

**2023  
CALENDAR**

**Statutes, policies  
and regulations**

Our Māori name: *Te Herenga Waka*

means: *The mooring post of canoes (also the name of our marae)*

Our Latin motto: *Sapientia magis auro desideranda*

means: *Wisdom is more to be desired than gold*

Victoria University of Wellington is constituted under section 3 of the Victoria University of Wellington Act 1961. Go to the New Zealand Legislation website for full text:  
[www.legislation.govt.nz](http://www.legislation.govt.nz)

### **DISCLAIMER**

Te Herenga Waka—Victoria University of Wellington exercises reasonable skill and care to ensure the information contained in this *Calendar* is accurate at the time of going to print. The University accepts no responsibility or liability for errors or omissions that may be contained in this *Calendar*, nor any consequences arising therefrom. Matters covered by this *Calendar* are subject to continuous processes of review and to changing circumstances including student demand, resource availability, and matters outside the University's control. The information in this *Calendar* is therefore subject to change without notice and the University reserves the right to make such changes.

For the most up-to-date and accurate information on matters covered in this *Calendar*, readers are referred to the University's website ([www.wgtn.ac.nz](http://www.wgtn.ac.nz)) and to University guides to study, course and faculty guides and prospectuses, and are advised to seek advice from appropriate University staff.

ISSN 0111-2309 (Print)

ISSN 1178-5187 (Online)

Published by Te Herenga Waka—Victoria University of Wellington, Kelburn Parade,  
Wellington 6140, New Zealand

© Te Herenga Waka—Victoria University of Wellington, November 2022

---

**Contents**

---

Contents .....	3
Statutes, policies and regulations .....	4
General Academic Statute .....	4
Admission and Enrolment Regulations .....	8
Course Registration Procedure .....	20
Academic Progress for Continued Registration Procedure.....	23
General Programmes of Study Regulations .....	30
Credit Transfer and Recognition of Prior Learning Regulations .....	44
Fees Policy .....	50
Fees Schedule 2023 .....	50
Academic Grievance Policy .....	56
Student Charter.....	60
Student Conduct Statute .....	62
Index .....	71

## Statutes, policies and regulations

---

### General Academic Statute

#### 1 Purpose

This statute states overarching requirements for academic matters including admission and enrolment of students, and offering and conferring qualifications.

#### 2 Application of statute

This statute applies to staff members and students.

#### 3 Admission

- (a) A person must have been admitted to the University to enrol in a qualification or register in credit-bearing courses at the University.
- (b) The Academic Board will define the minimum requirements for a person to be admitted to the University, taking account of:
  - (i) the university entrance standard set by the New Zealand Qualifications Authority; (available at <https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>);
  - (ii) any criteria set by the New Zealand Vice-Chancellors' Committee (also known as Universities New Zealand—Te Pōkai Tara) through the Committee on University Academic Programmes (CUAP) (<https://www.universitiesnz.ac.nz/>); and
  - (iii) the relevant provisions of the Education and Training Act 2020 and any applicable funding conditions.

*Note: Refer to the Admission and Enrolment Regulations:*

*<https://www.wgtn.ac.nz/documents/policy/academic/admission-and-enrolment-regulations.pdf>*

#### 4 Enrolment

- (a) A student must be enrolled in the relevant year to study credit-bearing courses at the University.
- (b) The Academic Board will set the requirements for enrolment and, where necessary, disenrolment in circumstances other than those provided for in the Student Conduct Statute.
- (c) The Academic Board may specify criteria (in addition to those required for admission to the University under section 4(b) above) to:
  - (i) ensure students are adequately prepared for the relevant programme of study or course;
  - (ii) limit enrolment in particular programmes of study or courses as required by resource constraints or funding conditions;
  - (iii) meet requirements set by an external professional accreditation agency;
  - (iv) enable the University to manage programmes of study and courses involving internships or placements.

*Note: Refer to the Admission and Enrolment Regulations:*

*<https://www.wgtn.ac.nz/documents/policy/academic/admission-and-enrolment-regulations.pdf>*

## 5 Fees

- (a) Fees may only be set by the Council or the Vice-Chancellor. In setting fees, the Council or Vice-Chancellor must act in accordance with the relevant provisions of the Education and Training Act 2020 and any applicable funding conditions.
- (b) The Council may set:
  - (i) tuition fees for programmes of study at the University;
  - (ii) fees for the provision of student services (known as the “Student Services Levy”);
  - (iii) fees to assist students suffering exceptional financial hardship (known as the “Student Assistance Levy”); and
  - (iv) any other fees as prescribed by the Council.
- (c) The Vice-Chancellor may set a fee for anything that is not covered by a fee set by Council under section 5(b) above.
- (d) All fees set by either the Council or the Vice-Chancellor are stated in the Fees Schedule.

*Note: The current Fees Schedule is available at:*

*[https://www.wgtn.ac.nz/about/governance/policy/policies#letter\\_F](https://www.wgtn.ac.nz/about/governance/policy/policies#letter_F)*

## 6 Qualifications offered

Qualifications offered by the University must be:

- (i) approved and accredited by the New Zealand Vice-Chancellors’ Committee under section 312 of the Education and Training Act 2020; and
- (ii) defined by requirements approved by the Academic Board.

## 7 Granting of qualifications and graduation

### 7.1 Granting of qualifications

- (a) The University Council may grant the following qualifications (including as honorary qualifications):
  - doctoral degrees
  - master’s degrees
  - bachelor’s degrees with honours
  - postgraduate diplomas
  - postgraduate certificates
  - graduate diplomas
  - graduate certificates
  - bachelor’s degrees
  - diplomas
  - certificates.
- (b) The Council may grant a qualification that the University no longer offers.

- (c) The Council may grant a qualification to a person who:
- (i) has completed the requirements in the relevant regulations; or
  - (ii) has not completed the requirements in the relevant regulations where the person:
    - died before completing the requirements; or
    - has satisfied the Council that the person has a circumstance such as a permanent or terminal medical condition that prevents them from completing the qualification requirements;and the Council is satisfied that granting the qualification is appropriate in the circumstances; or
  - (iii) meets the requirements for an honorary degree stated in the Honorary Degree and Hunter Fellowships Statute.

### **7.2 Rescinding a qualification**

The Council may rescind a qualification where:

- (i) it is credited substantially or in full to a subsequent qualification and the regulations for the subsequent qualification require the student to surrender the prior qualification;
- (ii) the Council is satisfied that the graduate committed serious academic misconduct in relation to the qualification; or
- (iii) the Council is satisfied that a mistake occurred in the process leading up to the decision to award the qualification.

## **8 Requirements set by Academic Board**

- (a) The Academic Board may set requirements relating to academic matters including, but not limited to:
- the matters stated in this statute (including admission, enrolment, qualification requirements, and the granting and rescission of qualifications)
  - credit transfer and recognition of prior learning
  - design, delivery, administration, and quality assurance of courses, programmes of study, and micro-credentials
  - assessment
  - academic progress
  - academic grievances.
- (b) Any requirements set by the Academic Board must:
- (i) comply with the relevant provisions of the Education and Training Act 2020, any applicable funding conditions, and the requirements of the New Zealand Vice-Chancellors' Committee;
  - (ii) be consistent with this statute; and
  - (iii) be approved in accordance with the University's Policy Framework.

**9 Definitions**

In this statute, unless the context requires otherwise, terms defined in the Education and Training Act 2020 have the same meaning as the Education Training Act definition. In addition, the following definitions shall apply:

Academic Board	The peak academic governance body of the University.
Course	An individual unit of study towards a qualification or a thesis. A course is identified by a course code and title and carries a specified points value.
Funding condition	A condition of government funding of the University.
Honorary degree	A qualification that the University grants to someone as an honour, in recognition of a high level of achievement and/or public service, without the person having undertaken the programme of study that normally leads to the qualification.
Programme of study	A set of courses a student undertakes towards a qualification or a component of a qualification such as a major. The required courses are specified in the relevant qualification regulations.
Student	A person who has been granted admission and has been registered in one or more courses and has met all other enrolment criteria.
Tuition fee	A fee that a student must pay for their registration in a course.

## Admission and Enrolment Regulations

### 1 **Purpose**

These regulations state the University's requirements for the admission and enrolment of students.

### 2 **Application of regulations**

These regulations apply to staff members, students, and prospective students, but not to learners enrolling only in micro-credentials.

## Regulations Content

### 3 **Admission**

- (a) Admission to the University makes a person eligible to apply for enrolment in a qualification or a Certificate of Proficiency at the University.
- (b) Admission is based on the applicant's previous qualifications and other evidence of their academic preparation. It may be granted at entrance level (100- level) or, where an applicant has an appropriate background, above entrance level.
- (c) Except as provided for in section 8, admission is granted to an applicant only once.
- (d) Admission does not guarantee the applicant will be accepted into a particular programme of study.

### 4 **General admission requirements**

- (a) Admission to the University requires an applicant to be eligible under one of the categories in sections 5–8 below.
- (b) In addition, an applicant whose first language is not English or te reo Māori must demonstrate their competence in both written and spoken English in one of the following ways:
  - (i) The applicant has satisfied the National Certificate of Educational Achievement (NCEA) university entrance literacy requirement (*see* section 5).
  - (ii) At the discretion of the relevant admission authority (*see* section 6.3), if the qualification forming the basis of their application for admission was undertaken in a native English-speaking country or in a curriculum where English is the medium of instruction and assessment.
  - (iii) The qualification that is the basis of their application for admission has been approved by the Vice-Provost (Academic) as meeting the minimum satisfactory requirements.
  - (iv) The applicant has achieved at a satisfactory level in an approved English language test; The Vice-Provost (Academic) approves tests and minimum satisfactory standards in each for students entering at pre-degree, undergraduate, or graduate levels.

*Note: Approved tests and minimum satisfactory standards are listed at: <https://www.wgtn.ac.nz/international/applying/entry-requirements>*



- (v) The Vice-Provost (Academic) (or for doctoral students, the Dean of the Wellington Faculty of Graduate Research) is satisfied that the applicant demonstrates an equivalent level of English language competence.
- (c) Admission under any category except university entrance for domestic students (*see* section 5) is at the discretion of the University.
- (d) Admission to the University is normally restricted to applicants who are at least 16 years of age by the first day of the trimester in which they wish to start their study. The Director, Tītoko—Centre for Student Success, in consultation with the relevant associate dean, may approve admission for a younger applicant. An applicant who is declined admission under this provision may appeal to the Vice-Provost (Academic).  
*Note: The requirements in the Children’s Act 2014 must be taken into account for students aged under 18 years.*
- (e) The Provost will ensure admission processes are in place (including deadlines and requirements for documentation).

## **5 University entrance (for domestic or international students)**

- (a) The minimum standard required for entrance to a New Zealand university is established by the New Zealand Qualifications Authority and is defined in terms of specified achievement in NCEA.

*Note: Refer to <https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>*

- (b) Applicants who qualified for admission under earlier university entrance qualifications (New Zealand University Entrance, Bursaries, and Scholarships examinations or the pre-2004 National Qualifications Framework) are also eligible to be admitted.

*Note: Details of earlier university entrance qualifications are set out in the Admission and Enrolment Statute up until 2020.*

## **6 Admission by qualification assessment (for domestic or international students)**

*Note: Admission by qualification assessment is also known as admission ad eundem statum.*

### **6.1 Admission at entrance level**

- (a) Admission at entrance level allows a student to be considered for enrolment in a bachelor’s degree.
- (b) An applicant who does not have a university entrance qualification as in section 5 may apply for admission at entrance level by qualification assessment if they have achieved at an equivalent level in any of:
  - (i) a recognised international university entrance qualification, including Cambridge International Examinations (CIE) and International Baccalaureate (IB). The required standards are specified by the New Zealand Vice-Chancellors’ Committee (also known as Universities New Zealand—Te Pōkai Tara) through the Committee on University Academic Programmes (CUAP);

*Note: Refer to the Universities New Zealand website  
<http://www.universitiesnz.ac.nz/new-zealand-students/am-i-eligible/other-equivalent-qualifications>*

- (ii) a qualification awarded by an overseas secondary school that the relevant authority (*see* section 6.3) considers to be equivalent to a New Zealand university entrance qualification;  
*Note: Decisions are made with reference to guidelines provided by Universities New Zealand.*
- (iii) a foundation studies programme that the relevant authority (*see* section 6.3) has approved as an entrance qualification; or  
*Note: Approved programmes are listed at:  
<https://www.wgtn.ac.nz/international/applying/entry-requirements/undergraduate-academic-entry-requirements> or contact the Wellington University International office.*
- (iv) a relevant completed qualification at New Zealand Qualifications Framework (NZQF) level 4 from a New Zealand tertiary institution.

### **6.2. Students with previous tertiary study**

- (a) A student may be admitted on the basis of qualification assessment (*ad eundem statum*) if they have completed:
  - (i) courses at NZQF level 5 or above from a New Zealand tertiary institution; or
  - (ii) degree-level courses or qualifications from a recognised overseas university or tertiary institution.
- (b) Admission may be granted:
  - (i) at entrance level; or
  - (ii) above entrance level.

*Note 1: Applications based on previous tertiary study will be subject to the criteria specified in the Academic Progress Regulations.*

*Note 2: Where admission is based on previous tertiary study, the student may be granted transfer credit under the General Programmes of Study Regulations.*

### **6.3. Responsibility**

- (a) Decisions on admission by qualification assessment are made by:
  - (i) the Director, Tītoko—Centre for Student Success for non-doctoral domestic students;
  - (ii) the Director, International for non-doctoral international students;
  - (iii) the Dean of the Wellington Faculty of Graduate Research for admission to doctoral programmes.
- (b) The associate dean or other relevant faculty or school staff must be consulted before admitting students above entrance level to ensure students can be appropriately placed in a programme of study.
- (c) Where a person's application for admission based on qualification assessment is declined, they may ask the Vice-Provost (Academic) to review the decision. If the

application is declined on grounds relating to the applicant's educational qualifications, they may appeal to the New Zealand Qualifications Authority.

## **7 Types of admission available only for domestic students**

### **7.1. General requirements**

- (a) A domestic student who neither has a university entrance qualification (see section 5) nor meets the criteria for admission by qualification assessment (see section 6) may be eligible for discretionary entrance (see section 7.2) or special admission (see section 7.3) as set out below.
- (b) The Associate Director (Student Operations) is responsible for decisions under section 7.
- (c) Decisions are based on consideration of:
  - (i) the applicant's submission;
  - (ii) the applicant's past academic achievements; and
  - (iii) evidence of the applicant's ability to proceed with the proposed programme of study.
- (d) Where an applicant's application for discretionary entrance or special admission is declined, they may ask the Vice-Provost (Academic) to review the decision. If the application for discretionary entrance is declined on grounds relating to the applicant's educational qualifications, they may appeal further to the New Zealand Qualifications Authority.

### **7.2. Discretionary entrance (under 20)**

- (a) Discretionary entrance is for domestic students who are under 20 years of age and have shown a high level of academic achievement in Year 12 or its equivalent, but who neither have a university entrance qualification (*see* section 5) nor meet the criteria for admission by qualification assessment (*see* section 6).
- (b) To be considered for discretionary entrance, an applicant must normally have:
  - (i) a minimum of 14 credits at NCEA level 2 (or equivalent) in each of four subjects, at least three of which must be approved subjects and include some merit and/or excellence credits;  
*Note: The New Zealand Qualifications Authority determines a list of approved subjects for the purposes of applying the university entrance standard, see <https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>*
  - (ii) met the literacy and numeracy standards for university entrance, or their equivalents; and
  - (iii) not have undertaken Year 13 study beyond 1 June at a New Zealand secondary school.

*Note: These criteria are based on the Discretionary Entrance Regulations, Guidelines and Procedures established by Universities New Zealand.*

- (c) For applicants currently at school in New Zealand, evidence of their ability to proceed with the proposed programme of study must include a statement from the school principal (or their nominee). Otherwise a statement must be provided by an adviser appointed by the University.
- (d) An applicant who has undertaken Year 13 study beyond 1 June at a New Zealand secondary school will not normally be admitted under the Discretionary Entrance provisions.

