009.		
Communication Disorders			
CMDS 490		11 January 2010	10

Course	Requirement	Apply to Enrol by	Limit
Economics			
ECON 105	Semester 1 only. Apply to enrol from 6 October 2009. Enrolments will be taken until the course is full.		200
Education - Counselling			
EDEM 671 EDEM 672	Special application to school by 1 October 2009.	11 January 2010	12 ISQ: 2
English			
ENGL 220	Folio of work to programme by 31 October 2009.	11 January 2010	
ENGL 231	Folio of work required for application by 31 May.	1 July 2010	
ENGL 238	Folio of work to programme by 31 October 2009.		
ENGL 350	Folio of work to programme by 31 October 2009.	11 January 2010	
Finance			
FINC 302 FINC 305	Apply to enrol from 6 October 2009		100 each course
Fine Arts			
<i>Graphic Design</i>			
DESI 201 DESI 301 DESI 401	Special application to school by 17 October 2009.		25 total ISQ: 2
<i>Film</i>			
FILM 201 FILM 301 FILM 401	Special application to school by 17 October 2009.		24 total ISQ: 2
<i>Painting</i>			
PAIN 201 PAIN 301 PAIN 401	Special application to school by 17 October 2009.		30 total ISQ: 2
<i>Photography</i>			
PHOT 201 PHOT 301 PHOT 401	Special application to school by 17 October 2009.		24 total ISQ: 2
<i>Printmaking</i>			
PRIN 201 PRIN 301 PRIN 401	Special application to school by 17 October 2009.		24 total ISQ: 2
<i>Sculpture</i>			
SCUL 201 SCUL 301 SCUL 401	Special application to school by 17 October 2009.		30 total ISQ: 2
Gender Studies			
GEND 226			40
Geography			
GEOG 404		11 January 2010	20

Course	Requirement	Apply to Enrol by	Limit
Law			
Students transferring from another university and seeking admission to the limited entry LAWS courses must also send an original academic transcript to the Academic and Student Manager, School of Law, by the deadline for application to enrol in those courses. 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 set out below.			
LAWS 202 LAWS 203 LAWS 204 LAWS 205 LAWS 206		8 December 2009	180 per course. Up to 10 of Maori descent per course (students must apply on the appropriate form, available from the School of Law). ISQ: 10 per course
LAWS 339	Must contact course supervisor by the date advertised within the School of Law. Applicants who have been approved by course supervisor must apply to enrol by the deadline.	30 October 2009	24
LAWS 359		8 December 2009	24
Management			
MGMT 102	Apply to enrol from 6 October 2009. Enrolments will be taken until the course is full.		350
MGMT 305		11 January 2010	24
MGMT 313	Special application to department by 14 June 2010		50
MGMT 323	Special application to department.		10
MGMT 339	Special application to department by 14 May 2010		10
Maori and Indigenous Studies			
MAOR 114	Apply to enrol from 6 October 2009. Enrolments will be taken until the course is full.		30
Mathematics			
MATH 282	Apply to enrol from 6 October 2009. Enrolments will be taken until the course is full.		61
Music			
MUSI 125		1 week prior to first official course start date	56
MUSI 141	Special application to school by 15 September 2009		
Psychology			
PSYC 345 PSYC 346		2nd Monday in February	30 each course
PSYC 404 PSYC 428 PSYC 470 PSYC 475		2nd Monday in February	20 each course
PSYC 459			15
Social Work			
SOWK 301 SOWK 308 SOWK 514 SOWK 515 SOWK 614 SOWK 615	Special application to department by 30 September 2009. Selection will be based on academic record and an assessment arranged by the Head of the School of Social Work and Human Services.		40 total

Course	Requirement	Apply to Enrol by	Limit
Social Work (continued)			
SOWK 451 SOWK 471 SOWK 472	Special application to department by 30 September 2009.		40 total
SOWK 525 SOWK 571 SOWK 572	Special application to department by 30 September 2009.		40 total
SOWK 625 SOWK 671 SOWK 672	Special application to department by 30 September 2009.		40 total
Sociology			
SOCI 270			40
Soil Science			
SOIL 203		06 July 2010	72
Theatre and Film Studies			
TAFS 301	Special application to programme by 1 February 2010		

Programmes

Enrolment in the following programmes will normally require applicants to submit a special application by the stated deadline. Where applicable, enrolment in the following programmes will normally not exceed the number indicated. An international student quota, where applicable, is indicated by 'ISQ'.

