

Enrolment Regulations

1. Version

These Regulations came into force on 1 October 2017.

2. Authority

- (a) The Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic holds authority for these Regulations.
- (b) The relevant dean(s) are delegated the administration of these Regulations.

3. Requirements for Approval in a Programme of Study

- (a) A student's personal programme of study must be approved by the relevant Amo | Dean.
- (b) A student must ensure that their programme of study complies with the regulations of the qualification sought.
- (c) the relevant Amo | Dean may:
 - i. refuse a student's enrolment in a personal programme of study which conforms to the regulations, if the dean believes the proposed enrolment is unsuitable; or
 - ii. approve a personal programme of study which does not conform to the regulations.

4. Maximum Workload for a Programme of Study

A student must be approved by the relevant Amo | Dean to enrol in a programme of study that exceeds the following limits:

- (a) more than 180 points in a continuous twelve-month period; or
- (b) more than 75 points for Semester 1 or Semester 2; or
- (c) more than 30 points of summer courses; or
- (d) more than 5 points per week in any one week when averaged over the duration of the study period.

5. Requirements for Enrolment in a Programme of Study

- (a) A student must apply to enrol or to change an enrolment.
- (b) To complete their enrolment, and prior to attending classes, a student must accept the Enrolment Offer.
- (c) A student must also satisfy the admission regulations for any qualification to enrol in courses for that qualification or be admitted into a Certificate of Proficiency for the course.
- (d) Some courses have a limitation on the number of enrolments as specified in the Schedule to the Regulations for Enrolment.
- (e) A student may enrol for a course only:
 - i. after having satisfied the prerequisites for that course; and/or
 - ii. while concurrently enrolled in, or after having satisfied every corequisite for that course.
- (f) Exemption from a prerequisite or corequisite may be granted if the relevant Amo | Dean is satisfied that either:
 - i. sufficient material in the prerequisite or corequisite has been covered to a comparable standard elsewhere; or
 - ii. there is clear evidence of special ability in the subject area of the proposed course.
- (g) Late enrolment in a course is subject to the approval of the relevant Amo | Dean.

6. Enrolment in a Research Course

- (a) A student enrolling for the first time in a research course may commence studies at any time mutually agreed to by the student and the relevant Amo | Dean.
- (b) The enrolment period starts on the first day of the month and is specified in whole months.
- (c) The enrolment period for a doctoral student is:
 - i. A minimum of 12 months for the first 36 accumulated months of enrolment; and
 - ii. After 36 accumulated months of enrolment, whole periods of 3 months.
- (d) The enrolment period for a master's student is:
 - i. A minimum of 12 months for the first 12 accumulated months of enrolment; and
 - ii. After 12 accumulated months of enrolment, whole periods of 3 months.
- (e) A student must be enrolled in order to submit their thesis or final piece of work.
- (f) Re-enrolment is required on or before the enrolment anniversary date.

7. Change of Enrolment

- (a) Withdrawals: a student will be officially withdrawn from a course if a Change of Enrolment is submitted by the final withdrawal date.
- (b) Additions: a student will be officially enrolled in an additional course if a Change of Enrolment is approved.
- (c) A student who wishes to completely withdraw from their programme of study must follow the Change of Enrolment procedure.
- (d) A student cannot withdraw from courses after the final withdrawal dates unless they have successfully applied for a late withdrawal through the Special Consideration process.

8. Certificate of Proficiency

- (a) A student may enrol in any course(s) without seeking a qualification from the University and instead receive a Certificate of Proficiency for each course, subject to the approval of the relevant Amo | Dean.
- (b) A student may not accumulate courses studied for Certificates of Proficiency that would exceed 50% of a qualification to which they could be credited, unless exempted by the relevant Amo | Dean.
- (c) A student may apply to the relevant Amo | Dean at a later date to transfer a Certificate of Proficiency to a qualification. Such transfer must be consistent with the regulations of the qualification including the course being completed within the time limit for the qualification, and the student meeting the following requirements before the commencement of their course:
 - i. all prerequisites and corequisites for the course; and
 - ii. admission requirements for the qualification.
- (d) A student who successfully completes a course or courses for a qualification from the University and who subsequently decides not to credit that course to a qualification may retrospectively request a Certificate of Proficiency.

9. Course Cancellations

The University reserves the right to cancel a course where:

- (a) a staff member is unable to teach for unanticipated reasons and the department or school has no other available suitably qualified staff who might teach the course; or
- (b) the relevant Amo | Dean has determined that enrolments in that course completed by 5pm on the Wednesday prior to the week in which teaching commences are insufficient; or
- (c) other emergency situations or exceptional circumstances, as approved by the Tumu Tuarua Akoranga Deputy Vice-Chancellor Academic.

