

# 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).

### Notes:

1. *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).*
2. *Undergraduate applicants qualifying for admission under (b) above who have not achieved University Entrance through NCEA (or equivalent) will be enrolled in a Certificate of Proficiency for their first semester, with the right to advance to a degree programme upon successful completion of the Certificate of Proficiency courses.*
3. The last day by which a student must have achieved University Entrance is the Monday before the official course start date.
4. 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 Regulation 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) *University of Canterbury Certificate in English for University Study (CERTeUS) (undergraduate module), grade C or higher; 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 status 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 status 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 admitted ad eundem status 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 status.
    - (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 status 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 status, applicants must satisfy the requirement of competence in English as prescribed in Section A General, Regulation 3 above.
  5. Applications for admission ad eundem status 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 status 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 April for Semester 2 (July start).*

## E. Discretionary Entrance

1. 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.
2. 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) has:
    - i. not completed Year 13 at a New Zealand secondary school; or
    - ii. undertaken study in Year 13 at a New Zealand secondary school, but has not attempted to qualify for University Entrance.
3. Any applicant against whom a decision is given under Section E may appeal to the Assistant Vice-Chancellor (Academic). The appeal must be lodged in writing with the University Grievance Advisor within 10 working days of the decision or such longer period as the Assistant Vice-Chancellor (Academic) may determine. A person whose application is declined by the Assistant

Vice-Chancellor (Academic) may appeal to the New Zealand Qualifications Authority, whose decision in the matter is final.

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 before 10 December. Late applications will be considered on a case-by-case basis.

*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.
3. Any applicant against whom a decision is given under Section F may appeal to the Assistant Vice-Chancellor (Academic). The appeal must be lodged in writing with the University Grievance Advisor within 10 working days of the decision or such longer period as the Assistant Vice-Chancellor (Academic) may determine. The decision of the Assistant Vice-Chancellor (Academic) is final.

Applications with supporting documentation should be sent to the Liaison Office, with the prescribed fee, by 10 December. Late applications will be considered on a case-by-case basis.

*Note: Special Admission to enter the University does not guarantee admission to a particular programme*

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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 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.

- 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(d) 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
<b>Arts Internship</b>			

<b>Biological Sciences</b>			
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 203	Apply to enrol from 1 October 2012. Enrolments will be taken until the last official date to Apply to Enrol.		35
BIOL 305	Apply to enrol from 1 October 2012. Enrolments will be taken until the last official date to Apply to Enrol.		25
BIOL 493	Apply to enrol from 1 October 2012. Enrolments will be taken until the course is full. Selection will be based on previous academic record in appropriate 300-level Biological Science courses as determined by the Head of School.		16
<b>Biosecurity</b>			
BIOS 201			75
<b>Child and Family Psychology</b>			
CFPY 501 CFPY 502	Special application to school by 1 October 2012.	10 November 2012	12
<b>Cinema Studies</b>			
CINE 210		Not offered in 2013	
<b>Communication Disorders</b>			
CMDS 490		10 January 2013	10
<b>Computer Engineering</b>			
ENCE 260			300
<b>Education - Counselling</b>			
COUN 675	Special application to school by 1 October 2012.	10 January 2013	12 ISQ: 2
<b>Engineering</b>			
ENGR 403			35
<b>English</b>			
ENGL 220	Folio of work to programme by 31 May 2013.		24
ENGL 231		Not offered in 2013	
<b>Finance</b>			
FINC 201			85
FINC 302	Apply to enrol by 1 February 2013.		70
FINC 305	Apply to enrol by 1 February 2013.		85
<b>Fine Arts</b>			
<i>Graphic Design</i>			
DESI 201 DESI 301 DESI 401	Special application to school by 17 October 2012.		25 total ISQ: 2
<i>Film</i>			
FILM 201 FILM 301 FILM 401	Special application to school by 17 October 2012.		24 total ISQ: 2
<i>Painting</i>			
PAIN 201 PAIN 301 PAIN 401	Special application to school by 17 October 2012.		30 total ISQ: 2






