

# Admission

## A. General

1. Except where the relevant regulations otherwise provide, and subject to Regulation 6, every candidate for a degree, diploma or certificate of proficiency shall be required to matriculate.

2. A person is academically eligible to matriculate who has qualified for admission under any of the following provisions:

- (a) University Entrance (see Section B below);
- (b) being a New Zealand Citizen or Permanent Resident, has attained the age of 20 years or over by 31 March in the year of admission. (A person over 20 who holds University Entrance may choose to be admitted under provision (a), above.);
- (c) Transfer from another New Zealand university as qualified to enrol for a degree (see Section C below);
- (d) Ad eundem statum ("with equivalent status") regulation (see Section D below);
- (e) Provisional Entrance (see Section E below);
- (f) Discretionary Entrance (see Section F below);
- (g) Special Admission (see Section G below).

*Note: Applicants who have taken Cambridge International Examinations or International Baccalaureate Examinations at New Zealand Schools must apply for entrance under Ad eundem statum ("with equivalent status") provisions (Section D, below).*

### 3.

(a) Applicants for admission to the University must first satisfy the Academic Board of their competence in both written and spoken English.

(b) The Academic Board will be satisfied of an applicant's competence in English:

- (i) if English is the applicant's first language; or
- (ii) if the applicant has a New Zealand university entrance qualification under Regulation 2(a) above, and whose entrance qualification pre-dates university entrance via NCEA, excepting that international applicants for whom English is not their first language must include a subject where there is a significant English language content or must also satisfy 3(b)(iv) or 3(b)(v) below; or
- (iii) if the application has an overseas entrance qualification from a country where the main language is English and the instruction for that qualification was in English; or
- (iv) if the applicant performs to a satisfactory level in an approved English language test; or

(v) if the applicant provides other evidence acceptable to the Board of competence in English.

(c) 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)(ii) 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(b)(iv) the minimum entrance scores in terms of English are:*

#### *For undergraduate entrants:*

*either Test of English as a Foreign Language (TOEFL) paper-based test score of 550 and Test of Written English (TWE) score of 4.5-5.0;*

*or TOEFL computer-based test score of 213 with an essay score of not less than 4.5 and a score of at least 20 in each section of the test;*

*or International English Language Testing System (IELTS) score of 6.0-6.5 overall with no score lower than 5.5;*

*or Advanced Placement International English Language Test (APIEL) score of 3 or higher;*

*or Cambridge English Test, CPE grade C or CAE grade A.*

#### *For postgraduate entrants:*

*either TOEFL paper-based test score of 600 and TWE of 5.0-6.0;*

*or TOEFL computer-based test score of 250 with an essay score of not less than 5.0 and a score of at least 23 in each section of the test;*

*or IELTS 6.5-7.0 with no score lower than 6.0;*

*or APIEL score of 4 or higher;*

*or Cambridge English Test, CPE grade B.*

*(iv) Applicants covered by Regulation 3(c) are strongly advised not to enrol at the University unless they are competent in English.*

4. Subject to Regulation 6, any person may enrol for a qualification, other than an undergraduate degree, who satisfies the requirements for admission specified in the course regulations for that qualification.

### 5.

(a) Any person who is qualified to matriculate must, upon first enrolling, sign the following matriculation declaration: *I solemnly promise that I will faithfully*

*obey the Statutes and Regulations of the University of Canterbury so far as they apply to me.*

(b) A matriculation declaration must be made not later than 1 June in the year of a student's first enrolment, provided that a declaration may be made within 21 days after that date if accompanied by a late fee.

