

Waeture Whakatapoko | Admission Regulations

1. Version

These Regulations came into force on 1 October 2017.

2. Authority

The Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic holds authority for these Regulations.

Admission to the University

3. Delegation for University Admission

The administration of these Regulations is delegated to:

The Student Services Innovation Manager for their implementation.

4. Admission to the University

A student is required to gain admission to the University before being able to seek admission into a qualification or enrol in a programme of study. Admission may be granted on satisfying one of the following requirements:

- (a) University Entrance via NCEA as informed by the Mana Tohu Mātauranga o Aotearoa | New Zealand Qualifications Authority; or
- (b) Cambridge International Examination with entry level as set by Universities New Zealand to cover entry on A and/or AS levels; or
- (c) International Baccalaureate Diploma; or
- (d) Discretionary Entrance; or
- (e) UC Certificate in University Preparation; or
- (f) UC International College Foundation Studies Certificate; or
- (g) completion of the UC International College University Transfer Programme; or
- (h) transfer from an Aotearoa New Zealand University to which the student has gained university entrance; or
- (i) grant of 20+ Admission for a Domestic Student, or Australian citizen or permanent resident, attaining 20 years of age on or before the official course start date; or
- (j) completion of a bachelor's degree from an Aotearoa New Zealand tertiary institution; or
- (k) grant of academic equivalent standing: an evaluation of evidence of previous academic qualifications and/or professional work that satisfies the admission requirements for a qualification; or
- (l) grant of provisional admission.

5. English Competency

- (a) A student must also demonstrate competency in English to gain University admission, except those admitted by Regulation 4(e)–(j), by providing evidence of one of the following:
 - i. achievement of the English literacy in NCEA for University Entrance as informed by the Mana Tohu Mātauranga o Aotearoa | New Zealand Qualifications Authority; or
 - ii. achievement of Cambridge International Examination at A or AS-level with a pass in any of AS English Language, Language and Literature in English or Literature in English; or
 - iii. achievement of a pass in an English subject for the International Baccalaureate Diploma; or
 - iv. completion of an overseas entrance qualification from a country where the main language is English and instruction for that qualification was English; or
 - v. in the case of postgraduate applicants, that their undergraduate degree was substantially taught in English; or
 - vi. satisfactory achievement in an approved English language test as set out below.

Applicant Level	Testing System	Minimum Overall Score	
		Minimum Overall Score	Minimum Band Score
Undergraduate	International English Language Testing System (IELTS)	6	5.5
	TOEFL Internet Based Test	80	19 (Reading, Listening and Writing)
	Other approved English language test	Satisfactory Result	
Postgraduate and Graduate	International English Language Testing System (IELTS)	6.5	6
	TOEFL Internet Based Test	90	19 (Reading, Listening and Writing)
	Other approved English language test	Satisfactory Result	

(b) Each qualification may set a higher admission standard for English competency.

6. Numerical Competency

- (a) A student must also demonstrate numerical competency to gain University admission, except those admitted by Regulation 4(e)–(j), by providing evidence of one of the following:
- achievement of the numeracy standards in NCEA for University Entrance as specified by the Mana Tohu Mātauranga o Aotearoa | New Zealand Qualifications Authority;
 - achievement of a pass in a mathematics subject for the Cambridge International Examination at A or AS-level;
 - achievement of a pass in a mathematics subject for the International Baccalaureate Diploma;
 - having completed other standards assessed by the University to be equivalent to the standard in (i);
 - having completed a bachelor's degree or higher from a tertiary institution is considered to have satisfied the numerical competency requirements.
- (b) Each qualification may set a higher admission standard for numerical competency.

7. Discretionary Entrance

A student may qualify for Discretionary Entrance if they:

- are under the age of 20; and
- are a citizen or holder of a residence class visa of Aotearoa New Zealand or a citizen or permanent resident of Australia; and
- do not meet the University Entrance standard; and
- have either achieved a minimum of 24 points in the International Baccalaureate, but have not had the Diploma conferred; or
 - received schooling to at least Aotearoa New Zealand Year 12 (or its equivalent overseas), and have obtained the following: 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 60 of which must be Merits or Excellences, or equivalent; and
- have met the literacy and numeracy standards required for University Entrance; and
- A student may qualify for Discretionary Entrance if they:
 - have completed Year 13 at an Aotearoa New Zealand secondary school or have undertaken study in Year 13 at an Aotearoa New Zealand secondary school, but they have not attempted to qualify for University Entrance.