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## 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
<b>Bridging Programmes Board of Studies</b>			
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.		
<b>Faculty of Commerce</b>			
MBA GradDipBA	Special application to programme by 10 December 2012.	10 January 2013	
<b>Faculty of Creative Arts</b>			
BFA Intermediate	The Head of School of Fine Arts must receive application for admission to FINT 103 no later than 15 November of the year preceding that for which admission is sought.	10 January 2013	65 ISQ: 2
BFA(Hons)	Special application to School by 1 November 2012.		
MFA	Special application to School by 20 October 2012.		
<b>Faculty of Education</b>			
BEEd(Physical Education)	Applications open from 1 July 2012. Applications for Programme Entry close when the programme is full or four weeks prior to the programme start date.		55
BSpC	Applications open from 1 July 2012. Applications for Programme Entry close when the programme is full or four weeks prior to the programme start date.		45
BTchLn(EarlyChildhood) BTchLn(Primary) DipTchLn(EarlyChildhood) GradDipECTeach GradDipTchLn(Primary) GradDipTchLn(Secondary)	Applications open from 1 July 2012. Applications for Programme Entry close when the programme is full or four weeks prior to the programme start date.		
CertLS	Application for Award Entry to College.	1 week prior to programme start date	
MCouns*	Special application to enrol in COUN 675 to MCouns Programme Coordinator by 1 October 2012.	10 January 2013	12 ISQ: 2
PGCertCT	Special application to College due two weeks prior to programme commencement.	2nd Monday in February	18
PGDipChFamPsyc	Special application to the Health Sciences Centre by 1 October 2012.	10 November 2012	12
<b>Faculty of Engineering and Forestry</b>			
<i>BE(Hons) - First Professional Year</i>			
Computer Engineering	Apply to enrol by 1 December 2012.		15
Chemical and Process Engineering			

Mechanical Engineering	Apply to enrol by 1 December 2012.		95
Mechatronics Engineering	Apply to enrol by 1 December 2012.		30
Natural Resources Engineering	Apply to enrol by 1 December 2012.		25
Software Engineering	Apply to enrol by 1 December 2012.		15
MEFE (Fire Engineering)		10 January 2013	12
<b>Faculty of Humanities and Social Sciences</b>			
GradDipJ	Special application to Programme by 15 November 2012.		
<b>Faculty of Science</b>			
BSLP(Hons) - First Professional Year	Special application to Department by 1 November 2012.	First enrolment at UC: 10 December 2012 Other: 10 January 2013	40
MAud	Special application to Department by 1 November 2012.	2nd Monday in February	12
MGIS Part I	Special application to Department of Geography by 30 January 2013.	10 January 2013	10
MSc - Applied Psychology (Parts I and II)	Special application to Department by 30 November 2012. Part II limited to those completing second year of professional programme.	1 February 2013	15
MSc - Engineering Geology		10 January 2013	6
MSc - Hazard and Disaster Management		10 January 2013	15
PGCertAntaStud	Special application to Gateway Antarctica by 1 August 2012.		16
PGDipClinPsysc	Special application to Department by 30 September 2012.	1 February 2013	10
PGDipGIS	Special application to Department of Geography by 1 November 2012.	10 January 2013	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.
- (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 standing as the School of Fine Arts shall determine as existing in any one year.

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 pre-scribed 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 15 November 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 15 November 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 15 November 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 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 30 points at 100-level of Art History and Theory and 15 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.*

3. NCEA entry scores will be calculated by awarding points as in the following example:

Approved Subject (best 24 credits per subject)	Excellence Credits (worth 4 points)	Merit Credits (worth 3 points)	Achieved Credits (worth 2 points)
Classical Studies	2	4	12
English	3	5	10
French		4	10
Geography	3	3	12
History			14
<b>Subtotals</b>	8	16	58
Best 80 credits	8	16	56
<b>Calculate points</b>	8 x 4 points = 32	16 x 3 points = 48	56 x 2 points = 112

**Entry score:** 32 + 48 + 112 = 192

Notes:

1. *Preferential Entry for NCEA students will be calculated using the best 24 credits from each approved subject. Excellence and Merit credits are counted first, then Achieved results as required up to a maximum of 80 credits.*
2. *Excellence Credits are worth 4 points. Merit Credits are worth 3 points. Achieved Credits are worth 2 points. Unit standards can be counted towards your entry score and are worth 2 points.*
3. *Programme entry requirements still need to be met.*