*Note: See the Schedule of Fees for the late fee.*

**6.** Enrolment in the University or any particular course may be declined or cancelled for any of the following reasons:

(a) the applicant has not attained the age of 16 years before 1 January in the year of enrolment;

(b) the applicant is enrolled for full time instruction in a secondary school;

(c) the applicant is enrolled at another University;

(d) the applicant fails to satisfy any requirement or condition specified in a course regulation;

(e) insufficiency of accommodation or of teachers in the course or courses for which the applicant wishes to enrol;

(f) the applicant's academic record is such that:

(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;

(g) the application for admission or enrolment contains untrue or misleading statements, or is supported by untrue or misleading evidence;

(h) misconduct or a breach of discipline on the part of the applicant;

(i) the applicant is not a person of good character.

**7.** Any applicant against whom a decision is given under Regulation 7 may appeal to the Council. The appeal must be lodged in writing with the Registrar within 14 days of the decision or such longer period as the Council may determine. The decision of the Council is final.

## **B. University Entrance**

University Entrance means:

Honours and Masters degrees, and postgraduate diplomas for courses taken at other universities but not already credited to completed qualifications.

5. The amount of credit allowed will depend on the facts of the particular case, but will not exceed 50 percent of the total degree requirements.
6. If a thesis is a requirement of the degree, the thesis must normally be undertaken at the University of Canterbury.
7. Such transfer of credit would normally be approved by the Faculty Dean.

## D. Admission and Credit (Ad Eundem Statum)

1. A person who has gained academic qualifications at any university outside New Zealand or any tertiary institution which is not a university in New Zealand or elsewhere may be admitted and/or granted credit ad eundem statum ("with equivalent standing") either:

- (a) as a candidate for a degree or other qualification with such credit or status as the Academic Board may determine; or
- (b) on the terms that he or she may enrol for a degree or other qualification on attaining a qualifying standard in such courses as the Academic Board may determine; or
- (c) on the terms that he or she may become eligible for the award of a degree or other qualification on passing such courses as the Academic Board may determine.

Notes:

1. Students transferring from other New Zealand universities should apply under the Transfer Regulation (above).
  2. Where degree regulations make provision for entry and/or credit for specified tertiary courses, an application for ad eundem statum credit is not required. Applicants should write to the Admissions Officer for information on how to apply.
  3. For the prescribed fee for credit ad eundem statum see the Schedule of Fees.
2. A person who has gained academic qualifications at a secondary school level outside New Zealand or non-NCEA secondary qualifications at any educational institution in New Zealand may be admitted ad eundem statum ("with equivalent standing") as a candidate for a degree or other qualification with such standing as the Academic Board may determine.
- (a) Notwithstanding the above, in exceptional circumstances a person who has not yet completed such a qualification but on the assessment of the Academic Board is considered to have achieved preparation of equivalent status, may be granted

admission ad eundem statum. In such cases continued enrolment might be conditional on passing such courses as the Academic Board may determine.

3. A student admitted ad eundem statum with the status of a holder of a degree or other academic award is deemed to satisfy any academic requirement which a holder of this award may satisfy, but not to be a holder of this award.
4. Before being admitted ad eundem statum, applicants must satisfy the requirement of competence in English as prescribed by Admission Regulation A.3 above.
5. Applications for admission ad eundem statum must be addressed to the Admissions Officer on the prescribed form with the prescribed fee and supported by (a) evidence identifying the applicant and (b) original certificates of the academic qualifications on which the application is based (or certified copies thereof).

Notes:

1. For the prescribed fee for admission ad eundem statum see the Schedule of Fees.
2. Applications may be made at any time, but to be certain of receiving notification of acceptance in time to complete the formalities (especially in the case of overseas applications), applicants must make sure that the necessary forms are submitted by 15 September preceding the start of the academic year in February.

## E. Provisional Entrance

Note: Provisional Entrance is administered by the University under regulations promulgated by NZVCC. The information given below is a guide only: full regulations are shown on the application form.

New Zealand citizens or residents over 16 and under 20 years of age who have not gained a matriculation qualification but do have one or more Sixth Form Certificate subjects or University Entrance credits are eligible to apply for Provisional Entrance.