*Note: Such students may be eligible for Provisional Admission (see section 8(f)).*

### **7.3. Special admission (20+)**

- (a) Special admission is for domestic students aged 20 years or over by the first day of the trimester for which admission is sought, who neither have a university entrance qualification (*see* section 5) nor meet the criteria for admission by qualification assessment (*see* section 6).
- (b) In exceptional circumstances, the Associate Director, (Student Operations) may grant special admission to an applicant below the age of 20 who, in their opinion, is adequately prepared for university study. In such cases the student may be restricted to enrolment in a specified programme of study.

### **8 Provisional admission (for domestic or international students)**

- (a) An applicant who is not eligible for admission under any of the other categories in sections 5–7 may be granted provisional admission.
- (b) An applicant granted provisional admission will have conditions placed on their enrolment, and may only enrol:
  - (i) with the approval of the relevant programme director, in a pre-degree qualification;
  - (ii) with the approval of the Associate Director, (Student Operations) in a Certificate of Proficiency; or
  - (iii) with the approval of the Vice-Provost (Academic) in consultation with the relevant associate dean, in another qualification.
- (c) Where an applicant is granted provisional admission, the University will specify the conditions they must meet to gain full admission.
- (d) Once those conditions are met, the student's status as fully admitted will be confirmed.
- (e) If the student fails to meet the conditions, their admission will be revoked, and they must withdraw from the University. In this event, the student may complete courses they are currently registered in, but any courses they pass will not be credited to a qualification until they become eligible for, and are granted, admission.
- (f) An applicant studying at a New Zealand secondary school may apply for provisional admission in the same year for the purpose of enrolling in courses offered in Trimester 3.
  - (i) To gain full admission, any such student must, in the following January, achieve a university entrance qualification (see section 5) or meet the criteria

for admission by qualification assessment (*see section 6*), and then gain a place in a programme of study.

- (ii) A student in this category who does not gain full admission will be required to withdraw from the University but may reapply for admission at mid-year.
- (g) Decisions made under section 8(b)(i) or (ii) may be appealed to the Director, Tītoko—Centre for Student Success. Decisions made under section 8(b)(iii) may be appealed to the Provost.

## 9 **False documentation**

- (a) If an admission application is based on documentation that the University considers may be false, the applicant may be refused admission, or if already admitted, have their admission revoked and enrolment terminated. Such decisions are made by:
  - (i) the Director, Tītoko—Centre for Student Success for non-doctoral domestic students;
  - (ii) the Director, International for non-doctoral international students; or
  - (iii) the Dean of the Wellington Faculty of Graduate Research for doctoral students.
- (b) The applicant or student may appeal a decision under section 9(a) to the Vice-Provost (Academic). Any appeal must be submitted within four weeks of the decision.

## 10 **Enrolment**

### 10.1. **General enrolment requirements**

- (a) To study at this university, a student must be fully enrolled for the relevant period.
- (b) A student's enrolment and registration must be approved by the authority specified in the relevant regulations or procedure.

*Note: Refer to qualification regulations, the General Programmes of Study Regulations, Master's Thesis Regulations and Doctoral Regulations: for PhD and other Doctorates with Theses. Enrolment in a doctoral programme must be approved by both the Wellington Faculty of Graduate Research (FGR) and the academic faculty in which the student will undertake their study.*

- (c) The Provost will ensure enrolment processes are in place.

*Note 1: In enrolling students, the University is bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, available at <https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>*

*Note 2: An enrolled student may change the set of courses for which they are registered as set out in the Course Registration Procedure.*

- (d) The University will not normally accept an application to enrol in a trimester after the beginning of that trimester, unless it is for a thesis programme. The Manager, Admissions and Enrolments may make an exception in consultation with the relevant associate dean.

**10.2. Enrolment criteria**

A student becomes fully enrolled for a defined period when the following conditions have been met:

- (a) The student:
  - (i) has been admitted to the University (refer to sections 3-8);
  - (ii) has been accepted into a qualification;
  - (iii) has been offered and accepted registration in one or more courses in the relevant period;
  - (iv) agrees to the enrolment terms and conditions;
  - (v) agrees to be bound by the statutes, policies, regulations, and procedures of the University;
  - (vi) pays the required fees and levies (or makes and adheres to payment arrangements) by the relevant deadlines (refer to the Fees Policy); and
  - (vii) has met any conditions specified as part of their offer of enrolment.
- (b) International students must also present a valid passport and appropriate visa.

**10.3. Acceptance into qualifications**

To be accepted into a qualification, a student must satisfy the following criteria (where they exist):

- (a) Entry requirements stated in the relevant qualification regulations (unless the relevant authority waives these in accordance with the qualification regulations or the General Programmes of Study Regulations).
- (b) Additional criteria set by the Provost to manage entry to qualifications or courses; Such criteria may include provisions to support enrolment of students from identified equity groups.

*Note: The University may limit the number of students who can enrol in a particular programme of study or course under the Course Scheduling and Constraints Policy.*

- (c) Criteria set by the Dean of the relevant faculty for acceptance into a programme of study where:
  - (i) these are required by an external professional accreditation agency; and/or
  - (ii) the programme of study requires students to undertake a placement or internship.

*Note: The requirements for enrolment in a qualification leading to provisional registration as a teacher are set out at: <https://www.wgtn.ac.nz/education/study/graduate-programmes>*

**10.4. Registration in courses**

- (a) Within a period of enrolment (see section 10.5), a student will be registered for one or more courses or, in the case of a thesis student, registered for supervision.

*Note: the requirements for, and constraints on, registration in a course or thesis are set out in the relevant qualification regulations, the Course Registration Procedure, General Programmes of Study Regulations, Master's Thesis Regulations and Doctoral Regulations: for PhD and other Doctorates with Theses.*

- 
- (b) The set of courses in which a student registers in an enrolment period must comply with relevant regulations and be approved by the relevant person as set out in the Course Registration Procedure.
  - (c) The normal full-time workload for a student is 60 points per trimester (or 30 points per half-trimester).
  - (d) A student may register in courses equivalent to:
    - (i) no more than 80 points in each of Trimester 1 and Trimester 2, and 65 points in Trimester 3; and
    - (ii) no more than 40 points in any half trimester if a student is doing any compressed courses.
  - (e) For the purposes of section 4.10(d):
    - (i) the points value for each two-trimester course will be divided equally between the trimesters; and
    - (ii) the workload for each full-trimester course will be divided equally between the two half-trimester periods.
  - (f) Enrolment in a higher number of points may be approved by the relevant associate dean.
  - (g) A student must be registered for a course to attend classes and/or be assessed in that course.

#### **10.5. Period of enrolment**

- (a) Except for these, the period of enrolment starts at the beginning of the first trimester for which the student is registered in a course for that academic year and ends immediately before the start of Trimester 1 in the following academic year.
- (b) A thesis student is continuously enrolled from the beginning of their first period of registration until:
  - (i) they submit the completed thesis to the University library;
  - (ii) they withdraw from the degree;
  - (iii) the University terminates their enrolment; or
  - (iv) they fail the qualification.

*Note: Refer to the Master's Thesis Regulations, and the Doctoral Regulations: for PhD and other Doctorates with Theses:*

- A student starting a master's thesis is initially registered for a 12-month period beginning on their start date.
- A student starting a doctoral thesis is initially registered from their start date until 31 December that year. They are then automatically re-registered for 12 months.

#### **11 Ceasing to be enrolled**

A student ceases to be enrolled before the end of the relevant enrolment period if:

- (i) they complete the qualification;

- (ii) they advise the University in writing that they wish to withdraw from the qualification or from all their courses; or
- (iii) the University terminates their registration in all courses under any of the conditions in section 12.

## 12 Refusal to enrol a student

### 12.1. Circumstances in which the University may constrain a student's enrolment or registration

- (a) In accordance with section 255(5) of the Education and Training Act, the University may refuse to permit or may cancel a student's enrolment in a qualification, or their registration in some or all courses, as follows:

Where the student:	Decision-maker
has made insufficient academic progress at this or another institution	As defined in section 12.2 below
is enrolled full-time in another institution	Vice-Provost (Academic)
is not of good character	Vice-Provost (Academic)
has been found guilty of misconduct	As defined in the Student Conduct Statute

- (b) The Vice-Provost (Academic) will decline or terminate an international student's enrolment if they do not hold an appropriate visa.
- (c) The Vice-Provost (Academic) may decline or terminate a student's enrolment or registration if they fail to pay fees (refer to the Fees Policy for more details).
- (d) The relevant associate dean may decline or terminate a student's enrolment in a qualification or their registration in particular courses where the student fails to satisfy criteria set by the Dean under section 10.3(c).

*Note: The Master's Thesis Regulations, Doctoral Regulations: for PhD and other Doctorates with Theses, and some qualification regulations, also specify criteria that must be met for ongoing enrolment.*

### 12.2. Academic progress for continued registration

*Note: The detailed provisions relating to academic progress are set out in the the Academic Progress for Continued Registration Procedure.*

- (a) A student who has passed fewer than half (50 percent) of the points undertaken in their latest trimester of study will have their personal programme of study reviewed by the relevant associate dean. The review will include consideration of the following:
  - (i) any provisions relating to academic progress in the relevant qualification regulations;



- (ii) whether the student's performance was affected by serious medical or personal circumstances, and if so, whether those circumstances have now improved;
  - (iii) the student's overall performance in their study to date; and
  - (iv) whether a substantial period of time has elapsed since the student's last registration; and
  - (v) the history of the student's engagement with any previous academic progress recommendations or requirements.
- (b) The Associate Dean may:
- (i) recommend or require the student to engage with relevant student services;
  - (ii) restrict the number of points in which the student may register and/or place other conditions on their enrolment; or
  - (iii) where the student has been restricted for their last two trimesters of study and has passed fewer than half (50 percent) of the points undertaken in the most recent of those trimesters, recommend to the Vice-Provost (Academic) that the student be suspended.
- (c) Where recommended by the Associate Dean under section 12.2(b)(iii), and following consultation with relevant support services, the Vice-Provost (Academic) will normally suspend the student from study for a period of up to three trimesters. Where the student has previously been suspended, the Vice-Provost (Academic) may increase the period of suspension up to a maximum of three years (nine trimesters).
- (d) Students are expected to engage with the support and advice offered under these regulations.

### 12.3. Appeals

- (a) Any appeal must normally be made within four weeks of the decision.
- (b) A student may appeal a decision made under section 12.1 or 12.2 as follows:
  - (i) A decision made by the associate dean may be appealed to the Vice-Provost (Academic).
  - (ii) A decision made by the Vice-Provost (Academic) may be appealed to the Provost unless the relevant statute, policy, or regulations specify otherwise.
- (c) The outcome of an appeal cannot be appealed further.

*Note: The Academic Grievance Policy provides an avenue for some matters not resolved through an appeal process.*

### 13 Definitions

For purposes of these regulations, unless otherwise stated, the following definitions shall apply:

Applicant:	A person who has applied for admission to the University but is not yet fully enrolled.
Certificate of Proficiency (COP):	A form of enrolment allowing a student to register in one or more courses without being enrolled in an accredited qualification ( <i>see General Academic Statute</i> ).

Course:	An individual unit of study towards a qualification or a thesis. A course is identified by a course code and title, carries a specified points value and is listed on a qualification schedule.
Domestic student:	A student who: <ol style="list-style-type: none"> <li>(a) is a New Zealand citizen; or</li> <li>(b) holds a New Zealand residence class visa granted under the Immigration Act 2009; or</li> <li>(c) a person in a group that the Minister of Immigration requires universities to treat as if they are domestic students.</li> </ol> <p><i>Note 1: New Zealand includes the Cook Islands, Niue, and Tokelau (Citizenship Act 1977 s.2(1)).</i></p> <p><i>Note 2: Details are available on the Ministry of Education website <a href="http://www.education.govt.nz/ministry-of-education/legislation/definition-of-domestic-student/?utm_source=universitiesnz.ac.nz">http://www.education.govt.nz/ministry-of-education/legislation/definition-of-domestic-student/?utm_source=universitiesnz.ac.nz</a></i></p>
Enrolled:	A status lasting for a specified period of time defining a person as a student who is accepted into a qualification and within that period, is registered in one or more courses (or registered for supervision in a thesis).
Foundation studies:	A qualification that prepares students for tertiary study.
International student:	Any student who is not a domestic student: <i>see</i> Domestic student.
NCEA:	The National Certificate of Educational Achievement (NCEA) is the main national qualification for secondary school students in New Zealand.
NZQF:	New Zealand Qualifications Framework.
Points undertaken in a period:	The total value of all courses in which the student remained registered in the relevant period after the withdrawal deadlines set out in section 14 of the Fees Policy (normally the first two weeks of the course).
Programme of study:	A set of courses a student undertakes towards a qualification or a component of a qualification such as a major. The required courses are specified in the relevant qualification regulations.
Qualification:	A degree, diploma, or certificate offered by this university: <i>see</i> the General Academic Statute. For the purposes of enrolment, Certificate of Proficiency (COP) is treated as a qualification.

Thesis: The outcome of independent research, scholarship, and/or creative activity conducted under academic supervision and having a value of 90 points or more. For works of design, creation, or performance, the work should include a written commentary. A research portfolio is a type of thesis.

## Course Registration Procedure

### 1 Purpose

This Procedure sets out the provisions for managing a student's registration in courses, including amending their set of courses within an enrolment period.

### 2 Application of Regulations

This Procedure sits under the Admission and Enrolment Regulations and applies to staff members and students.

It does not apply to:

- registration in theses (*refer to the Master's Thesis Regulations or the Doctoral Regulations: for PhD and other Doctorates with Theses*);
- registration in micro-credentials.

### Procedure Content

### 3 Registration in courses

#### 3.1. Approval

- (a) The set of courses in which a student registers in a given academic year must comply with the relevant qualification regulations, the General Programmes of Study Regulations, and other relevant regulations and be approved by the relevant head(s) of school.
- (b) The relevant head of school is the head of the school responsible for the student's undergraduate major(s) or postgraduate programme.
- (c) Where a student is pursuing two qualifications or two majors, their set of course requires approval by the heads of all schools concerned.
- (d) Heads of school may nominate other members of their faculty to approve students' personal programmes of study on their behalf.

#### 3.2. Deadline for registration

Except as provided for in section 4.1 students must be registered for their courses by Friday in the week preceding the start of teaching.

### 4 Adding or withdrawing from courses during an enrolment period

#### 4.1. Adding a course

- (a) Any student who wishes to register in an additional course within a period of enrolment, must apply using the process defined on the University's website (*see <https://www.wgtn.ac.nz/students/study/course-additions-withdrawals>*).  
*Note: Any additional fees arising from the change of course will be calculated and will become payable when the change of course request is approved.*
- (b) A student may register in a course after its commencement only with the approval of both the course coordinator (or designated authority) and the head of school or associate dean responsible for approving the student's personal programme of study.

Approval will only be granted if places are available, and late entry will not significantly affect the delivery of the course or impact significantly on the student's chance of passing.

- (c) Other than in exceptional circumstances, no course may be added after the first one-sixth has elapsed.

#### **4.2. Withdrawing from a course**

- (a) Any student who wishes to withdraw from a course in which they are registered must apply using the process defined on the University's website (*see* <https://www.wgtn.ac.nz/students/study/course-additions-withdrawals>).
- (b) A student may withdraw from a course at any time during the first three-quarters of the teaching weeks.
- (c) Withdrawals after the date in 4.2(b) require the approval of the relevant Associate Dean. An Associate Dean will not normally approve such a withdrawal unless satisfied that:
  - (i) there are medical or personal circumstances applying after the specified date for withdrawals that have seriously affected the student's ability to complete the course; and
  - (ii) either there is evidence of satisfactory progress in the course up to the specified cut-off date for withdrawals, or the absence of such evidence is due to adverse medical or personal circumstances.
- (d) Only in exceptional circumstances may a student withdraw from a course—
  - (i) after the last day of the official examination or assessment period for the trimester in which that course was held; or
  - (ii) if the student has sat the final examination or submitted the final item of assessment for that course;—and in no case may a student withdraw after one trimester has elapsed since the course ended.
- (e) Where an associate dean has declined an application under 4.2(c) or (d) above to withdraw from a course, the student may appeal in writing to the Vice-Provost (Academic) within four weeks of being notified of the associate dean's decision. This period may be extended by the Vice-Provost (Academic) in special cases.