10. Enrolment Suspensions for a Research Course

- (a) In exceptional circumstances, the relevant Amo | Dean may approve a suspension of enrolment in a research course for a student for a specified period of time.
- (b) If a suspension is approved the following conditions must be fulfilled:
 - i. no work relevant to the course will be undertaken during the period of suspension; and
 - ii. the student is not eligible to receive any supervision.
- (c) Such suspensions will:
 - i. start on the first day of the month; and
 - ii. be for a minimum period of one month; and
 - iii. will be granted for whole months only.

11. Repeating Courses

- (a) Unless otherwise stated in qualification regulations:
 - i. an undergraduate student may fail a course no more than three times. A student must obtain the relevant Amo | Dean's permission before enrolling in the course for a third, and final time. This applies to courses deemed to be equivalent to courses already failed.
 - ii. a postgraduate student may fail a course no more than twice. A student must obtain the relevant Amo | Dean's permission before enrolling in the course for a second, and final time. This applies to courses deemed to be equivalent to courses already failed.
- (b) A student may seek an exemption for tuition in lectures, tutorials, laboratory, practical, field, or any other work for repeated courses. This is granted at the discretion of the relevant Amo | Dean and with the agreement of the department or school and the student concerned. Exemption applications must be

made before the final date to change enrolment.

- (c) If the exemption in (b) is granted, the student must nevertheless enrol and pay the full tuition fee for the course.

12. Selection Criteria for Limited Entry

- (a) If the number of applicants for a course or qualification exceeds the number to which the course or programme is limited, selection will be determined according to the following criteria:
- Selection criteria listed in the Admission Regulations to a Qualification.
 - In the case of courses above 100-level, the student's performance in the appropriate prerequisite, or other relevant courses.
- (b) A student who has not applied to enrol for the relevant course by the due date will not be considered until after the initial selection has been made except in exceptional circumstances as determined by the relevant Amō | Dean.
- (c) A student offered a place will forfeit their place if they have not completed enrolment by the end of the official course start date.
- (d) An international student 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. An international student admitted under an Aotearoa New Zealand Government foreign aid programme is treated as domestic students for the purposes of this Regulation.

Schedule to the Enrolment Regulations

Enrolment in the following courses will not exceed the number indicated except with the permission of the relevant Amō | Dean. An international student quota, where applicable, is indicated by 'ISQ'.

Course	Requirement	Limit
Biological Sciences		
BIOL 305		28
BIOL 493	Enrolments will be taken until course is full. Selection will be based on previous academic record in appropriate 300-level Biological Science courses.	16
Biosecurity		
BIOS 201		250
Child and Family Psychology		
CFPY 501 CFPY 502	Special application required by 1 October.	10
Communication		
COMS 233		25
COMS 331		25
COMS 332		25
Communication Disorders		
SPSC 490	Apply no later than 12 January.	20
Computer Engineering		
ENCE 260		300
Counselling		
COUN 675 COUN 676	Special application required by 1 October.	10 ISQ: 2
Data Science		
DATA 430		40