Note: Students enrolled for three or more Bursary subjects in one year are not eligible to apply for Provisional Entrance in that year. They may, however, apply for entry to summer programme credit courses. If 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.

An application may be made only after consulting

normally looks for good Sixth Form Certificate grades in relevant subjects as well as evidence of maturity and motivation.

Further information, regulations and application forms may be obtained from the nearest secondary school or University Liaison Office. Applications with the fee (\$60.00) must be made not later than 1 December.

*Note: For the 2004 to 2007 academic years, the Provisional Entrance Regulations will be operated parallel with the Discretionary Entrance Regulations (Regulation E) which have been introduced for students with NCEA credits. When NCEA is fully implemented students will no longer be eligible for Provisional Entry, and the Provisional Entrance regulations will be replaced by the Discretionary Entrance Regulations.*

## F. Discretionary Entrance

These regulations are applicable to New Zealand citizens and permanent residents who are under 20 years of age and who are not otherwise qualified to enrol for an undergraduate degree qualification.

### Eligibility to apply:

A person under the age of 20 years who:

(a) is a citizen or permanent resident of New Zealand; and

(b) does not meet the university entrance standard; and

(c) has received secondary schooling to at least New Zealand Year 12 (or its equivalent overseas), and earned at least 14 credits in an approved subject at Level 2 towards NCEA (or its equivalent); and

(d) has met the literacy and numeracy standards required for university entrance, or their equivalents; and

(e) (i) has not completed Year 13 at a New Zealand secondary school; or

(ii) has undertaken study in Year 13 at a New Zealand secondary school, but has not attempted to qualify for University Entrance,

may apply for Discretionary Entrance.

Further information, regulations and application forms may be obtained from the nearest secondary school or University Liaison Office. Applications with the fee (\$60.00) must be made not later than 1 December.

*Note: Students attempting to achieve University Entrance under NCEA in one year are not eligible to apply for Discretionary Entrance in that year. They may, however, apply for entry to summer programme credit courses. If University Entrance is not gained, the student*

*may continue with the course and if successful will be credited with the course when eligibility to enrol at the University is achieved.*

## G. Special Admission

### Students under 20 years of age:

In exceptional cases, New Zealand citizens or permanent residents, who do not hold a university entrance qualification and who will not be 20 years of age by the first day of a semester for which admission is sought, may apply for special permission to enter the University. In assessing whether to grant special admission in particular cases, the Academic Board will consider:

(a) whether the applicant has met a standard equivalent to that required under Regulations A.3, and B;

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

Applications with supporting documentation should be sent to the Admissions Officer, with the prescribed fee.

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

## H. Limitation of Entry Regulations

### A. Courses to Which Entry is Limited

1. Enrolments in the courses in the first schedule to these regulations shall normally be limited to the numbers specified in that schedule.

### B. Selection Criteria

2.

(a) 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:

(i) 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;

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

(iii) Students to whom the criteria in (i) and (ii) are inapplicable, or cannot be fairly applied, will be selected on the basis of other indicators of

## Admission

### Notes:

- 1. In determining an applicant's grade average for the purpose of paragraph (ii) a department may attach more weight to certain courses or years of study.*
  - 2. In the case of courses above 100-level, particular regard will normally be paid to the student's performance in the appropriate prerequisite, or other relevant courses.*
  - 3. For the purpose of paragraph (iii) indicators of academic merit and of potential for success include study at schools or other institutions of learning, professional qualifications and work experience.*
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## *Admission*

priority. However, while the academic record will be considered as of principal importance, a student's potential for success in the course may also be taken into consideration.

## **Engineering Geology**

Special criterion: Priority will normally be given to applicants who have previously been credited with



## Part 2

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

1.
  - (i) The total enrolment of students taking Studio courses for the Degree of Bachelor of Fine Arts shall not exceed 230.
  - (ii) The total enrolment of students taking courses leading to the Degrees of Bachelor of Fine Arts(Hons) and Master of Fine Arts shall be limited by such constraints on space and staffing as the School of Fine Arts shall determine as existing in any one year.