*Note 1: Withdrawal dates may be found in the Key Dates section of the University Calendar and on the University's website (search on 'dates'). If in doubt, contact the relevant Tūtoke Student Success team.*

*Note 2: Information on fees refunds is available in the Fees Policy and on the University website <https://www.wgtn.ac.nz/students/study/course-additions-withdrawals>*

*Note 3: Withdrawals can have significant impacts on students' eligibility for loans and allowances (including retrospectively). The associate dean should advise the student to seek advice on the non-academic implications of late withdrawals. Students are responsible for making themselves familiar with the implications. Advice may be sought from Student Finance or from StudyLink.*

**5 Definitions**

In these Regulations, unless the context otherwise requires, the following definitions shall apply:

Associate dean:	The associate dean in the relevant faculty who has been allocated responsibility for the decision. For the purposes of these regulations, the deputy dean in the Faculty of Law is considered to be an associate dean.
Course	An individual unit of study towards a qualification. A course is identified by a course code and title, carries a specified points value and is listed on a qualification schedule.
Course coordinator:	The person (normally an academic staff member) with overall responsibility for a course, including the development and delivery of teaching material, and the design and implementation of assessment.
Personal programme of study	A particular combination of courses selected by an individual student.
Programme of study	A set of courses a student undertakes towards a qualification or a component of a qualification such as a major. The required courses are specified in the relevant qualification regulations.
Registered in a course	A student is registered in a course when they have been offered a place in a specific offering of the course and paid the associated fees (or arranged for the fees to be paid).
Thesis	The outcome of independent research, scholarship, and/or creative activity conducted under academic supervision and having a value of 90 points or more. For works of design, creation, or performance, the work should include a written commentary. A research portfolio is a type of thesis.

---

## Academic Progress for Continued Registration Procedure

### 1 **Purpose**

This procedure outlines the processes to be used when reviewing a student's academic progress under section 12.2 of the Admission and Enrolment Regulations. The intention is to ensure appropriate support is in place and to manage the student's course registration to assist them to succeed in their study.

### 2 **Application of Procedure**

This procedure applies to staff members and coursework students at all levels from pre-degree to postgraduate study.

#### Procedure Content

### 3 **Academic progress during a trimester**

During a trimester, student engagement and achievement information, where available, will be used to identify students at risk of not achieving academic success in their current courses.

At-risk students will be contacted by the relevant staff and, together, develop a student success plan that includes appropriate learning support, and other services with the aim of improving their academic achievement.

### 4 **Academic progress at the end of a trimester**

Under section 12.2 of the Admission and Enrolment Regulations a student who has passed fewer than half (50 percent) of the points undertaken in their latest trimester of study will have their registration reviewed by the relevant associate dean who may make recommendations to the student, place requirements and/or restrictions on the student's registration or recommend to the Vice-Provost (Academic) that the student be suspended.

*Note: The associate dean may sub-delegate aspects of their responsibilities to another staff member or group of staff members in accordance with the Delegations Statute (see <https://www.wgtn.ac.nz/about/governance/delegations/sub-delegation>).*

Students are expected to engage with the support and advice offered as part of the academic progress review and are encouraged to seek support and/or advice from the relevant student services.

#### 4.1 **Academic progress reports**

- (a) Academic progress report(s) will be run as soon as practicable after the grade entry deadline at the end of each trimester.
- (b) The Restriction Review Report is a list of all students who have passed fewer than half (50 percent) of the points they undertook in their latest trimester of study. The report will identify students who have submitted applications for aegrotats, fees reconsideration, and/or associate dean's withdrawal, and include the date on which any changes were made to course grades or applications for aegrotats, fee reconsideration or withdrawals were submitted.
- (c) Further reports may need to be run to identify students where these and other academic processes result in late grades or grade changes being entered.

- (d) For each student listed on the Restriction Review Report, a case will be automatically created in the Student Relationship Management System (Kurawai) and assigned to the relevant staff member(s) (the “owner”).
- (e) The Improving Academic Performance Report is a list of all students who were restricted in the trimester for which the report is being run but who passed at least half (50 percent) of the points they undertook in that trimester. The report will include the number of previous trimesters that each student was restricted and list all previous restrictions, requirements, and recommendations for each student

#### **4.2 Review by associate dean**

- (a) The relevant associate dean will review each student on the Restriction Review Report.
- (b) The review will include consideration of the following:
  - (i) any provisions relating to academic progress in the relevant qualification regulations;
  - (ii) whether the student’s performance was affected by serious medical or personal circumstances, and if so, whether those circumstances have now improved;
  - (iii) the student’s overall performance in their study to date;
  - (iv) whether a substantial period (at least two years) has elapsed since the student’s last registration; and
  - (v) the history of the student’s engagement with any previous academic progress recommendations or requirements.
- (c) Where the student has been restricted for their last two (or more) trimesters of study, the associate dean may recommend to the Vice-Provost (Academic) that the student be suspended (see section 7).
- (d) Otherwise, the associate dean may:
  - (i) make a recommendation to the student;
  - (ii) place requirements on the student;
  - (iii) restrict the number of points the student may register for in their next trimester of study; and/or
  - (iv) place other constraints on the student’s enrolment; or
  - (v) decide not to impose any constraints or requirements.
- (e) The recommendations, requirements and restrictions in the decision must be consistent with the provisions in section 6.
- (f) If a student is enrolled in a programme of study across faculties, then the relevant associate deans should confer before any decision is made.
- (g) If a student is enrolled in a postgraduate coursework programme, then the associate dean should consult the relevant programme director before any decision is made.
- (h) Details of the review (including the decision) must be recorded in Kurawai.

*Note: Detailed information about the process for recording this in Kurawai is being developed*



- (i) The associate dean may require the student to meet (in person or virtually) to discuss their individual circumstances.
- (j) After the meeting, the student should be notified of the decision in accordance with section 5 below.
- (k) Other student services and specialist advisers (such as Wellington University International, Disability Services, Āwhina and Pasifika Student Success) should be notified as appropriate.

#### **4.3 Removing or easing restrictions**

- (a) For each student on the Improving Academic Performance Report, the associate dean may decide to continue, ease or remove an existing restriction for the student's next trimester of study.
- (b) Where the student has been restricted to fewer than 60 points, and they have passed at least half (50 percent) of the points undertaken, the associate dean will normally ease the restriction to 60 points in their next trimester of study.
- (c) The associate dean will normally recommend, and may require, the student to engage with the relevant advising staff member(s), maintain a student success plan, and engage with appropriate services, and opportunities.
- (d) The associate dean may decide to impose other requirements and recommendations consistent with section 6, where appropriate.
- (e) The student will be notified in writing of any change to the restrictions, requirements, and recommendations within two weeks of the decision (see 5 below).
- (f) The decision by the associate dean must be recorded in Kurawai.

#### **4.4 Reconsiderations and appeals**

- (a) A student who has been notified of a decision by the associate dean may request a meeting to provide additional information and to ask the associate dean to reconsider the decision. The request should be made within five working days of receiving the notification. The associate dean may revise their decision after the discussion.
- (b) As provided for in section 12.3 of the Admissions and Enrolment Regulations, a student may appeal a decision made by the associate dean about a restriction or other conditions to the Vice-Provost (Academic).
- (c) Any appeal must normally be made within four weeks of the decision or four weeks prior to the start of the student's next trimester of study, whichever is later.

*Note: Any appeal should be made as quickly as practicable as it is normally not possible to register in additional courses after the second teaching week of the trimester.*

- (d) An appeal must be made in writing to the relevant staff member/generic email address.
- (e) A student appealing a restriction, other requirements or suspension may seek support, for example, from VUWSA (advocate@vuwsa.org.nz).

### **5 Communication with students**

Notifications to students will actively encourage them to seek support and/or advice from relevant student services to enable their academic progress and success, including, for

example approaching Student Finance (Hardship Fund), Wellington Careers and Employment, and Student Learning, or engaging with the relevant advising staff to discuss their individual student success plan. These notifications should include links to the TEC Fees Free/StudyLink information to advise and encourage students to understand their eligibility for Fees Free and StudyLink financial assistance, and the required performance criteria for student loans and student allowance.

- (a) Notifications about the academic progress process will be sent to the student in writing.
- (b) When a student is invited to meet (in person or virtually) with the associate dean, they must be informed of the reason they are being invited to the meeting, the deadline for arranging the meeting (normally within five working days), and the consequences of not arranging and attending the meeting.
- (c) Students must be advised that they can bring a support person to these discussions, e.g. the advisory and support services offered by the VUWSA student advocacy service ([advocate@vuwsa.org.nz](mailto:advocate@vuwsa.org.nz)), Āwhina, Pasifika Student Success or Disability Services, a friend or whānau member, or a support person from an external community-based organisation.
- (d) When a decision of the associate dean is communicated to a student, the notification should include the following as appropriate:
  - (i) The reason for the notification (for example, that the student has passed fewer than half (50 percent) of their points in the most recent trimester of study).
  - (ii) The restriction, requirements and recommendations of the associate dean.
  - (iii) Any consequences of the decision on their registration (for example, any course registrations that will be cancelled).
  - (iv) The deadline for responding to the notification (normally within five working days) and the outcome if the student does not respond.
  - (v) The expectation that the student engages with requirements and recommendations offered as part of the academic progress review and the consequences in future trimesters if they do not engage.
  - (vi) If the decision includes a restriction and the student was restricted in the previous trimester of study, the student must be advised that they may be recommended for suspension if they do not pass at least half (50 percent) of the points in which they are registered in their next trimester of study.
  - (vii) The processes for requesting a reconsideration or appealing the decision.

## **6 Recommendations, Requirements and Restrictions**

The goal of recommendations, requirements and restrictions in the decision is to encourage and enable student success.

### **6.1. Restrictions**

An associate dean may restrict a student to a maximum number of points and/or to specified courses to ensure that the student does not overload themselves with more study than they can reasonably be expected to succeed in.

- (a) The standard first restriction is a limit of 45 points in the student's next trimester of study.

- (b) The standard first restriction of 45 points will normally be applied to students who have been asked to meet with the associate dean, but who do not attend the meeting. The associate dean may apply a tighter restriction; however, a first restriction will normally be between 30 and 50 points.
- (c) A typical second restriction (following two trimesters of passing fewer than half (50 percent) of the points attempted) will be between 20 and 30 points.
- (d) A restriction may require changes to the courses in which a student is registered (for example, it may disallow or require specific courses).
- (e) In deciding on a restriction, an associate dean should consider the consequences on:
  - (i) the student's eligibility for StudyLink support through student loan or student allowance
  - (ii) the student's ability to meet the conditions of any studyvisa; and
  - (iii) progression in their personal programme of study.

## **6.2. Requirements and Recommendations**

Where appropriate, the associate dean may recommend and/or require a student to take actions or engage with support services during their next trimester of study.

- (a) Any student who does not already have a student success plan will be required to meet with the relevant advising staff to develop their student success plan.
- (b) Any student who was restricted in their previous trimester of study, is now being restricted again and has not already met with the associate dean, will be required to meet with the associate dean to discuss the restriction and any other requirements and recommendations.
- (c) Students may be required or recommended to engage with relevant student services, including (but not restricted to):
  - (i) student advising staff;
  - (ii) Student Finance (Hardship Fund);
  - (iii) Wellington Careers and Employment;
  - (iv) Student Learning, including attendance at workshops;
  - (v) Disability Services;
  - (vi) the PASS programme (where offered);
  - (vii) Medical or counselling services at Mauri Ora or the student's own medical services; and/or
  - (viii) Āwhina, Pasifika Student Success, Manawa ora – Student Wellbeing.

## **7 Suspension of registration**

The Vice-Provost (Academic) may suspend a student's registration to enable the student to resolve issues that are preventing success in their studies and to have time away from study to reassess their future study plans.

- (a) Where the associate dean has recommended under section 4.2(c) that a student be suspended, the Vice-Provost (Academic), after appropriate consultation with relevant

student services, will normally suspend the student from study for a period of three trimesters.

- (b) Where a student has previously been suspended, the Vice-Provost (Academic) may suspend the student for a longer period, up to a maximum of three years (nine trimesters).
- (c) A student who is suspended must be sent written notification of the decision within two working weeks from the recommendation by the associate dean.
- (d) A student returning after a suspension will normally be restricted to a maximum of 45 points in their first trimester of study. The associate dean may vary the restriction by:
  - (i) lowering the maximum number of points permitted;
  - (ii) allowing up to 60 points; or
  - (iii) setting further conditions on the student's registration.
- (e) Any variation to the restriction will take into consideration matters such as:
  - (i) whether the student's earlier performance was affected by serious medical or personal circumstances, and if so, whether those circumstances have now improved;
  - (ii) whether the student appears to be better prepared for university study on the basis of experience and/or skills developed during their time away;
  - (iii) whether a substantial period (at least two years) has elapsed since the student's period of suspension; and
  - (iv) any relevant provisions in the regulations for the student's qualification.
- (f) As provided for in section 12.3 of the Admissions and Enrolment Regulations, a student may appeal the suspension decision by the Vice-Provost (Academic) to the Provost.
- (g) Any appeal must normally be made within four weeks of the decision or four weeks prior to the start of the student's intended next trimester of study, whichever is later. An appeal must be made in writing to the Provost/generic email address.

*Note: Any appeal should be made as quickly as practicable as it is normally not possible to register in additional courses after the second teaching week of the trimester.*
- (h) A student appealing a restriction, other requirements or suspension may seek support, for example, from VUWSA ([advocate@vuwsa.org.nz](mailto:advocate@vuwsa.org.nz)).

## 8 Definitions

In these procedures unless the context otherwise requires, the following definitions shall apply:

Academic progress reports	Standard reports providing staff with academic progress information for students who meet specific criteria. The Restriction Review Report and Improving Academic Performance Report are types of academic progress reports.
Associate dean	The associate dean in the relevant faculty who has been allocated responsibility for the decision. For the purposes of these regulations, the deputy dean in the Faculty of Law is considered to be an associate dean. Associate dean responsibilities may be sub-delegated in accordance with the Delegations Statute.
Kurawai	The University's student relationship management system (SRM). Kurawai is the place where student interactions with the University are recorded.
Registration	The process of enrolling in specific course offerings.
Points undertaken in a trimester	The total value of all courses in which the student remained enrolled after the withdrawal deadlines set out in section 14 of the Fees Policy (normally the first two weeks of the course). Note: the points value for each two-trimester course will be divided equally between the trimesters.

## General Programmes of Study Regulations

### 1 **Purpose**

These Regulations set out the general provisions relating to qualification requirements and how they are to be met by individual students' personal programmes of study.

### 2 **Application of Regulations**

These Regulations apply to staff members and students. They should be read in conjunction with other relevant regulations, including the Admission and Enrolment Regulations, Credit Transfer and Recognition of Prior Learning Regulations, and the regulations for individual qualifications.

### 3 **General requirements for qualifications, majors, micro-credentials, and other curriculum components**

*Note 1: The procedures for approving new or amended curriculum components are set out in the Academic Approvals Handbook.*

*Note 2: Refer to the Academic Transcripts and Certificates Procedure for details of the qualification-related information that is included on qualification certificates and academic transcripts.*

#### 3.1. **CUAP requirements**

The structure of the University's qualifications and components within them must align with the requirements defined by the New Zealand Vice-Chancellors' Committee (also known as Universities New Zealand—Te Pōkai Tara) through the Committee on University Academic Programmes (CUAP) (*see <https://www.universitiesnz.ac.nz/>*). Within these definitions, Te Herenga Waka—Victoria University of Wellington defines some specific requirements as set out below.

#### 3.2. **Pre-degree qualifications**

The requirements for pre-degree certificates and diplomas are as set out in the CUAP Handbook.