8. Discretionary Entrance – Summer Programme

A person studying at an Aotearoa New Zealand secondary school who is attempting to qualify for University Entrance may apply for Discretionary Entrance in the same year for the purpose of enrolling in courses offered in Summer School. Any person admitted under this provision who does not, subsequently, meet the University Entrance standard and gain a place at the University will be required to withdraw from the University and may reapply for admission at a later date. Students required to withdraw may complete the Summer School programme before doing so, but any courses passed will not be credited to a qualification until they qualify for University Entrance.

9. Provisional Admission

- (a) A student who does not qualify for admission under Regulation 4(a)–(k) above, may be granted provisional admission by the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic.
- (b) A student granted provisional admission will have conditions placed on their admission and enrolment. Once the conditions have been met, a student's admission status will be confirmed. If the conditions are not met, a student's admission will be revoked.
- (c) A student granted provisional admission may only seek admission and enrolment into either:
 - i. a sub-degree qualification; or
 - ii. a Certificate of Proficiency; or
 - iii. in exceptional circumstances a qualification approved by the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic in consultation with the relevant dean.

Admission to a Qualification

10. Delegation for Qualification Admission

The administration of these Regulations is delegated to the relevant dean.

11. Admission to a Qualification and Selection Criteria

- (a) A student must satisfy the admission requirements for each qualification in order to enrol in a course or courses for a qualification. These requirements are listed in the regulations for the qualification.
- (b) Some qualifications have a limitation to the number of students who can be enrolled as specified in the Schedule to the Regulations for Admission to a Qualification. If the number of applicants exceeds the number to which the qualification is limited, selection will be determined by:
 - i. in the first year of study, overall Year 13 results or, if they did not take a Year 13 year, their overall Year 12 results;
 - ii. in their second or subsequent year of study, the grade point average of their previous university study. More weight may be attached to certain courses or years depending on the qualification.
- (c) Where Regulation 11(b)(i) and 11(b)(ii) do not apply or cannot be applied fairly, selection will be based on other indicators of academic merit and of potential for success in the course such as study at schools or other institutions of learning, professional qualifications, work experience, interviews and auditions.

12. Refusal or Cancellation of Admission/Enrolment

Admission in the University or enrolment in any particular course may be refused or cancelled for any of the following reasons:

- (a) The student has not attained the age of 16 years old before 1 January in the year of admission;
- (b) The student is enrolled for full-time instruction in a secondary school;
- (c) The student 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 student wishes to enrol;
- (e) The student's academic record is such that
 - i. They have 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 breach of discipline on the part of the student;
- (h) The University considers that the student poses a risk to members of the University and/or the wider community;
- (i) The student is not a person of good character.

13. Right of Appeal

A student may appeal any admission decision by lodging an academic grievance and must follow the procedures outlined in the Academic Appeals and Grievances Regulations.

Schedule to the Regulations for Admission to a Qualification

Admission to the following qualifications require applicants to submit a special application by the stated deadline. Where applicable, admission will not exceed the number indicated unless approved by the relevant Amo | Dean. An international student quota, where applicable, is indicated by 'ISQ'.