*Note: The Studio courses are FINT 103 and the courses listed in Part 2 of the Schedule to the Regulations for the Degree of Bachelor of Fine Arts.*

2.
  - (i) The total enrolment of students in FINT 103 shall normally not exceed 65 (2 international students).
  - (ii) Should more than 65 persons apply for admission to FINT 103 applications will normally be accepted in order of academic merit.
  - (iii) Normally not more than 50 places will be allocated in the first round of selection to applicants who have been examined in two NCEA Practical Art subjects (or two Bursary Practical Arts subjects). Applications for entry under this regulation must be made within four years of sitting the NCEA Practical Arts examination (or Bursary Practical Arts Examination). In assessing academic merit the School will place the greatest weight on performance in the NCEA Practical Art examination, but applicants must also satisfy the School regarding their ability and potential for success in non-studio areas of study.
  - (iv) 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(ii)(a) above or have failed to gain a place in a previous year but who can satisfy the School that they possess relevant skills and experience constituting a valid qualification for admission to FINT 103. For admission under this regulation applicants will be required to submit a portfolio of works and show evidence of ability in non-studio academic work.

*Notes:*

1. *Applicants must apply to enrol by the prescribed date, but in addition to this they must return a fully completed Application Form for admission to the FINT course of studies to be received by the Head of the*

*School of Fine Arts no later than 10 December of the year preceding that for which admission is sought.*

*Applicants must submit 12 examples of work that supports each of the NCEA Practical Art subjects used in the application for entry into FINT 103.*

2. *This supplementary submission of work will be presented as colour laser copies printed at A4 format and will be stapled together. These must be available for viewing by the co-ordinator of Stage 1 Studies no later than 10 December of the year in which application*

will be allocated, on the first round of selection, to applicants who, though they have not been examined in FINT 103, possess the relevant skills and experience constituting a valid qualification for admission (see BFA Degree Regulation 4).

Notes:

1. A pass in FINT 103 is normally required for admission to Part 2 courses and a pass in 36 points at 100-level of Art History and Theory\* and 18 points at 200-level in Art History and Theory\* is normally required for admission to 300-level courses in Part 2 of the Schedule to the Bachelor of Fine Arts Degree Regulations. For Graphic Design (DESI 201) and Film (FILM 201) only, there is provision for students to be admitted on the basis of other approved qualifications. For details of application procedure see Bachelor of Fine Arts Regulation 4.  
\*Subject to NZVCC CUAP approval November 2005.

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 sD 102orm

## Part 5

Enrolment in the Certificate in Foundation Studies shall be subject to the following conditions:

1.
  - (i) Enrolments in any one intake will be limited to 150 with a maximum of 220 in any one year. If the total number of applicants for one intake for the Certificate exceeds 150, selection will normally be on the basis of:
    - (a) the standard of previous academic performance in subjects appropriate to those specified in the Certificate in Foundation Studies Regulation 3, and at the level specified in that regulation; and
    - (b) competence in English.

	<i>Bursary total</i>	<i>SFC total</i>	<i>GPA</i>
350+		4-6	B
330		7-8	B-
310		9-10	C+
290		11-12	C
270		13-14	C-
250			

## Part 6

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

1.
  - (i) Enrolments in any one year will be limited to 75. If the total number of applicants for the Certificate exceeds 75, selection will normally be on the basis of:
    - (a) previous academic performance and/or
    - (b) other relevant factors consistent with the University of Canterbury Charter. Preference will be given to Maori and Pacific Islands applicants.
2.
  - (i) A minimum of 8 enrolments in a course will normally be required for the course to be run.

## Second Schedule

Equivalences between different categories of student (e.g. first year and advancing students) are normally calculated with reference to the following table of tie-points.