#### 3.3. **Undergraduate qualifications**

- (a) A bachelor's degree:
  - (i) requires 360 points except where a larger programme is mandated by professional accreditation requirements; and
  - (ii) must include at least 180 points above 100 level, of which at least 75 points must be at 300 level.
- (b) A bachelor's degree awarded with honours:
  - (i) requires at least 480 points and must meet CUAP's requirements for research content and the number of points required at each level; and
  - (ii) must provide an exit point at the end of the programme of study that meets the requirements for a bachelor's degree for students whose performance is not at the level to justify the award of honours.

*Note: Refer to section 6 for information on conjoint degrees programmes and other combinations of qualifications.*

**3.4. Graduate qualifications**

- (a) Graduate certificates and graduate diplomas are designed for graduates or those whose practical, professional, or scholarly experience provides an equivalent level of preparation.
- (b) A graduate certificate is a coherent programme of study comprising at least 60 points, including at least 40 points at 300-level or above.
- (c) A graduate diploma is a coherent programme of study comprising at least 120 points, including at least 75 points at 300-level or above.

**3.5. Postgraduate qualifications****3.5.1. Postgraduate certificate and postgraduate diploma**

- (a) Postgraduate certificates and postgraduate diplomas build on a prior degree.
- (b) A postgraduate certificate is a coherent programme of study comprising at least 60 points at 400 level or above.
- (c) A postgraduate diploma is a coherent programme of study comprising at least 120 points at 400 level or above.

**3.5.2. Postgraduate honours degree**

A postgraduate honours degree:

- (i) is a 120-point qualification following on from a bachelor's degree; and
- (ii) must normally include a research component of at least 30 credits at NZQF level 9 with the other courses at level 8. The research component should be a discrete easily identifiable course(s).

**3.5.3. Master's degree**

The requirements for a master's degree are as set out in the CUAP Handbook.

**3.5.4. Duration of postgraduate honours and master's degrees**

- (a) In order to be eligible for the award of honours, merit, or distinction, a candidate for a postgraduate honours or master's degree must complete the requirements for the degree within the relevant time period specified in the qualification regulations.
- (b) The associate dean, after consultation with the relevant head of school, may extend the maximum period for completing the requirements for the award of honours, merit, or distinction. A candidate refused such an extension may still be permitted to complete the qualification, or in the case of a postgraduate honours degree, may be required to transfer to a relevant postgraduate diploma.

*Note: Extensions to a master's thesis are dealt with in the Master's Thesis Regulations. Refer to the Assessment Handbook regarding extensions for work within other courses.*

- (c) The course of study for a qualification shall be regarded as having begun when the candidate first enrolled in a course later credited to that qualification.

*Note: Provisions for the duration of theses within master's degrees are set out in the Master's Thesis Regulations.*

### **3.5.5. Doctoral degree**

A doctoral degree requires at least 360 points.

- (a) The Doctor of Philosophy (PhD) is a university-wide research degree comprising a 360-point thesis at NZQA Level 10 (600-level).
  - (i) The thesis constitutes the entire body of work on which the award of the qualification is based. This does not preclude coursework, but any coursework only contributes to the preparation for and acceptance of the candidate to undertake the research that leads to the thesis.
  - (ii) The PhD may (subject to appropriate supervision capacity) be offered in any subject area in which the University offers a postgraduate honours or master's programme.
- (b) A professional or named doctorate is a coherent programme of study:
  - (i) It must include a thesis at NZQA level 10 (600-level) worth at least 240 points;
  - (ii) The balance may be coursework at NZQA level 9 or 10 (500–600 level). Any coursework normally contributes to the overall result and, if so, must be externally examined.

### **3.6. Major**

- (a) A major is a substantial component of a qualification consisting of courses in a recognised disciplinary area.
  - (i) A major in a bachelor's degree consists of courses worth at least 120 points including at least 40 points at 300-level or above. For a general undergraduate degree (that is, the BA, BCom, BSc), a major shall not require more than 140 points at 200-level or above.
  - (ii) In other qualifications, a major consists of courses worth at least 40 percent of the points for the qualification. In some cases, a research project course or thesis may count towards a major only when the programme director determines that the topic of the project or thesis falls within the relevant subject area.
- (b) The regulations for a qualification may:
  - (i) require each student to complete at least one of the majors offered;
  - (ii) allow students the option of including a major; or
  - (iii) not offer any majors.
- (c) A particular major may be offered for more than one bachelor's degree, but the requirements must be the same (although they may be stated differently according to conventions adopted by the faculties concerned).

### **3.7. Minor**

- (a) A minor is a component of a bachelor's degree that specifies 60 points at 200- and 300- level in a subject area, with at least 15 points at 300-level.



- (b) A student may only include a minor where permitted by the regulations for the qualification in which they are enrolled. Any minor must be in a different subject area from the student's major(s).
- (c) Unless otherwise specified in the regulations for the qualification in which the student is enrolled, a minor can be selected from:
  - (i) all majors listed in the BA, BAS, BBmedSc, BBSc, BC, BCom, BDI, BHLth, or BSc regulations; or
  - (ii) additional minors listed in the regulations for a bachelor's degree.
- (d) Courses for a minor in a subject area which is available as a major shall be chosen from the requirements at 200-level or above for that major unless additional constraints or flexibility are specified in the qualification regulations in which the major is defined.

### 3.8. Specialisation

- (a) A specialisation is an optional area of focus within a major.
- (b) A specialisation requires at least 45 points of directly relevant courses at 200 level or above, including at least one course above 200-level.
- (c) The courses specified for a specialisation shall normally be from courses within the associated major, but in all cases, at least 50 percent of the specified points shall be from such courses.

### 3.9. Micro-credentials

- (a) A micro-credential certifies achievement of a coherent set of skills and knowledge, and is specified by a statement of purpose, learning outcomes, and strong evidence of need by industry, employers, professional associations, iwi, and/or other communities.
- (b) A micro-credential:
  - (i) normally certifies achievement of a range of assessable learning outcomes of between 5 and 40 points at a specified level;
  - (ii) focuses on skill development opportunities not currently included in other approved courses at this university;
  - (iii) is approved for a period of two years after which time re-approval is needed;
  - (iv) must undergo an evaluation that uses student feedback at least annually; and
  - (v) stands alone and may or may not contribute to a qualification.

*Note: The University may credit micro-credentials towards a qualification by way of credit transfer (see the Credit Transfer and Recognition of Prior Learning Regulations).*

### 3.10. Course

Each course must have a specified points value. Depending on faculty requirements, courses must normally be 15 points or 20 points, or multiples of those values. In exceptional cases, the Vice-Provost (Academic) may approve different points values.

*Note: Refer to the Academic Transcripts and Certificates Procedure for details of the qualification-related information that is included on qualification certificates and academic transcripts.*

#### **4 When a student may register in a course**

##### **4.1. Prerequisites, corequisites, and restrictions**

- (a) Each course in a student's personal programme of study must comply with any prerequisites, corequisites, or restrictions specified in the relevant qualification schedule.
- (i) **Prerequisite** for a course: A student must pass the prerequisite before registering in the course unless the prerequisite is waived by the head of the school responsible for the course. If the waiver is conditional on simultaneous registration in the prerequisite course, then both courses must be passed before registration can occur in any subsequent course for which the second course is itself a prerequisite.
- (ii) **Corequisite** for a course: In order to register in the course, a student must either concurrently register in the corequisite course, or have already passed it. The head of the school responsible for the course may waive a corequisite.
- (iii) **Restriction** against a course: Restrictions prevent a student registering in sets of overlapping courses.
- A student cannot register in a course which is restricted against a course or combination of courses that the student has already passed, or is concurrently registered in.
  - In some cases, a restriction may be limited to courses done in a particular year.
  - Double-labelled courses are necessarily restricted against each other.

A restriction may be waived by the head of the school responsible for the course. In such cases, where equivalent material has been covered in both courses (or sets of courses), the student may only credit one course (or set of courses) towards any Te Herenga Waka—Victoria University of Wellington qualification.

- (b) A student may enrol in a postgraduate honours or master's course (that is, one listed on the schedule of a postgraduate honours or master's degree) only with the approval of the head of school responsible for that course.
- (c) A student may appeal any decision taken under section 4.1(a) or (b) to the relevant associate dean.

##### **4.2. Registration in a course already passed or exempt**

- (a) Only with the permission of the relevant associate dean may a student register in a course that is the same or substantially equivalent to a course:
- (i) that the student has already passed; or
- (ii) from which the student has been exempted with credit;
- (iii) that is essentially a lower level version of a course the student has already passed or been exempted from with credit; or

- (iv) previously passed at another institution for which the student has been awarded transfer credit.
- (b) A student who passed a course more than 10 years earlier and, under section 5.3(e), is unable to use that course to satisfy current requirements, may re-register in the course.

*Note: Credit for any course will normally be given just once (see section 5.3(b)).*

#### **4.3. Re-registration in a failed course**

A student who has failed the same course twice may not register again in that course unless permitted by the relevant associate dean. The associate dean may approve a further registration where justified, for example if:

- (i) the course is a required course for a major or qualification the student is enrolled in, and the student has passed at least half the other courses for that major or qualification; or
- (ii) the student's previous performance in the course was affected by serious medical or personal circumstances; or
- (iii) a substantial period of time has elapsed since the student's last attempt at the course.

### **5 Completion of qualification requirements**

#### **5.1. General**

- (a) To be awarded a qualification, a student must have met the full academic requirements specified in the qualification regulations, taking account of the provisions in these and other relevant regulations.
- (b) In exceptional circumstances the relevant associate dean (or for doctoral qualifications, the Dean FGR) may vary the qualification requirements for an individual student. In all cases, the student's personal programme of study should be consistent with the essential character of the qualification and achieve the qualification graduate attributes.

#### **5.2. Which regulations apply when there have been amendments**

- (a) A student may complete their qualification under the regulations in force at the time of their final enrolment for the qualification.
- (b) Unless expressly prevented by subsequent regulations, a student who enrolled for a qualification under previous regulations may complete the qualification under those regulations if they do so:
  - (i) within the maximum duration where specified in the qualification regulations; or
  - (ii) otherwise, within two years more than the normal full-time duration of the qualification from when the regulations were changed.

*Note: For a 360-point degree, this period is five years; for a 120-point qualification, it is three years.*

- (c) The associate dean (or for doctoral qualifications, the Dean FGR) shall determine how the requirements of the earlier regulations are to be met and, in doing so, shall endeavour to prevent undue hardship and, as appropriate, take account of:
  - (i) any provisions for the transition stated in the proposal to amend the regulations; and
  - (ii) how long the student has been enrolled.
- (d) The associate dean (or Dean FGR) may allow a student to complete a qualification under regulations that last applied before the time specified in 5.2 (b).

*Note 1: The schedules to current qualification regulations generally include prerequisites and restrictions relating to courses that have been offered within the last seven years. Information about courses last offered more than seven years ago that may be used as prerequisites for current courses, or be restricted against current courses, can be obtained on request from the relevant Titoko Student Success team or school.*

*Note 2: Refer to the Appendix for information on equivalent points values for historical courses defined in credits, units, or stages.*

### **5.3. Crediting courses to qualifications, majors, and minors**

- (a) Subject to the constraints in section 6, a student may credit a set of courses to a qualification if, and only if:
  - (i) the student has obtained a pass in each of the courses; and
  - (ii) except as provided for elsewhere in these Regulations, the set of courses meets the requirements of the regulations for the qualification.
- (b) Except for directed individual study courses or special topic courses where the content changes between offerings, credit for any course will be given just once.
- (c) Any course that is double-labelled with another course may be substituted for that course to meet prerequisite, corequisite, major, specialisation, or other requirements of the qualification regulations.
- (d) A student who has passed, at this or any other institution, a course equivalent to one that is required for a Te Herenga Waka—Victoria University of Wellington qualification, or for a major, specialisation, or minor within such a qualification, but is unable to gain credit for it towards that qualification, will normally be given an exemption from that course by the relevant associate dean, who may require the substitution of an approved alternative course.

*Note: There are limits on the amount of transfer credit and credit based on prior informal learning that can be credited to qualifications. Refer to section 5.6 and the Credit Transfer and Recognition of Prior Learning Regulations.*

- (e) Where a student has passed a course more than 10 years earlier:
  - (i) the relevant associate dean may decide that the course cannot be used to meet the requirements of a major, minor, or qualification in which the student is currently enrolled;
  - (ii) The relevant head of school may decide that the course cannot be used to satisfy prerequisite requirements for a current course.

Such decisions are based on consideration of the currency of the course content and the significance of the course in the student's personal programme of study.

*Note: A student unable to use an old course to satisfy current requirement may re-register in the course (refer to section 4.2(b)).*

#### **5.4. Failed courses in postgraduate honours and master's degrees**

*Note: Refer to the Master's Thesis Regulations for provisions relating to master's theses. Refer to the Assessment Handbook for provisions relating to the award of classes of honours, merit, or distinction.*

- (a) A candidate for a postgraduate honours or master's degree will not be awarded the qualification if they have failed more than 30 points of courses for the qualification on their first attempt, even if they pass the courses or alternative courses at a later time.

*Note 1: In such a case, the student may be offered the option of transferring into an appropriate postgraduate diploma.*

*Note 2: For the purposes of this section, a withdrawal from a course does not count as a fail.*

- (b) Appeals may be made to the relevant associate dean, who may permit the award of the qualification if satisfied that the student's failure in the first attempt in the courses was affected by exceptional medical or personal circumstances.

#### **5.5. Substitution of courses**

- (a) The set of courses credited to a qualification must be consistent with the intent of the qualification regulations. Any courses substituted for specified qualification or major requirements must be relevant and complementary to the rest of the student's programme.
- (b) Any substitute course must normally be at the same or higher level as the course being replaced.
- (c) Substitutions for courses in bachelor's degrees, graduate certificates, graduate diplomas, or pre-degree qualifications must be approved by the associate dean under section 5.1(b).
- (d) Except where otherwise specified in the qualification regulations, the relevant head of school may permit a student to replace courses worth up to half the points value of a non-doctoral postgraduate qualification with courses of a comparable points value.

#### **5.6. Transfer credit and credit based on prior informal learning**

*Note: The detailed provisions for transfer credit and credit based on recognition of prior learning are set out in the Credit Transfer and Recognition of Prior Learning Regulations.*

- (a) Credit transfer and recognition of prior learning (RPL) allow a student to be granted credit towards a Te Herenga Waka—Victoria University of Wellington qualification on the basis of learning achieved elsewhere.
  - (i) Transfer credit is credit awarded on the basis of courses previously passed at another tertiary institution. Decisions on the award of transfer credit are made by the Associate Dean (Students) or equivalent in the relevant faculty.

- (ii) The RPL credit is fully specified credit based on the assessment of a student's prior informal learning against the learning objectives of a specific course offered by this university. Informal learning is learning that occurs outside accredited courses or qualifications and may include workplace training, marae-based learning, or independent learning. The RPL assessment process for a course must be approved by Academic Programmes Committee.

*Note: Only some courses offered by this university are approved for RPL credit (refer to the Credit Transfer and Recognition of Prior Learning Regulations).*

- (b) In all cases, the award of a Te Herenga Waka—Victoria University of Wellington qualification requires that a sufficient proportion of the courses for the qualification has been passed at this university, and that these courses include a sufficient number at advanced levels to establish its distinctive character as a Te Herenga Waka—Victoria University of Wellington qualification.

*Note: Limits on transfer and RPL credit are in the Credit Transfer and Recognition of Prior Learning Regulations.*

- (c) Credit should be awarded at a level that is consistent with the nature of the previous learning and the student's personal programme of study at Te Herenga Waka—Victoria University of Wellington.
- (d) All assessment of transfer credit and RPL credit must be based on the original learning. Transfer credit can only be awarded on the basis of achievement at the institution where the course was originally taken. The awarding of transfer credit for a course by another institution is not sufficient grounds for Te Herenga Waka—Victoria University of Wellington to award transfer credit for the same course. Transfer credit cannot be awarded on the basis of RPL credit awarded by another institution.
- (e) In all cases, transfer credit from a completed graduate or postgraduate qualification is only permitted if the external qualification is a lower qualification than the one in which the student is enrolled at this university.
- (f) Applicants are responsible for providing acceptable evidence of their prior learning, and any additional materials that may be requested in order to assess its content, level, and value. Credit will not be awarded unless satisfactory information is provided.