Qualification	Requirement	Limit
Te Poari Akoranga Academic Board		
Certificate in University Preparation	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.	
Te Rāngai Toi Tangata College of Arts		
Bachelor of Communication – Journalism	Students who hope to enter the Journalism major will be required to submit a formal application and attend an interview at the end of their 2nd semester (Year 1/S2). To progress to the 3rd year of the major (COMS 331 and COMS 332), students will be required to pass COMS 233 Media Law.	25
Bachelor of Fine Arts – Intermediate	The Head of School of Fine Arts must receive application for admission to the Intermediate Year (first year) no later than 15 November.	78
Bachelor of Fine Arts with Honours	Special application required. Applications should be received by 1 December. Late applications will be accepted on a case-by-case basis.	
Bachelor of Music – Performance	Special application required by 20 September of the preceding year.	
Bachelor of Music – Musical Culture		
Bachelor of Music – New Music	Special application required by 31 January of the preceding year.	
Bachelor of Music with Honours – Performance	Special application including audition by 15 September.	
Graduate Diploma in Journalism	Special application required by 31 October. Late applications will be considered subject to availability of places on the programme.	5
Master of Music – Performance	Special application including audition by 15 September.	
Master of Social Work (Applied)	Special application required by 30 September for Semester 1 start in the following year; special application required by 31 May for Semester 2 start in the same year. Late applications may be accepted on a case by case basis.	
Te Rāngai Umanga me te Ture College of Business and Law		
Postgraduate Diploma in Business Administration	Special application required.	
Master of Business Administration	Special application required.	
Postgraduate Certificate in Strategic Leadership	Special application required.	
Te Rāngai Ako me te Hauora College of Education, Health and Human Development		
Bachelor of Teaching and Learning (Early Childhood)	Applications are open year round, but close 4 weeks prior to the programme start date – so early application is strongly recommended. The application involves a selection process including: an interview; referee reports and police vetting.	
Bachelor of Teaching and Learning (Primary)		
Graduate Diploma in Teaching and Learning (Early Childhood)		
Graduate Diploma in Teaching and Learning		
Postgraduate Diploma in Teaching and Learning		
Master of Teaching and Learning		
Certificate in Māori Language and Pedagogies: Aumiri Pounamu	Application involves a selection process including an interview and te reo Māori language competency assessment.	

Graduate Diploma in Māori Language and Pedagogies: Aumiri Pounamu	Application involves a selection process including an interview and te reo Māori language competency assessment.	
Postgraduate Diploma in Child and Family Psychology	Special application required by 1 October.	10
Master of Counselling	Special application required by 1 October.	12 ISQ: 2
Te Rāngai Pūkaha College of Engineering		
Bachelor of Engineering with Honours - First Professional Year		
Computer Engineering	Apply no later than 1 December.	30
Chemical and Process Engineering	Apply no later than 1 December.	75
Civil Engineering	Apply no later than 1 December.	190
Electrical and Electronic Engineering	Apply no later than 1 December.	90
Forest Engineering	Apply no later than 1 December.	20
Mechanical Engineering	Apply no later than 1 December.	120
Mechatronics Engineering	Apply no later than 1 December.	50
Natural Resources Engineering	Apply no later than 1 December.	35
Software Engineering	Apply no later than 1 December.	30
Master of Engineering	Apply no later than 10 January, or 15 June.	
Master of Engineering in Fire Engineering	Apply no later than 1 June or 1 December.	12
Te Rāngai Pūtaiao College of Science		
Bachelor of Speech and Language Pathology with Honours - First Professional Year	Special application required by 1 October. Late applications will be considered subject to availability of places on the programme.	40
Master of Antarctic Studies	Apply no later than 9 April.	
Master of Disaster Risk and Resilience	Apply no later than 12 January.	
Master of Geographic Information Science - Part I	Special application required by 1 February.	10
Master of Science		
Applied Psychology (Parts I and II)	Special application required by 30 November. Part II limited to those completing second year of professional programme.	15
Medical Physics (Clinical)	A student must have secured a registrar position with an Aotearoa New Zealand District Health Board before enrolling.	
Master of Speech and Language Pathology	Special application required by 1 October. Late applications will be considered subject to availability of places on the programme.	30
Professional Master of Engineering Geology	Students with a B+ grade average and fulfilling all prerequisites for the programme of study will be enrolled first; students with a B- to B grade average and fulfilling all prerequisites will be enrolled in the remaining spaces on a merit basis 3 weeks prior to the programme start date. Applications due no later than 12 January.	30
Postgraduate Certificate in Antarctic Studies	Special application required by 9 April.	16
Postgraduate Certificate in Cognitive Behaviour Therapy	Special application required by 30 November	24
Postgraduate Diploma in Clinical Psychology	Special application required by 20 September	12
Postgraduate Diploma in Cognitive Behaviour Therapy	Special application required by 30 November	24
Postgraduate Diploma in Geographic Information Science	Special application required by 1 February.	10