Fine Arts		
FINA 101 FINA 102 FINA 103	A separate application including 12 examples of work that supports each the NCEA Practical Art (or equivalent) subjects must be submitted by 15 November. Format must be colour, laser printed and stapled, A4 photographs.	70
FINA 450	BFA (Hons) eligible students will have to present a formal research proposal and will have either: completed a 311 studio course, a 300-level course in ARTH/CINE and have at least a B grade average; or completed a relevant degree and provided evidence of significant professional practice; or been admitted under the regulations for admission with equivalent standing as entitled to enrol for the Degree of Bachelor of Fine Arts with Hons in the appropriate subject, with B average in their final year courses; and been approved for the degree by the Head of the School of Fine Arts and the Dean of Arts (Academic).	40
FINA 451 FINA 452	BFA (Hons) part-time eligible students will have to present a formal research proposal clearly articulating why they are seeking to study part-time and will have either: completed a 311 studio course, a 300-level course in ARTH/CINE and have at least a B grade average; or completed a relevant degree and provided evidence of significant professional practice; or been admitted under the regulations for admission with equivalent standing as entitled to enrol for the Degree of Bachelor of Fine Arts with Hons in the appropriate subject, with B average in their final year courses; and been approved for the degree by the Head of the School of Fine Arts and the Dean of Arts (Academic).	10
Graphic Design		
DESI 211 DESI 212 DESI 311 DESI 411	Special application required by 30 September. A student must pass DESI 211 and DESI 212, a 200 level ARTH course and a further course at any level from the Arts Schedule. A student must pass DESI 311 and have passed the necessary ARTH and ARTS courses at this stage in their degree.	24 12 12
Film		
FILM 211 FILM 212 FILM 311 FILM 411	Special application required by 30 September. A student must pass FILM 211 and FILM 212, a 200 level ARTH or CINE course and a further course at any level from the Arts Schedule. A student must pass FILM 311 and have passed the necessary ARTH/CINE and ARTS courses at this stage in their degree.	24 12 12
Painting		
PAIN 211 PAIN 212 PAIN 311 PAIN 411	Special application required by 30 September. A student must pass PAIN 211 and PAIN 212, a 200 level ARTH course and a further course at any level from the Arts Schedule. A student must pass PAIN 311 and have passed the necessary ARTH and ARTS courses at this stage in their degree.	24 12 12
Photography		
PHOT 211 PHOT 212 PHOT 311 PHOT 411	Special application required by 30 September. A student must pass PHOT 211 and PHOT 212, a 200 level ARTH or CINE course and a further course at any level from the Arts Schedule. A student must pass PHOT 311 and have passed the necessary ARTH/CINE and ARTS courses at this stage in their degree.	24 12 12
Sculpture		
SCUL 211 SCUL 212 SCUL 311 SCUL 411	Special application required by 30 September. A student must pass SCUL 211 and SCUL 212, a 200 level ARTH course and a further course at any level from the Arts Schedule. A student must pass SCUL 311 and have passed the necessary ARTH and ARTS courses at this stage in their degree.	24 12 12

FINA 450 FINA 451	Applications for the Bachelor of Fine Arts with Honours starting in Semester One of the following year are due on 1 October of the preceding year. Late applications will be accepted for this qualification on a case-by-case basis. A student must have completed their third year of the BFA, including 30 points of 300-level ARTH or CINE courses with a B grade or better, and achieved a B grade or better in their 300-level studio subject course.	60
French		
FREN 120		60
Law		
A student transferring from another university and seeking admission to the limited entry LAWS courses must also send an original academic transcript or a transcript link via My eEquals if available at the other university, to the Senior Academic Advisor, 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	Apply no later than the first Tuesday after End of Year Exam Results are released. Up to 10 of Māori descent per course (these students must apply on the appropriate form, available from the School of Law).	200 per course ISQ: 15 per course
LAWS 339	Summer School only. Preference will be given to final year students, followed by penultimate year students, then by date of application to enrol. Apply no later than the third Friday in October.	24
LAWS 359	Semester One only. Preference will be given to final year students, followed by penultimate year students, then by date of application to enrol. Apply no later than the last Friday in January.	30
LAWS 382	Must contact School of Law Senior Academic Advisor by the date advertised within the School of Law to submit an expression of interest. A student must also apply to enrol by the deadline. For the summer semester, preference will be given to final year students, followed by penultimate year students, then by date of application to enrol. Apply no later than the third Friday in October for summer semester (if offered); the last Friday in January for Semester 1; the last Friday in June for Semester 2.	20 for summer semester
Management		
MGMT 228	Special application required by second Monday of Semester 2.	30
Music		
MUSA 120 MUSA 121	Application via portfolio submission, and approval by the Head of School. Deadline for submission of portfolio by 31 January 2021.	
MUSA 141 MUSA 143	Application via audition, and approval by the Head of School. Deadline for audition applications by 20 September 2020.	
Psychology		
PSYC 428	Apply no later than 1 February.	20
PSYC 452	Apply no later than 1 February.	15
PSYC 466	Apply no later than 1 February.	15
PSYC 404 PSYC 470 PSYC 475 PSYC 477	Apply no later than 1 February.	20
PSYC 433	Apply no later than 1 February.	22
Social Work		
SOWK 201 SOWK 202 SOWK 203 SOWK 205	Special application required by 30 September. Selection will be based on students' academic records and an assessment arranged by the Programme Coordinator.	40 total

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SOWK 301 SOWK 303 SOWK 304 SOWK 308 SOWK 390	Special application required by 30 September. Selection will be based on students' academic records and an assessment arranged by the Programme Coordinator.	40 total
SOWK 340		100
SOWK 490 SOWK 491 SOWK 492	Special application required by 30 September. Selection will be based on students' academic records and an assessment arranged by the Programme Coordinator.	40 total
SOWK 640		100
SOWK 673		250
Soil Science		
SOIL 203	Apply no later than 5 July.	72
Water Resource Management		
WATR 203		40