### **5.7. Abandoned and rescinded qualifications**

- (a) A student may abandon a qualification prior to it being awarded (graduation), by ceasing enrolling in it and being accepted for enrolment in a different qualification (refer to the Admission and Enrolment Regulations).
- (b) In certain circumstances, a qualification that has been awarded can be rescinded by the University Council (refer to the [General Academic Statute](#) section 7.2).
- (c) Where a student's qualification is abandoned or rescinded, any courses passed towards it may be credited to a different qualification, providing they meet the requirements in sections 5.1–5.6.

## **6 Combinations of qualifications, majors, or minors**

### **6.1 Constraints on combinations of qualifications, majors, and minors**

- (a) No student may be awarded:
  - (i) an undergraduate major and a minor in the same subject area, irrespective of whether the major and the minor are in the same or different qualifications;
  - (ii) two undergraduate majors in the same subject area;

*Note: A bachelor's graduate wanting to do the courses associated with an additional undergraduate major has the option of enrolling in a graduate diploma or graduate certificate.*

  - (iii) any pair of postgraduate honours degrees in the same major;
  - (iv) any pair of Master of Arts, Master of Arts (Applied), Master of Commerce, Master of Music, or Master of Science in the same major;
  - (v) any pair of graduate certificates or graduate diplomas in the same major; or
  - (vi) any pair of postgraduate certificates or postgraduate diplomas in the same major.
- (b) A graduate who has been awarded a postgraduate honours degree, master's degree, graduate certificate, graduate diploma, postgraduate certificate, or postgraduate diploma in one major may be a candidate for the same qualification in a different major, providing no courses are cross-credited between them (see section 6.3.1(f)).

### **6.2 Counting courses towards the requirements for more than one degree, major subject, or minor**

- (a) Unless stated otherwise in the qualification regulations, a student cannot count a course towards the 300- or 400-level requirements for:
  - (i) more than one qualification; or
  - (ii) more than one major or minor, irrespective of whether the majors or minors are in the same or different qualifications.
- (b) There is no bar against double-counting a course towards 200-level requirements in more than one qualification, major, or minor.

### **6.3 Cross-crediting: counting courses towards more than one Te Herenga Waka—Victoria University of Wellington qualification**

*Note: Refer to the [Credit Transfer and Recognition of Prior Learning Regulations](#) regarding crediting courses passed at a different institution to a Te Herenga Waka—Victoria University of Wellington qualification.*

#### **6.3.1 General**

- (a) Cross-crediting means that the course (or points) is counted towards both of two Te Herenga Waka—Victoria University of Wellington qualifications.
- (b) A student doing two or more qualifications must complete the requirements of each, subject to the constraints in section 5.
- (c) Courses may be cross-credited between a pre-degree qualification and a bachelor's degree as specified in the regulations for the pre-degree qualification.
- (d) A student enrolled in a conjoint degrees programme may cross-credit up to 180 points between the two bachelor's degrees (see section 6.3.2).

- (e) Otherwise, a student may cross-credit up to 120 points between any pair of bachelor's degrees, irrespective of the student's level of achievement or whether degrees are done concurrently.
  - (i) These points will normally be at 100 level, unless otherwise permitted by the relevant associate dean.
  - (ii) The total of such cross-credit and any transfer credit shall in no circumstance exceed two-thirds of the total points requirement for the subsequent degree.
  - (iii) At most, 60 points from a completed pair of cross-credited bachelor's degrees may be cross-credited to a third bachelor's degree.
- (f) Unless otherwise permitted by the relevant qualification regulations, no course already credited to another qualification that has been granted (whether at this university or another institution) may be credited to a postgraduate honours or master's degree or to a graduate certificate, graduate diploma, postgraduate certificate, or postgraduate diploma.

### **6.3.2. Conjoint degrees programmes**

- (a) A conjoint degrees programme comprises two bachelor's degrees undertaken concurrently and with up to 180 points cross-credited between them.

*Note: Upon completion of a conjoint degrees programme, the student is awarded a separate degree certificate for each of their two degrees (see the Academic Transcripts and Certificates Procedure).*
- (b) Unless otherwise specified in the qualification regulations, all bachelor's degrees offered by the University are available as part of a conjoint degrees programme.
- (c) Enrolment in a conjoint degrees programme normally occurs in a candidate's second year of study at university, but it may also occur in a later year. To be accepted into the conjoint programme, the candidate must have achieved at least a B– average over all the courses towards the two degrees, but not have completed the requirements of either component degree.
- (d) In order to remain enrolled in a conjoint degrees programme, a candidate must (unless the associate dean approves otherwise):
  - (i) achieve a GPA of at least 2 in the previous year of study; and
  - (ii) register in courses for each of the two qualifications in each year of study.
- (e) A student who fails to satisfy the GPA requirements for remaining enrolled in a conjoint degrees programme cannot re-enrol in it except with permission of both the relevant associate deans.
- (f) The student must graduate with both degrees at the same time.

*Note: Approval is normally granted for a student to remain in the conjoint programme if they complete the courses required for one of the component degrees up to one year before completing the other degree, providing they do not graduate until both are completed.*
- (g) The set of courses passed for the conjoint programme must meet all degree requirements for each component degree.



- (h) The minimum points that must be completed for conjoint degrees programmes are set out below.

Degree combination	Total number of points	Total number of points at 200 level or above	Total number of points at 300 level or above
3 year + 3 year	540	360	150
3 year + 4 year	660	480	270
4 year + 4 year	780	600	390

- (i) No more than 60 points may be credited to a conjoint programme from a previously completed degree. In all circumstances, a conjoint degrees programme must include at least 240 points passed at Te Herenga Waka—Victoria University of Wellington, with at least 180 of those points above 100-level.

### 7 Powers of the Vice-Provost (Academic)

In extraordinary circumstances, the Vice-Provost (Academic) may, after consultation with appropriate parties, modify the application of a particular provision within these Regulations, associated Procedures, or the regulations for any qualification where convinced that the application of the provision would lead to injustice for a particular student or group of students. Any such modification should be at the request of a faculty, or central service unit, and applies only for the individual case being considered.

### 8 Definitions

In these Regulations, unless the context otherwise requires, the following definitions shall apply:

Abandon a qualification:	After enrolling in the qualification, the student stops pursuing it.
Associate dean:	The associate dean in the relevant faculty who has been allocated responsibility for the decision. For the purposes of these regulations, the deputy dean in the Faculty of Law is considered to be an associate dean.
Bachelor's degree:	A first or undergraduate degree, normally requiring at least three years of full-time study (or equivalent). The programme requires completion of a specified number of points, including specified numbers from particular sets of courses or at a particular level.
Bachelor's degree awarded with honours:	A bachelor's degree requiring advanced study that is awarded with a class of honours depending on the student's level of academic achievement. It comprises at least 480 points, including a research component.
Course:	An individual unit of study towards a qualification. A course is identified by a course code and title, carries a specified points value and is listed on a qualification schedule.
Cross-credit:	One or more courses (or points) that are counted towards both of two Te Herenga Waka—Victoria University of Wellington qualifications.

Exemption:	Exemption from completing a certain requirement for the qualification without granting credit.
Major:	A substantial component of a qualification consisting of courses in a recognised disciplinary area.
Minor:	A secondary area of study within a bachelor's degree. A minor is smaller than a major.
Postgraduate honours degree:	A 120-point degree following a bachelor's degree requiring advanced or distinguished study. It must include a research component and is awarded with a class of honours depending on the student's level of academic achievement.
Personal programme of study:	A particular combination of courses in which an individual student registers.
Policy document:	A statute, policy, regulation, process/procedure, guideline, or local requirement unless the Vice-Chancellor approves otherwise.
Programme of study:	A set of courses a student undertakes towards a qualification or a component of a qualification such as a major. The required courses are specified in the relevant qualification regulations.
Qualification:	A degree, diploma, or certificate.
Rescind a qualification:	Revoke or cancel a qualification that has been granted.
Recognition of prior learning (RPL):	Credit for a course offered by this university that is granted on the basis of an assessment of a student's prior informal learning against the learning objectives of the course.
Specialisation:	An optional area of focus within a major.
Subject area:	A particular academic discipline offered through courses at various levels.
Transfer credit:	Courses (or points) awarded towards a qualification at this university on the basis of courses previously passed at another tertiary institution.

## **Appendix: Equivalencies for historical credits, units, and stages**

### **1 Introduction**

Over time, systems of points, credits, and units have all been used to define the size of courses at Te Herenga Waka—Victoria University of Wellington. Equivalent points values for earlier courses are provided below.

*Note: There may be some exceptions to these rules and students must obtain advice from the relevant Titoko Student Success team regarding their personal programme of study.*

### **2 Points: used since 1998**

Since 1998, Te Herenga Waka—Victoria University of Wellington has used 'points' to specify the size of courses, with one point equating to 10 notional learning hours (including contact time and non-contact time). This aligns with the New Zealand Qualifications Framework.

A standard full-time workload (one EFTS) is 120 points per academic year.

**3 Credits: used 1973–1998**

The weighting of each undergraduate course passed after 1972 and before 1998 shall normally be translated from credits to points as follows.

*Note: 12-, 4-, and 3-credit courses will be translated proportionally with fractions rounded up.*

**3.1. Courses from the BA, BCA, BEd(Tchg)EC, BMus, and BTM schedules**

- i) 6-credit 100-level courses: 18 points
- ii) 6-credit 200-level courses: 22 points
- iii) 6-credit 300-level courses: 24 points

**3.2. Courses from the BSc schedule**

- i) As for the BA with the following exceptions:
- ii) BIOL 301–330: 6-credit courses each 30 points, 3-credit courses each 15 points
- iii) CHEM 365, CHEM 371, and CHEM 372: each 30 points
- iv) COMP 301–389: each 15 points
- v) GEOL 311–333: each 30 points

**3.3. Courses from the LLB/LLB(Hons) schedules**

- i) LAWS 101: 36 points
- ii) LAWS 211–214: each 32 points until 2010, when they become 30 points
- iii) LAWS 301: 30 points
- iv) 6-credit LAWS 300-level courses: 15 points
- v) LAWS 401, LAWS 402, and LAWS 489: each 8 points

**3.4. Courses from the BArch, BBS, and BDes schedules**

- i) Intermediate years: as for BA/BSc
- ii) Professional years: 20 points for each 6-credit course

**4 Units: used prior to 1972/1973**

- (a) Units were used in BA, BCA, and BMus prior to 1972, and in BSc prior to 1973.
- (b) Units were offered at particular ‘stages’, which equate to current levels and points as follows:

Stage	Courses numbered	Points
Stage I or Reading Knowledge	100–199	36
Stage II	200–299	44
Stage III	300–399	48

- (c) Half units equate to half the number of points at the relevant level.

## Credit Transfer and Recognition of Prior Learning Regulations

### 1 Purpose

These regulations govern the credit awarded towards Te Herenga Waka—Victoria University of Wellington qualifications from:

- courses taken at other tertiary institutions ('transfer credit');
- micro-credentials taken either through this university or another provider; and
- credit awarded for informal or uncertificated prior learning ('RPL credit') that has been assessed by the University as equivalent to specified Te Herenga Waka—Victoria University of Wellington courses.

Credit of Te Herenga Waka—Victoria University of Wellington courses to more than one of this university's qualifications ('cross-credit') is governed by the regulations for each qualification and the General Programmes of Study Regulations.

### 2 Application of Regulations

These Regulations apply to staff members and students.

## Regulations Content

### 3 Principles

- (a) The award of a qualification must be on the basis that the student has met the full academic requirements of the qualification, irrespective of the extent of any transfer credit or RPL credit.
- (b) The award of a Te Herenga Waka—Victoria University of Wellington qualification requires that a sufficient proportion of the courses for the qualification has been passed at this university, and that these courses include a sufficient number at advanced levels to establish its distinctive character as a Te Herenga Waka—Victoria University of Wellington qualification.
- (c) Credit should be awarded at the highest level that is consistent with the nature of the previous learning and appropriate for the student's programme of study at Te Herenga Waka—Victoria University of Wellington.

### 4 Responsibilities

- (a) Decisions on the award of transfer credit are made by the Associate Dean (Students) or equivalent in the relevant faculty. The associate dean will consult with the relevant head of school where specified in section 7.
- (b) Decisions on RPL credit are made by the associate dean on the recommendation of the relevant head of school.
- (c) Applicants are responsible for providing acceptable evidence of their prior learning, and any additional materials that may be requested in order to assess its content, level, and value. Credit will not be awarded unless satisfactory information is provided.

### 5 Learning for which credit may be awarded

#### 5.1 Credit must be based on the original learning

All assessment of transfer credit and RPL credit must be based on the original learning. Transfer credit can only be awarded on the basis of achievement at the institution where the

course was originally taken. The awarding of transfer credit for a course by another institution is not sufficient grounds for Te Herenga Waka—Victoria University of Wellington to award transfer credit for the same course. Transfer credit cannot be awarded on the basis of RPL credit awarded by another institution.

## **5.2 Courses passed at another tertiary institution**

- (a) Transfer credit may be awarded in respect of courses that are:
  - (i) available for degree programmes at other New Zealand universities; or
  - (ii) registered on the New Zealand Qualifications Framework at level 5 or above and in a subject which could properly be taught at degree level in a university; or
  - (iii) offered by an educational institution and recognised by the associate dean as being of equivalent standard to courses in (i) or (ii) of this section.
- (b) Transfer credit will not be awarded in respect of courses taken elsewhere when the content is substantially similar to courses passed at Te Herenga Waka—Victoria University of Wellington.
- (c) Transfer credit will not be awarded for courses passed more than 10 years before the date of application for credit unless the course content is still valid material that could properly be taught as part of a current programme.
- (d) Credit will not be awarded for courses passed while the student was suspended from this university on academic misconduct grounds.
- (e) Credit will not normally be awarded for courses passed while the student was suspended or excluded from any other tertiary institution on academic misconduct grounds.

## **6 Types of credit that may be awarded at Te Herenga Waka—Victoria University of Wellington**

### **6.1 Transfer credit**

- (a) Transfer credit may be awarded as:
  - (i) fully specified credit, that is, a Te Herenga Waka—Victoria University of Wellington course identified by subject and course code and usually having the normal point value of that course. Subject to section 7, specified credit may be used to satisfy any degree, major, or prerequisite requirement that would be satisfied by the relevant Te Herenga Waka—Victoria University of Wellington course; or
  - (ii) partially specified credit in a particular subject at a particular level, but not specifying a course code. Subject to section 7, partially specified credit may be used to satisfy degree, major, or prerequisite requirements that would be satisfied by courses with the same subject code and level or degree schedule and level; or
  - (iii) unspecified credit at a particular level but which does not specify a subject or course code. Unspecified credit may be used to satisfy degree, major, or prerequisite requirements expressed in terms of any points at the same level.

*Note: Under the provisions in the General Programmes of Study Regulations, the associate dean may exempt a student from particular degree, major, or prerequisite requirements. Such exemptions may be based on prior learning, and may be in addition to, or instead of, the award of any transfer credit.*

- (b) Unspecified or partially specified transfer credit may be reassessed if the student seeks an alternative qualification.

## **6.2. Recognition of prior learning credit**

### **6.2.1 Principles for the award of RPL credit**

- (a) RPL credit may only be awarded as fully specified credit, normally at 100 level, and is regarded as full Te Herenga Waka—Victoria University of Wellington credit in terms of meeting degree, major, or prerequisite requirements.
- (b) Credit may only be awarded in courses that have been approved for RPL credit by the Academic Programmes Committee in accordance with section 6.2.2 below.
- (c) Credit may only be awarded for courses currently listed on the schedule to a Te Herenga Waka—Victoria University of Wellington qualification.
- (d) Credit may only be awarded for prior learning that satisfies the course learning objectives as set out in the relevant course outline. Credit is not awarded purely on the basis of practical experience.

