

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 Amo | 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 Agreement.
- (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 Amo | 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 Amo | Dean. An international student quota, where applicable, is indicated by 'ISQ'.

Course	Requirement	Limit
Mātai Pūtaiao Koiora Biological Sciences		
BIOL305		28
BIOL384		40
Biosecurity		
BIOS201		250
Mātai Hinengaro o te Tamaiti, o te Whānau Child and Family Psychology		
CFPY611	Special application required by 1 October.	10
CFPY612		
Haurapa Kōrero Communication		
COMS233		25
COMS331		25
COMS332		25
Pūhanga Rorohiko Computer Engineering		
ENCE260		600
Ārahitanga Counselling		
COUN675	Special application required by 1 October.	15
Mātai Kōwaiwai Fine Arts		
FINA101	Special application required by 15 November.	78
FINA102		
FINA103		

FINA601 FINA602	BFA (Hons) eligible students will have to present a formal research proposal and will have completed a 311 studio course, a 300-level course in ARTH/CINE and have at least a B grade average, 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; and been approved for the degree by the Academic Director of Fine Arts and the Amo Matua, Toi Tangata Executive Dean of Arts or delegate. PGDipFineArts eligible students will have completed a relevant degree and have at least a B grade average; and provided evidence of significant professional practice; or been admitted under the regulations for admission with equivalent standing as entitled to enrol for the Postgraduate Diploma in Fine Arts in the appropriate subject; and been approved for the degree by the Academic Director Fine Arts and the Amo Matua, Toi Tangata Executive Dean of Arts or delegate.	60
Graphic Design		
DESI211 DESI212 DESI311 DESI411	Special application required by 30 September. A student must pass DESI211 and DESI212, a 200-level ARTH course and a further course at any level from the Bachelor of Arts Schedule to apply for entry to DESI311.	12
Moving Image		
MOVI211 MOVI212 MOVI311 MOVI411	Special application required by 30 September. A student must pass MOVI211 and MOVI212, a 200-level ARTH or CINE course and a further course at any level from the Bachelor of Arts Schedule to apply for entry to MOVI311.	12
Painting		
PAIN211 PAIN212 PAIN311 PAIN411	Special application required by 30 September. A student must pass PAIN211 and PAIN212, a 200-level ARTH course and a further course at any level from the Bachelor of Arts Schedule to apply for entry to PAIN311.	12
Photography		
PHOT211 PHOT212 PHOT311 PHOT411	Special application required by 30 September. A student must pass PHOT211 and PHOT212, a 200-level ARTH or CINE course and a further course at any level from the Bachelor of Arts Schedule to apply for entry to PHOT311.	12
Sculpture		
SCUL211 SCUL212 SCUL311 SCUL411	Special application required by 30 September. A student must pass SCUL211 and SCUL212, a 200-level ARTH course and a further course at any level from the Bachelor of Arts Schedule to apply for entry to SCUL311.	12
Wīwī French		
FREN20	Not offered in 2024	60
Mātai Aronuku Geology		
GEOL479		20
Ture 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 eQuals if available at the other university, to the Student Advisor, Faculty 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.		
LAWS202 LAWS203 LAWS204 LAWS205 LAWS206	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 Faculty of Law). Up to 5 of Pasifika descent per course (these students must apply on the appropriate form, available from the Faculty of Law).	265 320 280 320 320 ISQ: 15 per course

LAWS339	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
LAWS359	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
LAWS382	Must contact Faculty of Law Student Advisor by the date advertised within the Faculty 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
Mātai Puoro Music		
MUSA141 MUSA143	Application via audition, and approval by the Head of School. Deadline for audition applications by 20 September of the previous year.	
Mātai Hoin i te Hapori me te Ringa Ngaio Professional and Community Engagement		
PACE295 PACE395 PACE495	Special application required no later than 15 January for Semester One, 30 May for Semester Two, and 15 October for Summer School. Applications received after this date will be considered on a case-by-case basis at the discretion of the Partnerships Manager.	
Mātai Hinengaro Psychology		
PSYC434 PSYC470 PSYC475 PSYC479	Apply no later than 15 January.	27 70 20 25
Tauwhiro Hapori Social Work		
SOWK205		50
SOWK301 SOWK308 SOWK340		40
SOWK490 SOWK491 SOWK492		40
SOWK614 SOWK615		40
SOWK640 SOWK672 SOWK673		25
Soil Science		
SOIL 203	Apply no later than 5 July.	72
Haumanu Kōrero Speech and Language Pathology		
SPSC490	Apply no later than 12 January.	20
Mātai Whakahaere Wai Water Resource Management		
WATR203		40