Qualification	Requirement	Apply to Enrol by	Limit
Board of Studies: Continuing and Bridging Education			
CUP	Applications to the programme close three weeks prior to the official course start dates. Selection is based on previous academic record (NCEA or equivalent), or an internally administered test.		
Faculty of Commerce			
MBA GradDipBA	Special application to programme by 10 December 2009	11 January 2010	
MBM PGDipBM	Special application to programme by: (a) 31 August 2009 for international students (b) 14 December 2009 for domestic students.	2nd Monday in February	
Faculty of Creative Arts			
BFA Intermediate	Special application to school by 10 December 2009. Early application round: Special application to School by 20 October 2009. Contact the School of Fine Arts for more information.	11 January 2010	65 ISQ: 2
BFA(Hons)	Special application to School by 1 November 2009		
MFA	Special application to School by 20 October 2009		
Faculty of Education			
BEd/GradDipTchLn (Secondary)	Two applications required: 1. Apply for Programme Entry from 1 August 2009 via the UC Contact Centre. Applications for Programme Entry close three weeks prior to the first official course start date or when the programme is full. 2. Once accepted into the programme Apply to Enrol.	1 week prior to first official course start date	50

Qualification	Requirement	Apply to Enrol by	Limit
Faculty of Education (continued)			
BSPC	Two applications required: 1. Apply for Programme Entry from 1 August 2009 via the UC Contact Centre. Applications for Programme Entry close three weeks prior to the first official course start date or when the programme is full. 2. Once accepted into the programme Apply to Enrol.	1 week prior to first official course start date	35
BTchLn(ECE) BTchLn(Primary) DipTchLn(ECE) GradDipTchLn(ECE) GradDipTchLn(Primary) GradDipTchLn(Secondary)	Two applications required: 1. Apply for Programme Entry from 1 August 2009 via the UC Contact Centre. Applications for Programme Entry close three weeks prior to the first official course start date or when the programme is full. 2. Once accepted into the programme Apply to Enrol.	1 week prior to first official course start date	
GCertCT	Special application to college. Applications close two weeks prior to programme commencement		18
MEd with a Certificate in Counselling	Special application to school by 1 October 2009.	11 January 2010	12 ISQ: 2
PGCertCT	Special application to college due two weeks prior to programme commencement.	2nd Monday in February	18
PGDipChFamPsyc	Special application to school by 1 October 2009.	12 November 2009	12
PGDipEd(HP)	Two applications required: 1. Apply for Programme Entry via the UC Contact Centre. Applications for Programme Entry close 15 September 2009. 2. Once accepted into the programme Apply to Enrol.	1 week prior to first official course start date	18
Faculty of Engineering and Forestry			
BE(Hons) – First Professional Year			
Computer Engineering	Apply to enrol by 6 December 2009.		15
Chemical and Process Engineering	Apply to enrol by 6 December 2009.		60
Civil Engineering	Apply to enrol by 6 December 2009.		100
Electrical and Electronic Engineering	Apply to enrol by 6 December 2009.		105
Forest Engineering	Apply to enrol by 6 December 2009.		20
Mechanical Engineering	Apply to enrol by 6 December 2009.		95
Mechatronics Engineering	Apply to enrol by 6 December 2009.		30
Natural Resources Engineering	Apply to enrol by 6 December 2009.		25
MEFE (Fire Engineering)		11 January 2010	12
Faculty of Humanities and Social Sciences			
GradDipJ	Special application to Programme by 15 November 2009		20 ISQ: 1
Faculty of Science			
BSLT – First Professional Year	Special application to department by 1 November.	11 January	40 ISQ: 4
MAud	Special application to department by 1 November.	2nd Monday in February	12
MSc – Applied Psychology (Parts I and II)	Special application to department by 30 November. Part II limited to those completing second year of professional programme,	2nd Monday in February	15

Qualification	Requirement	Apply to Enrol by	Limit
Faculty of Science (continued)			
MSc – Engineering Geology		11 January 2010	6
MSc – Hazard and Disaster Management		11 January 2010	15
PGCertAntaStud	Special application to Gateway Antarctica by 1 August 2010.		16
PGDipClinPsync	Special application to department by 30 September.	2nd Monday in February	10

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.
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.
- (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.
2. (a) The total enrolment of students in FINT 103 shall normally not exceed 65, with no more than two 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. Applications for entry under this regulation must be made within four years of completing the NCEA Practical Art credits. In assessing academic merit the School will place the greatest weight on performance in NCEA Practical Art 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 FINT 103 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 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

Admission Regulations

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 Bachelor of Fine Arts 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 Regulations for the Degree of Bachelor of Fine Arts. 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.