*Note: Where a student's prior experience has adequately prepared them for direct entry to an advanced course or graduate programme, but it is not appropriate to grant RPL credit, this can be dealt with using the provisions in the General Programmes of Study Regulations, or the entry requirements for individual graduate programmes.*

### **6.2.2 Approval of courses for RPL credit**

Any school wishing to be able to award RPL credit for a course must submit an RPL proposal for approval by the relevant faculty board and the Academic Programmes Committee. The RPL proposal must include:

- (i) the justification for offering RPL credit for the course, which might include information on how students can obtain appropriate learning independently and why there is a demand for RPL credit;
- (ii) the criteria under which a candidate is permitted to apply for RPL credit in the course; and
- (iii) the assessment process to be used, including a statement on how it ensures the student has met the learning outcomes for the course.

### **6.2.3 Assessment procedures**

The proposed assessment procedure must be fair, valid, and transparent, and must allow determination of whether the applicant's knowledge, experience, and skills satisfy the course learning objectives. Typically, assessment involves one or more of:

- (i) a challenge examination, where the applicant undertakes the same or equivalent assessment to that of students enrolled in the course; or
- (ii) an oral examination, in which the applicant's knowledge and learning are determined through an interview process. The RPL proposal should include information on the nature of such an interview and the staff who would be involved; or
- (iii) a portfolio detailing the relevant experiences of the applicant, identifying the learning achieved in those experiences, and providing supporting evidence such as letters or testimonials from employers or supervisors.

### 6.3 *Micro-credentials*

A micro-credential may be credited to a qualification where it is at or above New Zealand Qualifications Framework level 5 (or equivalent), and the associate dean is satisfied that:

- (i) the content is relevant to the qualification;
- (ii) it is in a subject that could properly be taught at degree level in a university; and
- (iii) it is of sufficient quality to be an appropriate component of the qualification.

## 7 *Amount of transfer and RPL credit to be awarded*

### 7.1 *Limits on credit*

Except where different arrangements are specified in the relevant qualification regulations, transfer and RPL credit may be awarded towards University qualifications based on the assessed points value for eligible prior learning up to the limits set out below.

### 7.2 *Undergraduate Bachelor's degrees*

*Note: This includes BE(Hons) and LLB(Hons).*

#### 7.2.1 *Standard provisions for credit transfer*

Except as provided in ss7.2.2–7.2.3:

- (i) a maximum of 120 points of transfer credit may be awarded towards a bachelor's degree;
- (ii) transfer credit cannot be used to satisfy the 300-level (or above) degree, major, or minor requirements.

#### 7.2.2 *Special circumstances*

Further points and/or points at 300-level (or above) towards degree, major, or minor requirements may be credited to a bachelor's degree in the following circumstances:

- (i) from an approved student exchange programme; and/or
- (ii) where specified within a formal articulation or twinning arrangement between this university and another institution; and/or
- (iii) in consultation with the head of school, from one incomplete external qualification that is very similar in structure and content to Te Herenga Waka—Victoria University of Wellington's degree; and/or
- (iv) in consultation with the head of school, in other exceptional circumstances.

#### 7.2.3 *Minimum Te Herenga Waka—Victoria University of Wellington content in undergraduate degrees*

- (a) In all circumstances, irrespective of any transfer credit or RPL credit, at least 120 points for each bachelor's degree (including those completed within a conjoint degrees programme) must be passed at this university.
- (b) Except as provided in s7.2.3(c), the points passed at this university must include:
  - (i) at least 40 points, or half the minimum degree requirements at 300-level or above if that is more than 40 points; and
  - (ii) at least half the advanced points (200 level or above) requirements for any major.

- (c) For undergraduate bachelor's degrees requiring points at 400 level, the points passed at this university must include:
- (i) any research project; and
  - (ii) at least 60 points at 400-level (or above), or the full 400-level (and above) degree requirement if that is less than 60 points; and
  - (iii) half the minimum 300-level (or above) requirements for any major.

### **7.3 Graduate certificates, graduate diplomas, postgraduate certificates, and postgraduate diplomas**

Credit may be awarded for up to half the points required for the qualification.

### **7.4 Postgraduate honours degrees**

- (a) Normally, all courses credited to a postgraduate honours degree must be undertaken at this university.
- (b) In exceptional circumstances, and in consultation with the head of school, the associate dean may approve up to 60 points of transfer credit within a postgraduate honours degree, providing the integrity and cohesiveness of the student's programme is maintained.
- (c) In all circumstances, any research project within a postgraduate honours degree must be undertaken and passed at this university.
- (d) RPL credit must not be awarded towards a postgraduate honours degree.

### **7.5 Master's degrees (including master's degrees that can be awarded with honours)**

Transfer credit and/or RPL credit may be awarded towards a master's degree, providing that, in all circumstances, at least 120 points, including any thesis or research project worth 60 points or more, is passed at this university.

## **8 Appeals**

Any student dissatisfied with the decision of the associate dean may apply to have the decision reviewed by the Vice-Provost Academic.

## **9 Definitions**

In these Regulations, unless the context otherwise requires, the following definitions shall apply:

Exemption:	Exemption from completing a particular degree, major, or prerequisite requirement. An exemption does not imply that credit has been granted for the courses associated with the requirement.
Fully specified credit:	Awarded credit that is defined as a specific course code (where the previous study is considered to be equivalent or a superset of that particular Te Herenga Waka—Victoria University of Wellington course).
Partially specified credit:	Awarded credit that is defined in terms of a subject or faculty code and level (where the previous study is broadly equivalent to material covered in that discipline or faculty at that level, but not equivalent to a specific course).



RPL (recognition of informal prior learning) credit:	Credit awarded on the basis of prior learning that occurred outside accredited courses or qualifications. This may include workplace training, marae-based learning, or independent learning. Recognition of prior learning credit is always fully specified credit.
Transfer credit:	Credit awarded towards a Te Herenga Waka—Victoria University of Wellington qualification on the basis of courses previously passed at another tertiary institution.
Unspecified credit:	Awarded credit that is defined at a particular level, but does not specify a subject area (where the previous study is broadly equivalent to material at that level, in a subject area that could properly be taught at degree level in a university). Unspecified credit is identified with the ‘subject’ code UNSP.

## Fees Policy

The Fees Policy can be found on the A–Z policies page on the University website: [www.wgtn.ac.nz/documents/policy/finance/fees-policy.pdf](http://www.wgtn.ac.nz/documents/policy/finance/fees-policy.pdf)

## Fees Schedule 2023

Fees are set each year under section 5 of the General Academic Statute.

### Part A: Domestic tuition fees

**1. The following courses are charged at:**

\$50.05 per point for undergraduate courses

\$69.60 per point for taught postgraduate courses

\$65.49 per point for thesis courses

ALIN	ANTH	ARTH	ASIACHIN	CLAS	CREW	
CRIM	DEAF	EDUC <sup>1</sup>	ELIN <sup>2</sup>	ENGL	EPSY <sup>3</sup>	FHSS
FILM	FREN	GERM	GREE	HELT	HISTITAL	
INTP	JAPA	LALS <sup>4</sup>	LANG	LATILING	LITR	
MAOR <sup>5</sup>	MDIA	MHST	MIGS	MSSL	NZSL	NZST
PASI	PASP <sup>5</sup>	PHIL	PHPE	POLS	RELISAMO	
SACS	SOSC	SPAN	SPOL	STRA	TCHG	THEA <sup>6</sup>
TSOL	TXTT	WRIT				

**2. The following courses are charged at:**

\$53.97 per point for undergraduate courses

\$78.37 per point for taught postgraduate courses

COMS ICOM LCCM LCOM PCOM

**3. The following courses are charged at:**

\$63.34 per point for undergraduate courses

\$73.33 per point for taught postgraduate courses

\$73.33 per point for thesis courses

CMPO MUSC NZSM<sup>7</sup> PERF

**4. The following courses are charged at:**

\$58.89 per point for undergraduate courses

\$76.52 per point for taught postgraduate courses

\$72.77 per point for thesis courses

ACCY	COML	ECON	FCOM	FINAHRER
HRIR	IBUSINFO <sup>8</sup>	ITRA <sup>9</sup>	LAWS <sup>9</sup>	MARK
MGMT	PUBL	QUAN	RESJTAXN	TOUR

**5. The following courses are charged at:**

\$55.03 per point for undergraduate courses

\$78.23 per point for taught postgraduate courses

\$73.46 per point for thesis courses

ACTS MATH OPRE SPFI STAT STOR

**6. The following courses are charged at:**

\$62.55 per point for undergraduate courses

\$79.45 per point for taught postgraduate courses

\$75.77 per point for thesis courses

ANFX CCDN CGRA COMD COMP CPSY DATA DESN  
DSDN<sup>10</sup> FADN FPSY GAME HPSY INDN IXXN LOGI  
MDDN MXED PSYC SCED SCIE SIDN

**7. The following courses are charged at:**

\$69.60 per point for undergraduate courses

\$79.45 per point for taught postgraduate courses

\$75.77 per point for thesis courses

AHTY ARCH ARCI BILDINTA LAND PLAN SARC

**8. The following courses are charged at:**

\$63.22 per point for undergraduate courses

\$79.94 per point for taught postgraduate courses

\$76.28 per point for thesis courses

ATEN BIOL<sup>11</sup> BMAR BMSC BTEC CBIO CBNS CCSP  
CHEM CONB DEVE DRGD EBIOELCO ENSC ENVI  
ERES ESCI<sup>11</sup> GEOG GEOL GISCGPHS HMSC MBIO  
PHYG PHYS PGEO SCIS SPCE

**9. The following courses are charged at:**

\$73.28 per point for undergraduate courses (includes 400 level)

\$79.45 per point for taught postgraduate courses

\$75.77 per point for thesis courses

AIML<sup>12</sup> CYBR ECEN EEEN ENGR NWEN RESE<sup>13</sup> SWEN

**10. ARTS courses are charged at:**

\$73.33 per point for taught postgraduate courses

**11. CLNR courses are charged at:**

\$91.65 per point for taught postgraduate courses

\$88.39 per point for thesis courses

**12. HEAL, HLTH<sup>14</sup>, MIDW<sup>14</sup>, NRSE and NURS<sup>14</sup> courses are charged at:**

\$79.82 per point for taught postgraduate courses

\$76.28 per point for thesis courses

**13. HLWB courses are charged at:**

\$61.54 per point for undergraduate courses

\$78.01 per point for taught postgraduate courses

\$74.71 per point for thesis courses

**14. GOVT courses are charged at:**

\$141.57 per point for taught postgraduate courses

\$72.77 per point for thesis courses

**15. MMBA courses are charged at:**

\$181.90 per point

**16. The following courses are charged at:**

\$141.57 per point:

AFIN	BUSIEGOV	ENTR	GBUS	INFM	MBUA
MMPA	MMPE	PADM	PECO		

**17. EMBA courses are charged at:**

\$272.86 per point

**Exceptions**

<sup>1</sup>EDUC 600–689 courses are \$69.60 per point

<sup>2</sup>ELIN 000 is \$38.55 per point

<sup>3</sup>EPSY 514, 515, 516, 532, 533, 535, 563 are \$79.45 per point

<sup>4</sup>LALS 527, 528 are \$0 per point

<sup>5</sup>MAOR, PASP 000 level are \$50.05 per point

<sup>6</sup>THEA 502–590 courses are \$99.41 per point

<sup>7</sup>NZSM 520–523, 527 are \$81.49 per point

NZSM 526 is \$45.02 per point

NZSM 701, 702 are \$68.98 per point

<sup>8</sup>INFO 520–580 are \$96.97 per point

<sup>9</sup>All 400-level LAWS courses are \$58.89 per point

All 500-level LAWS and ITRA courses (excluding LAWS 591 and 592) are \$85.23 per point

<sup>10</sup>DSDN 111 is \$54.98 per point

<sup>11</sup>BIOL 236, ESCI 241, 341, 342, 343, and 344 are \$55.52 per point

<sup>12</sup>All AIML undergraduate courses are \$62.55 per point

<sup>13</sup>RESE 421–487 are \$79.45 per point

<sup>14</sup>HLTH, MIDW, NURS 600–689 courses are \$79.82 per point

MIDW undergraduate courses are \$69.66 per point

HLTH 523, 551 are \$73.10 per point

**Part B: International tuition fees**

**1. The following courses are charged at:**

000, 100–300, and 800 level: \$254.58 per point

400 and 500 level: \$278.41 per point

ALIN	ANTH	ARTH	ASIACHIN	CLAS	CREW	CRIM
------	------	------	----------	------	------	------

COMS	DEAF	ELIN <sup>1</sup>	ENGL	FHSS	FILM	FREN	GERM
GLBL	GREE	HELT	HISTINTPICOM	ITAL	JAPA		
LALS <sup>2</sup>	LANG	LATILCCM	LCOM	LING	LITR	MAOR	
MDIA	MHST	MIGS	NZSL	NZST	PASI	PASP	PCOM
PHIL	PHPE <sup>5</sup>	POLS	RELISACS	SAMO	SOSC	SPAN	
SPOL	STRA	THEA	TSOL	TXTT	WRIT		

**Exceptions**

<sup>1</sup>ELIN 000 level are \$107.45 per point, ELIN 800 level are \$278.41 per point

<sup>2</sup>LALS 527, 528 and 529 are \$0 per point

**2. The following courses are charged at:**

100–300 and 800 level: \$304.81 per point

400–680 and 700 level: \$328.51 per point

CMPO, MUSC, NZSM, PERF

**3. The following courses are charged at:**

100–300 level and 800 level: \$254.58 per point

400–600 level: \$278.41 per point

EDUC, EPSY<sup>3</sup>, MSSL, TCHG

**Exceptions:**

<sup>3</sup>EPSY 514, 515, 516, 532, 533, 535, 536 are \$336.71 per point

**4. LAWS courses are charged at:**

100–400 level: \$306.25 per point

500 level: \$323.71 per point

**5. The following courses are charged at:**

100–300 level: \$270.30 per point

400–500 level: \$284.71 per point

ACCY	AFINBUSICOML	ECON	ENTR	FCOM	FINA
GBUS	HRER	HRIR	IBUSINFM	INFOMARK	MGMT
PECO	PUBL	QUAN	RESJTAXN	TOUR	

**6. The following courses are charged at:**

100–300 level: \$291.32 per point

400–800 level: \$336.71 per point

ACTS	ATEN	BIOL	BMAR	BMSC	BTEC	CBNS	CBIO
CCSP	CGRA	CHEM	COMP	CONB	CPSY	DATA	DEVE
DRGD	EBIOELCO	ENSC	ENVI	ERES	ESCI	FPSY	
GEOG	GEOL	GISCGPHS	HMSC	HPSY	LOGI	MATH	
MBIO	MXED	OPRE	PHYG	PHYS	PGEO	PSYC	SCED
SCIE	SCIS	SPCE	SPFI	STAT	STOR		

*Note: Except MConBio, which is charged at \$303.32 per point.*

**7. The following courses are charged at:**

100–300 and 800 level: \$320.16 per point

400–500 level: \$358.64 per point

AHTY ARCH ARCI BILDINTA LAND PLAN SARC

**8. The following courses are charged at:**

100–300 and 800 level: \$307.42 per point

400–500 level: \$344.53 per point

ANFX CCDN COMD DESN DSDN FADN GAME INDN

IXXN MDDN SIDN

**9. The following courses are charged at:**

100–400 level: \$331.23 per point

500 level: \$355.94 per point

AIML CYBR ECEN EEN ENGR NWEN RESE<sup>4</sup> SWEN

**10. ITRA courses/MIntr students are charged at:**

\$292.35 per point

**11. ARTS courses/MFA(CP) students are charged at:**

\$304.17 per point

**12. CLNR courses are charged at:**

\$374.56 per point

**13. HEAL, HLTH, NURS, NRSE, HLWB, and MIDW courses are charged at:**

100–300 level: \$269.03 per point

400–600 level: \$272.53 per point

**14. EGOV, GOVT, MMBA, MBUA, and MMPE courses are charged at:**

\$284.71 per point

**15. MMPA courses are charged at:**

\$266.87 per point

**16. EMBA courses are charged at**

\$377.00 per point

**Other courses**

**Study Abroad\***

Degree/Diploma/Certificate

Fees for one trimester

Study Abroad

\$13,450

*\*This includes AIFS, AIFS Deutschland, API, Arcadia, CIS Abroad, IFSA Butler, ISA, TEAN, and all direct relationships.*

**Part C: Other fees**

**1. Student Assistance Levy**

\$28.00 for all students

**2. Student Services Levy**

Internal Students: \$8.60 per point

Distance Students: \$4.30 per point

### Part D: Administration fees

Administration fees are charged as students apply for the relevant service.

Administration fee for special examination arrangements, for examinations sat at Te Herenga Waka—Victoria University of Wellington at other than the scheduled time, or sat at a location away from Te Herenga Waka—Victoria University of Wellington (per course)	\$123
Students will also be liable for courier costs and all costs that may be charged by the institution where the examination is held.	
First copy of Qualification Certificate, Certificate of Scholarship or Prize, Certificate of Proficiency, Certificate of Attendance	No charge
From July 2018, digital transcript on completion of qualification(s)	No charge
‘Ad hoc’ requests or hard copy Academic Transcript (i.e., prior to completion or pre-July 2018 graduates), Certificate of Completion, or Certificate of Proficiency	\$20 plus postage
Extra copies of Transcript, Certificate of Completion, Certificate of Proficiency, or Certificate of Achievement received at same time as initial copy (per copy)	\$10
Bar application support statement	\$30
Replacement Qualification Certificate —dispatch within five working days	\$65
<i>Note: Students may also be liable for courier costs for mailing certificates.</i>	
Replacement ID card	\$21
Refund charge (for monies totalling between \$1,000 and \$5,000 during an academic year) per refund	\$60
Refund charge (for monies totalling over \$5,000 during an academic year) per refund	\$100
International student refund of prepaid tuition fees administration charge	\$1,000
Higher Doctorate Application Fee	\$4,000
<i>Note: \$3,000 will be refunded if the application does not proceed beyond the Ad Hoc Committee’s initial consideration.</i>	
English Proficiency Programme Programme Withdrawal Administration Fee	\$200
International Transferring Student	\$512
Application for Recognition of Prior Learning	\$123
<i>Note: May not apply in some cases; contact the relevant Student Success office to confirm.</i>	

**Penalty charges**

—Late Payment Penalty	\$154
—Late Application Fee	\$123

**Academic Grievance Policy****1 Purpose**

Te Herenga Waka—Victoria University of Wellington (‘the University’) seeks to provide a learning environment that enables students to achieve their fullest academic potential. To that end, it is important that procedures exist to ensure decisions affecting student learning and progress are fair. This policy sets out how perceived academic disadvantage and academic grievances are to be resolved.

**2 Organisational scope**

This is a university-wide policy.

**3 Definitions**

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Academic disadvantage: An adverse and unjustified impact on a student’s academic performance or course of study caused by:

- a change in the University’s statutes or policies;
- advice given by staff of the University;
- a decision made by staff of the University; or
- course delivery, assessment, or administrative processes that are not consistent with University policies and statutes.

Academic grievance: A formal complaint to the University about perceived academic disadvantage.

Complainant: A student who submits an academic grievance or who submits an appeal against a decision of the Academic Board Grievance Committee (ABGC).

Postgraduate student: A student who has completed a bachelor’s degree and is enrolled in a higher qualification.

Respondent: In relation to an academic grievance—the member of the University staff who made the decision which prompted the academic grievance.  
In relation to a decision of the Academic Board Grievance Committee (ABGC) that is appealed on the grounds of process—the convenor of the ABGC.

Student: A person currently or formerly enrolled as a student at the University, or person who is currently studying at the University under an exchange agreement with another institution.



---

Student Advocacy Service:	The person or service provider appointed to independently support and advocate on behalf of students.
---------------------------	---

#### **4 Policy content and guidelines**

##### **4.1 Resolving academic disadvantage (informal process)**

- (a) Where a student considers that academic disadvantage has occurred, and provision for addressing the matter exists in a statute or policy, a student must use that provision.

*Note 1: Appeals against admission or enrolment decisions are dealt with under the Admission and Enrolment Regulations.*

*Note 2: Reconsiderations of examination scripts or items of assessment or of aegrotat applications are dealt with in the Assessment Handbook.*

*Note 3: Appeals against the outcome of the examination of a master's thesis are dealt with under the Master's Thesis Regulations.*

*Note 4: Appeals against certain constraints on enrolment in a PhD are dealt with under the Doctoral Regulations.*

*Note 5: Appeals against decisions in respect of fees are dealt with under the Fees Policy.*

*Note 6: Appeals against suspensions and exclusions are dealt with under the Academic Progress Regulations.*

*Note 7: Misconduct by staff or students is dealt with under the Conduct Policy or Student Conduct Statute as applicable.*

- (b) Where a student considers that academic disadvantage has occurred and the matter is not covered by s4.1(a) they should first discuss the matter with the relevant lecturer, course coordinator, or supervisor.
- (c) If the student does not feel able to discuss the matter directly with the lecturer, course coordinator, or supervisor, or if they consider that the matter has not been resolved under s4.1(b), they should discuss the matter with the programme director (if applicable) or head of school. The programme director and/or head of school may request written details of the alleged academic disadvantage and may refer the matter to the appropriate staff member(s).
- (d) If the student does not consider that the matter has been resolved within the school under s4.1(c) they must contact the relevant associate dean or deputy dean as applicable. The associate dean or deputy dean may request written details of the alleged academic disadvantage.
- (e) The student may, at any time, contact any of the following for advice or support: the VUWSA student advocate, the Student Interest and Conflict Resolution adviser, student support staff, or the Academic Office.
- (f) Members of the relevant faculty must respond to the student's allegation of academic disadvantage and should make all reasonable efforts to try to resolve the matter within the faculty, within a reasonable time frame. A written summary of the resolution should be provided to the student.

##### **4.2 Submitting an academic grievance (formal process)**

- (a) Where an allegation of academic disadvantage has not been resolved within a faculty, a student may submit an academic grievance to the University. The academic grievance

must be submitted within one year of the decision, advice, or other event that caused the student to consider that they have suffered academic disadvantage.

- (b) The academic grievance must be submitted in writing to the Director of the Academic Office. Receipt of the academic grievance will be acknowledged by the Academic Office, normally within 10 working days. Once submitted, an academic grievance may not be expanded to cover matters not originally included.
- (c) The academic grievance must state clearly and succinctly the grounds upon which the academic disadvantage is claimed. The submission should contain sufficient, relevant information for the matter to be investigated, including any relevant correspondence with the school or faculty. A brief timeline should be included. The convener of the Academic Programmes Committee shall consider the academic grievance and may request clarification and/or a summary of the academic grievance from the complainant.
- (d) The Academic Office shall forward the academic grievance to the respondent, with a copy to the dean of the relevant faculty, and request a written response. The written response shall normally be provided within 10 working days.

#### **4.3 Investigation of the academic grievance**

- (a) The Academic Board Grievance Committee (ABGC) is a committee of the Academic Board that has responsibility for the investigation and determination of academic grievances.
- (b) The convener of the ABGC shall be appointed by the Provost. The convener shall normally be a member of the academic staff at professorial level.
- (c) The ABGC shall comprise:
  - (i) the convener;
  - (ii) another academic staff member of the Academic Board; and
  - (iii) a student member of the Academic Board, or of a committee of the Academic Board.

The Academic Office shall inform the complainant and respondent of the membership of the ABGC.

*Note 1: Members of the ABGC will not normally be recruited from the faculty in which the academic grievance has originated.*

*Note 2: In the case of an academic grievance submitted by a thesis student, the student member of the ABGC will normally be a member of the Postgraduate Students' Association.*

*Note 3: In case of a perceived conflict of interest about membership of the Committee, the convener of the Academic Programmes Committee shall make the final decision on membership.*

- (d) The Committee shall follow a procedure that is appropriate to the subject matter of the academic grievance and which protects the rights of the student and any affected staff member or other student.
- (e) The Committee shall follow the principles of natural justice.
- (f) Where appropriate, the Committee shall follow the principles of the Treaty of Waitangi.
- (g) In order to ensure its recommendation is based on all available evidence, the Committee may request additional information or seek clarification from the complainant, respondent, and/or other University employees.

- 
- (h) The Academic Office will forward to the complainant the written response provided by the respondent (refer s4.2(d)). The Academic Office may remove sensitive or personal information relating to staff or other students.
  - (i) As part of its investigation, the ABGC will normally meet the complainant, the respondent, and relevant other parties. Meetings with the complainant and respondent will be held separately. The complainant or respondent may bring up to two support persons to the meeting, who may speak on their behalf. The convenor should adjourn the meeting after two hours if, in their judgement, all relevant points have been addressed. In the event of inappropriate behaviour by any party, the convenor may adjourn the meeting at any time.
  - (j) Minutes of any meetings held under s4.3(g) will be made available to the complainant and respondent.
  - (k) The investigation will normally be completed within six months of receipt of the academic grievance. All parties are expected to make their best efforts to complete the academic grievance process within that time frame.
  - (l) The complainant shall have the right to translation services in te reo Māori or New Zealand Sign Language. Such translation services will, if necessary, be provided at the University's expense.

#### ***4.4 Decision on the academic grievance***

- (a) Having thoroughly investigated the academic grievance, the ABGC shall prepare a written report that sets out the key issues and decides whether academic disadvantage has occurred. Where the ABGC decides that academic disadvantage has occurred, the report should recommend appropriate actions to address the academic grievance.
- (b) The convenor of the Academic Programmes Committee (or delegate) shall inform the complainant and respondent in writing of the ABGC's decision, with a copy of the report. The decision and report are forwarded to the relevant dean.
- (c) Where appropriate, the ABGC may recommend changes to University statutes or policies.

#### ***4.5 Submission of an appeal***

- (a) A complainant or respondent who is dissatisfied with the decision of the ABGC may submit an appeal to the Grievance Appeal Committee.
- (b) An appeal must be submitted in writing within 20 working days of the date of the letter notifying the decision on the academic grievance. The Convenor of the Grievance Appeal Committee may extend this period if they are satisfied that there is a good reason. The complainant should indicate in their submission whether they wish to appear in person before the Grievance Appeal Committee.
- (c) The appeal must be submitted in writing to the Provost, who will acknowledge receipt of the appeal, normally within 10 working days, together with an outline of the anticipated time frame for the appeal and the membership of the Grievance Appeal Committee. All correspondence on the appeal shall be conducted between the convenor or nominee and the complainant or nominee. Once submitted, a grievance appeal may not be expanded to cover matters not originally included.
- (d) The Grievance Appeal Committee must not allow an appeal unless satisfied that the decision of the Academic Board Grievance Committee:

- (i) was unsound because of some material defect in the procedures followed by the Academic Board Grievance Committee; or
- (ii) was incorrect on the basis of the information considered by the Academic Board Grievance Committee; or
- (iii) has been shown to be incorrect in the light of additional information which, for good reasons, the party appealing was unable to have considered by the Academic Board Grievance Committee.

#### **4.6 Consideration of the appeal**

- (a) The convenor of the Grievance Appeal Committee is the Provost or nominee.
- (b) The Committee shall comprise the convenor and a member of Council who is not a student or staff member of the University.

*Note: In case of a perceived conflict of interest about membership of the Committee, the Vice-Chancellor shall make the final decision on membership.*

- (c) The Grievance Appeal Committee shall review the evidence submitted to the Academic Board Grievance Committee, and the decision of that committee, and may request any further evidence that it deems relevant. The Grievance Appeal Committee may request to meet the complainant, the respondent, and relevant other parties.
- (d) Any meetings with the complainant and respondent will be held separately. The complainant or respondent may bring up to two support persons to the meeting, who may speak on their behalf. The convenor should adjourn the meeting after two hours if, in their judgement, all relevant points have been addressed. In the event of inappropriate behaviour by any party, the convenor may adjourn the meeting at any time.

#### **4.7 Decision on the appeal**

- (a) The decision of the Grievance Appeal Committee cannot be appealed further within the University. The convenor shall inform the complainant and the respondent of the decision in writing. The appeal decision is notified to the relevant dean and other relevant parties.

*Note: Section 4.7(a) does not prevent a student pursuing the matter through an external agency such as the Office of the Ombudsman.*

- (b) Where appropriate, the Committee may provide recommendations to the Academic Board on changes to University statutes or policies.

## **Student Charter**

The community of scholars at Te Herenga Waka—Victoria University of Wellington comprises a partnership of students and staff who work together to develop learning that contributes to the development of the individual and of society.

The Student Charter is a formal and enduring commitment to this partnership that sets out the expectations of the student experience at the University and how that experience is fostered.

A good student experience is realised through individual and collaborative efforts to build understanding, skill, and experience that are relevant not only to disciplinary expertise, but also to participation as a member of global society. To achieve the greatest benefit from their

University experience, students at the University are encouraged to work towards the following goals:

- being an active member of a scholarly community committed to enquiry and integrity;
- engaging intellectually with others;
- developing autonomy in pursuing knowledge and understanding;
- broadening social and cultural engagement; and
- communicating concepts, ideas, and arguments effectively.

***Being an active member of a scholarly community committed to enquiry and integrity***

To support students in achieving this goal, the University community is committed to:

- a system of student representation that emphasises partnership in making decisions that affect the student academic and broader university experience;
- respect for individual difference, privacy, and wellbeing;
- enabling access to staff in order to support the quality of learning and of the university experience;
- valid and fair assessment against clearly stated learning goals;
- integrity in the academic community;
- providing services that support student success and wellbeing in their study and engagement outside the University;
- seeking and responding to student feedback on the experience of courses, programmes, and student life;
- fair and transparent procedures for dealing with complaints; and
- an environment that fosters overall physical and emotional wellbeing.

***Engaging intellectually with others***

To support students in achieving this goal, the University community is committed to providing opportunities to:

- interact during a programme of study with leading scholars at the University;
- engage critically with the ideas of international scholarship;
- develop a strong sense of disciplinary relevance in undertaking any enquiry; and
- work collaboratively with staff and other students to build skills of enquiry.

***Developing autonomy in pursuing knowledge and understanding***

To support students in achieving this goal, the University community is committed to providing:

- clear and comprehensive information about courses, qualifications, and pathways into, through, and out of study programmes, including to higher levels of graduate study;
- clear information for understanding expected standards of academic performance;
- constructive feedback that contributes to further learning;
- opportunities to reflect on strategies to achieve high standards of performance;
- academic support for setting and achieving personal goals; and
- resources, services, and spaces that encourage self-directed learning.

***Broadening social and cultural engagement***

To support students in achieving this goal, the University community is committed to providing opportunities to:

- develop an international perspective through disciplinary study;
- understand and apply the Treaty of Waitangi;

- build awareness of the nature of cultural difference and intercultural communication; and
- apply for study abroad or other experience beyond the University.

### ***Communicating concepts, ideas, and arguments effectively***

To support students in achieving this goal, the University community is committed to providing opportunities to:

- read extensively, purposefully, and critically;
- develop writing and speaking skills through guidance, practice, and feedback;
- explore issues and solutions to problems through interaction with others; and
- participate in different forms of communication with a wide spectrum of the University community.

*The Student Charter was developed by the Academic Office at Te Herenga Waka—Victoria University of Wellington in consultation with the Victoria University of Wellington Students' Association. It was adopted by the University Council on 18 February 2013.*

## **Student Conduct Statute**

**Note: the complete Statute including Appendix documents is available at:**

<https://www.wgtn.ac.nz/documents/policy/student-policy/student-conduct-statute.pdf>

### **1 Purpose**

Te Herenga Waka – Victoria University of Wellington (the University) comprises a partnership of students and staff who work together to engage in learning that contributes to the development of the individual and society. This partnership involves active membership of a scholarly community committed to enquiry and integrity. To support students in achieving this goal, the University is committed to providing an environment that fosters physical and emotional well-being.

As members of this community, students are expected to conduct themselves safely and in accordance with the University's core ethical values of respect, responsibility, fairness, integrity, and empathy.

With, and as, tangata whenua, the University values Te Tiriti o Waitangi, rangatiratanga (leadership), manaakitanga (the fostering of knowledge), kaitiakitanga (responsibility for and guardianship of knowledge), whai mātauranga (intellectual curiosity), whanaungatanga (collaboration and collectiveness) and akoranga (collective responsibility for learning).

The purpose of this Statute is to ensure that fair processes are followed in the event of suspected misconduct and that, wherever possible, the University's response to misconduct aims to educate students and address the harm caused in a way that meets the needs of all parties.

### **2 Application of Statute**

This Statute applies to Students.

---

## Statute Content

### 3 *Principles*

- 3.1 The University recognises that the majority of students maintain high standards of conduct and that students make an important contribution to the positive culture of its community.
- 3.2 Whenever the University receives a complaint, it will consider all relevant information and resolve that complaint:
- (a) in accordance with this Statute and other relevant policy documents;
  - (b) in a fair and timely manner;
  - (c) wherever possible, using alternative resolution processes;
  - (d) if an alternative resolution process is not possible, by using the lowest level formal process appropriate;
  - (e) in accordance with the principles of natural justice. This means that the University will:
    - (i) ensure any decision-maker is impartial, free from bias, and has not made any predetermination;
    - (ii) ensure that any student suspected of misconduct is informed of the support available and is given a reasonable opportunity to respond before any finding of misconduct is made; and
  - (f) by following all processes in a way that safeguards physical and emotional well-being and the safety and integrity of the University community
- 3.3 The University is committed to acknowledging te Tiriti o Waitangi by working in partnership with Māori.
- 3.4 All processes that address issues related to student conduct will protect the confidentiality of all affected parties as far as possible.
- 3.5 Students have the right to translation services. Such translation services will, if necessary, be provided at the University's expense.
- 3.6 Students have the right to support and representation throughout any process conducted under this Statute.
- 3.7 To make a finding of misconduct or serious misconduct in a formal process, the decision-maker must be satisfied on the balance of probabilities that the misconduct or serious misconduct occurred.
- 3.8 Students have the right to appeal a finding of misconduct or serious misconduct and/or the outcome imposed. Any appeal must be determined by persons not involved in the decision under appeal.

### 4 *Misconduct*

- 4.1 This statute applies to students who are suspected of misconduct within the University's precincts, in the context of any University activity, or where the suspected misconduct is directly connected to a student's status as a student of the University.
- 4.2 There are three types of misconduct: Academic Misconduct, General Misconduct and Serious Misconduct.

#### ***Academic Misconduct***

- 4.3 Academic misconduct is a breach of the academic integrity expectations set out in clause 4.2 of the Academic Integrity Policy for Students, whether that breach is inadvertent or deliberate.

*Note: Academic Misconduct does not include any allegations that have been addressed through the Academic Integrity: Educative Approach Procedure*

#### **General Misconduct**

- 4.4 General misconduct is:

- (a) conduct that is not in keeping with the University's core ethical values of respect, responsibility, fairness, integrity and empathy;
- (b) conduct in breach of any University statute, policy, Hall of Residence handbook, or professional code of conduct that has been endorsed by the relevant School within the University;
- (c) conduct that contravenes a lawful and reasonable direction by a member of the University's staff;
- (d) conduct that impedes or prejudices teaching, research, or study within the University community, or that infringes the ability of others to participate in the life of the University;
- (e) conduct that is detrimental to the safety or wellbeing of other people, the effective functioning of the University, or the reputation of the University;
- (f) conduct that impedes or disrupts an examination, test, or other supervised assessment (but excluding dishonest or misleading conduct in connection with such assessment, which is to be treated as academic misconduct);
- (g) conduct that is dishonest or fraudulent (but excluding dishonest or misleading conduct in connection with an assessment, which is to be treated as academic misconduct);
- (h) conduct that expresses hostility against or is disrespectful to any other person on the grounds of age, race, ethnic or national origin, sex, sexual orientation, gender identity, disability, religious or ethical belief, marital or family status, political opinion or being affected by domestic violence;
- (i) conduct towards any person that is sexual harassment, bullying or harassment;
- (j) conduct that is designed to victimise or otherwise subject another person to detrimental action due to that person being involved in a process under this Statute.

*Note: General Misconduct does not include any allegation that fits within the definition of Academic Misconduct.*

#### **Serious Misconduct**

- 4.5 Serious Misconduct is suspected General Misconduct or Academic Misconduct that satisfies at least one of the following criteria:

- (a) the suspected misconduct forms part of a pattern of behaviour; or
- (b) the student suspected of misconduct has had a previous finding of misconduct as set out in section 4.2 of this Statute; or
- (c) the suspected misconduct is a single incident that has the potential to undermine the health and safety of another member of the University community or the reputation of the University as a community of scholars; or



- (d) the suspected misconduct is Academic Misconduct related to a thesis that could not be corrected through minor revisions, or
- (e) the suspected misconduct is or could be sufficiently serious that, if established, could justify the outcomes set out in paragraphs 7.3 or 8.4 of this Statute.

## **5 Making a complaint**

- 5.1 Any member of the University community can make a complaint alleging misconduct in accordance with this Statute and any relevant Procedures.
- 5.2 Any person who is not a member of the University community can provide information regarding suspected misconduct by a student to any staff member. That staff member will refer the information to Legal Services for consideration as to whether a complaint alleging misconduct should be made in accordance with this Statute and any relevant Procedures.

## **6 Responding to a complaint**

- 6.1 The University will respond to all complaints alleging misconduct by a student in accordance with this Statute and any relevant Procedures.

## **7 Academic Misconduct Outcomes**

- 7.1 When Academic Misconduct is established, wherever possible, the outcome imposed should:
  - (a) seek to educate the student about academic integrity; and
  - (b) ensure the student does not gain an advantage by not meeting the expected standards of academic integrity; and
  - (c) promote accountability.
- 7.2 Academic Misconduct outcomes may include:
  - (a) a public or private apology from the student;
  - (b) an undertaking as to future behaviour (which may also include suspending or waiving outcomes or additional consequences if the student complies with the terms of the undertaking);
  - (c) a programme of education or supervision;
  - (d) resubmission of a piece or pieces of work with or without penalty;
  - (e) an oral or written warning;
  - (f) requirement for a student to make changes to a specified document or revisions to a thesis;
  - (g) cancellation in full or in part of the mark for the item of assessment in respect of which the misconduct occurred and/or the award of a fail or reduced grade for the course; and
  - (h) other action which may address the misconduct and improves the student's understanding of academic integrity.
- 7.3 In addition to those set out in paragraph 7.2, the following outcomes are also available for Serious Misconduct:
  - (a) disenrolment and exclusion from enrolment in some or all classes or courses for a period not exceeding two years;
  - (b) in the case of a thesis student, termination of enrolment;
  - (c) withdrawal of a grade after it is awarded and/or rescindment of a qualification already awarded; and

- (d) withdrawal or suspension of access to all or any part of the University precincts, facilities or services (including library or information technology services) for a period not exceeding two years.

## **8. General Misconduct Outcomes**

8.1 When General Misconduct is established, wherever possible, the outcome imposed should:

- (a) seek to address harms; and
- (b) promote accountability and repair; and
- (c) address the needs of all parties (while ensuring that the well-being of the student facing outcomes under this Statute is considered).

8.2 General Misconduct outcomes may include:

- (a) a public or private apology from the student;
- (b) an undertaking as to future behaviour (which may also include suspending or waiving outcomes or additional consequences if the student complies with the terms of the undertaking);
- (c) a programme of education or supervision;
- (d) an oral or written warning;
- (e) an order to pay compensation for any loss or damage caused by or arising from the Misconduct;
- (f) an order to make reparation for any harm caused by or arising from the Misconduct;
- (g) suspension from some or all classes or courses for a period not exceeding 2 weeks;
- (h) withdrawal of or suspension of access to all or any part of the University precincts, facilities or services (including library or information technology services) for a period not exceeding the balance of the current trimester;
- (i) with the agreement of the student concerned, a referral to a specialist service for assessment;
- (j) with the agreement of the student concerned, a community service project within the University through the Wellington Plus Programme, the Wellington International Leadership Programme, or within the Hall of Residence, which bears some relevance to the Misconduct.  
*(Note: The student must provide evidence to the decision-maker of their participation in the project within the timeframe specified by the decision-maker); and*
- (k) any other action which may relieve the distress caused to the complainant, repair any damage caused by the student, or address the student's conduct.

8.3 Penalties for General Misconduct in Halls of Residence are:

- (a) exclusion from any particular area of, or activity associated with, a Hall of Residence for a period not exceeding two weeks; and
- (b) a ban on guests and/or alcohol for a period not exceeding the balance of the current trimester.

8.4 In addition to the outcomes set out in sections 8.2 and 8.3, the following outcomes are also available for Serious Misconduct:

- (a) transfer of a student from a Hall of Residence to a different Hall of Residence for up to one year;

- (b) permanent exclusion or eviction from a Hall of Residence;
- (c) disenrolment and exclusion from enrolment in some or all classes, or courses, for a period not exceeding two years;
- (d) withdrawal or suspension of access to all or any part of the University precincts, facilities or services (including library or information technology services) for a period not exceeding two years;
- (e) removal of the right to graduate in person.

## **9. Appeals**

9.1 A student may appeal to the Disciplinary Appeals Committee any finding of misconduct and/or any penalty imposed on the basis that:

- (a) the finding of misconduct was unfair because of some material defect in the procedure followed;
- (b) the finding of misconduct was incorrect on the basis of:
  - (i) the information available to the decision-maker; or
  - (ii) additional information not available to the decision-maker; or
  - (iii) additional information available to the decision-maker but not considered, or
- (c) the penalty imposed was manifestly excessive.

9.2 If the Disciplinary Appeals Committee allows an appeal, it must:

- (a) set the decision aside and refer it back to the decision-maker (if the appeal is allowed under section 9.1(a));
- (b) set the decision aside and substitute a new decision (if the appeal is allowed under section 9.1(b); or
- (c) set aside the penalty and substitute another penalty (if the appeal is allowed under section 9.1(c).

9.3 The decision of the Disciplinary Appeals Committee cannot be further appealed within the University.

## **10. Confidentiality and record-keeping**

10.1 Every member of the University community who is aware of or involved in a misconduct process under this Statute (including the complainant, the person suspected of misconduct and any witnesses):

- (a) must keep confidential the process and any information relating to the process (including the details of any suspected misconduct and the identities of those involved) confidential;
- (b) may disclose information regarding the complaint or the misconduct process in order to obtain support or advice from their support people and relevant agencies, or otherwise with the consent of the decision-maker.

*Note: Nothing in this section prevents any person from making further complaints to other relevant authorities, including the New Zealand Police or professional bodies.*

10.2 The University will:

- (a) keep appropriate records of all misconduct processes in a secure location;
- (b) upon request, provide students with access to information about themselves (subject to any relevant withholding grounds in the Privacy Act 2020);

- (c) collect, store and use de-identified information about misconduct processes in accordance with the University's Privacy Notice (including identifying trends and developing targeted responses to behavioural concerns in the University community).
- 10.3 Access to information relating to misconduct will be restricted to members of the University community who have a need to access and use the information to give effect to this Statute or any relevant Procedures.

#### **11. Procedures**

- 11.1 Procedures relating to the matters governed by this Statute may be made in accordance with the University's Policy Framework. Such procedures may not be inconsistent with this Statute and may include:
- (a) provisions for resolving suspected misconduct using alternative resolution processes;
  - (b) provisions for resolving suspected misconduct using formal resolution processes;
  - (c) provisions enabling members of the University community in charge of a class, activity, facility or Hall of Residence to temporarily remove a student from that class, activity, facility, or Hall of Residence on a temporary basis if that student presents an unacceptable risk to the safety or well-being of other members;
  - (d) provisions enabling Staff Members to temporarily exclude, suspend, or transfer to another Hall of Residence (or other suitable accommodation) a student who is suspected of misconduct and whose presence at the University or in a Hall of Residence while the suspected misconduct is resolved presents an unacceptable risk to the safety or well-being of other members, an unacceptable risk to property, or an unreasonable disruption to the work or studies of other members;
  - (e) provisions relating to the determination of appeals; and
  - (f) any other matter relating to matters of student conduct.

#### **12. Decision-makers**

- 12.1 Appendix 1 of this Statute contains a list of decision-makers for:
- (a) Academic Misconduct; and
  - (b) General Misconduct; and
  - (c) Serious Misconduct; and
  - (d) appeal processes.

#### **13. Composition of Committees**

- 13.1 Appendix 2 of this Statute contains the composition of all decision-making committees for the processes under the Student Conduct Statute.

#### **14. Compliance**

- 14.1 The University will act in accordance with Te Tiriti o Waitangi. The University is also required to manage its policy documentation within a legislative framework. The key legislation directing this Statute is the Education and Training Act 2020, New Zealand Bill of Rights Act 1990, and the Human Rights Act 1993.

#### **15. Definitions**

In this Statute, unless the context otherwise requires:

Academic misconduct: has the meaning given in section 4.3 of this Statute.

---

Alternative Resolution Process:	means an informal process and: (a) in the context of Academic Misconduct means an educative approach (b) in the context of General Misconduct means an adaptable resolution process in accordance with restorative principles or a Tikanga Māori process
Bullying	means repeated and unreasonable behaviour directed towards another person that is likely to lead to physical or mental harm.
Complaint	means any report of possible Misconduct.
Decision-maker	means a decision-maker identified in Appendix 1 of this Statute
Disciplinary Appeal Committee	means a Disciplinary Appeals Committee convened in accordance with Appendix 2 of this Statute
Disciplinary Committee	means a Disciplinary Committee convened in accordance with Appendix 2 of this Statute
Formal Process	means a formal disciplinary process to determine if Misconduct or Serious Misconduct has occurred
General Misconduct	has the meaning given in section 4.4 of this Statute
Hall of Residence	means a hall of residence that is managed by or on behalf of the University or that has agreed for its residents to be covered by this Statute
Harassment	means intimidating, threatening, or degrading behaviour directed towards another member of the community that is likely to have a harmful effect on the recipient and includes repeated behaviour, but may be a single incident
Members of the University Community	means all staff members and students of the University, independent contractors to the University, adjunct and visiting staff, visiting scholars and interns, emeriti professors and any other person providing services to the University
Misconduct	has the meaning given in section 4 of this Statute
Misconduct Procedures	means procedures approved in accordance with the Policy Framework under section 11 of this Statute
Revisions	when related to a thesis, revisions refer to changes to the thesis that usually involve only minor amendments to the text. This does not include cases where the student would be required to do additional research or analysis, nor does it include cases where major structural changes would be required to the text
Staff Member	means an employee of the University
Serious Misconduct	has the meaning given in section 4.5 of this Statute
Sexual Harassment	has the meaning given in the Sexual Harassment Policy
Student	means any person enrolled in a personal course of study at the University or a person who is studying at the University under an exchange agreement with another institution and includes a resident in a Hall of Residence

University Precincts      includes all premises, grounds and buildings owned by, in possession of, or administered by the University (including Halls of Residence)

---

**Index**

---

- Academic Grievance Policy, 56**
- Academic Progress for Continued  
Registration Procedure, 23**
- administration fees, 55**
- Admission and enrolment regulations, 8**
- Course Registration Procedure, 20**
- Credit Transfer and Recognition of  
Prior Learning Regulations, 44**
- Fees Policy, 50**
  - Fees Schedule, 50
- General Academic Statute, 4**
- General Programmes of Study  
Regulations, 30**
- grievances, academic, 56**
- Student Charter, 60**
- Student Conduct Statute, 62**
- Study Abroad, 54**
- tuition fees**
  - domestic, 50
  - international, 52
  - other, 54





