



***IMPORTANT NOTICE:*** Readers are referred to the disclaimer set out at the beginning of the Calendar.

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***Other Statutes and Policies:*** Some University statutes and policies which are not printed in this Calendar may be viewed on the University's website at [www.victoria.ac.nz/policy](http://www.victoria.ac.nz/policy) or in the Reserve Book Room at the Library.

## Degrees Statute

### 1. Purpose

This statute lists the qualifications that have been approved by the New Zealand Vice-Chancellors' Committee for Victoria University of Wellington (the University) to offer and confer in accordance with sections 193(2)(a) and 241 of the Education Amendment Act 1990.

### 2. Organisational Scope

This is a University-wide statute.

### 3. Definitions

For the purposes of this statute, unless otherwise stated, the following definition shall apply:

*Conferment*: The granting by the University Council of a University qualification or honorary degree either at a graduation ceremony or *in absentia*.

### 4. Statute Content and Guidelines

#### 4.1 Conferment of Degrees

The Council shall have the power to confer the following degrees:

Master of Applied Finance	Bachelor of Commerce and Administration/Bachelor of Science conjoint
Bachelor and Master of Architecture	Master of Communications
Bachelor and Master of Arts	Master of Computer Science
Bachelor of Arts with Honours	Master of Conservation Biology
Master of Arts (Applied)	Bachelor and Master of Design
Master of Asia-Pacific Affairs	Bachelor of Design with Honours
Bachelor and Master of Biomedical Science	Master of Development Studies
Bachelor of Biomedical Science with Honours	Bachelor and Master of Education
Bachelor and Master of Building Science	Bachelor of Education with Honours
Bachelor of Building Science with Honours	Bachelor of Education (Teaching)
Master of Business Administration	Bachelor of Education (Teaching) Early Childhood
International Master of Business Administration	Bachelor of Education (Teaching) Primary Upgrade
Bachelor of Business Information Systems	Bachelor of Education (Teaching) English to Speakers of Other Languages)
Doctor of Commerce	Bachelor of Education (Whakaako) ECE Whariki Papatipu
Bachelor and Master of Commerce and Administration	Bachelor of Engineering
Bachelor of Commerce and Administration with Honours	Master of Environmental Studies
	Master of Financial Mathematics
	Master of Industrial Design

Master of Information Management	Master of Public Policy
Bachelor of Information Technology	Bachelor, Master and Doctor of Science
Master of International Relations	Bachelor of Science with Honours
Bachelor, Master and Doctor of Laws	Bachelor of Science and Technology
Bachelor of Laws with Honours	Master of Strategic Studies
Master of Library and Information Studies	Bachelor of Teaching/Bachelor of Arts conjoint
Doctor of Literature	Bachelor of Teaching/Bachelor of Commerce and Administration conjoint
Master of Management	Bachelor of Teaching/Bachelor of Science conjoint
Master of Management Studies	Bachelor of Teaching (Early Childhood)/Bachelor of Arts conjoint
Master of Marine Conservation	Master of Teaching
Master of Midwifery	Master of Theatre Arts
Master of Museum & Heritage Studies	Bachelor and Master of Tourism Management
Bachelor, Master and Doctor of Music	Bachelor of Tourism Management with Honours
Bachelor of Music with Honours	
Master of Music Therapy	
Master of New Zealand Studies	
Master of Nursing	
Master of Nursing (Clinical)	
Doctor of Philosophy	
Master of Public Administration (Executive)	
Master of Public History	
Master of Public Management	

#### 4.2 *Conferment of Awards*

The Council shall have the power to award postgraduate diplomas, graduate diplomas, diplomas, postgraduate certificates, graduate certificates or certificates in:

Advanced Nursing	Education and Professional Development
Archives and Records Management	Education of Students with Special Teaching Needs
Artist Diploma	Education and Training for Professional Development
Arts	Environmental Studies
Arts (Applied)	Executive Development
Asia-Pacific Affairs	Financial Analysis
Biomedical Science	Financial Markets Analysis
Building Management	Financial Mathematics
Business Administration	Foundation Studies
Clinical Nursing	Geophysical Hazard Monitoring
Clinical Psychology	Health
Commerce	Health (Teaching for Health Practitioners)
Computer Science	Heritage Materials Science
Contemporary Policing	Higher Education Learning and Teaching
Deaf Studies (Teaching NZSL)	
Design	
Development Studies	
Ecological Restoration	

Human Resource Management	Proficiency in English
Industrial Design	Public Management
Information Management	Public Policy
International Relations	Science
Jazz	Special Needs Resource Teaching
Law	Strategic Studies
Library and Information Studies	Teaching
Management Studies	Teaching English to Speakers of Other Languages
Māori Business	Teaching (Early Childhood Education)
Māoritanga	Teaching (Early Childhood Education) Whāriki Papatipu
Marine Conservation	Teaching (Primary)
Marketing	Teaching (Secondary)
Meteorology	Teaching Māori Language
Midwifery	Theatre Arts
Museum & Heritage Studies	Treasury Management
Music	University Preparation
Music Teaching	
New Zealand Conservation	
New Zealand Studies	
Nursing	
Professional Accounting	

# Admission Statute

## 1. Purpose

It is important that students entering the University are adequately prepared for university study. This statute sets out the requirements for admission of students to the University in accordance with the requirements of the Education Act and the standards agreed by all New Zealand universities through the New Zealand Vice-Chancellors' Committee.

## 2. Organisational Scope

This is a University-wide statute.

## 3. Definitions

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

*Domestic student:* A person who is a citizen or permanent resident of New Zealand, Australia, the Cook Islands, Niue, or the Tokelau Islands, or a citizen of other countries who is resident in New Zealand as a consequence of assignment to a diplomatic or consular post, his or her spouse, and their immediate dependants.

*International student:* A student studying in New Zealand on a student visa who is not a domestic student as defined above.

## 4. Statute Content and Guidelines

### 4.1 General Admission Statute

#### (a) Matriculation

In order to enrol (a) in a course of study leading towards a degree, or (b) for a Certificate of Proficiency in such a course a candidate must matriculate. Matriculation requires satisfying one of the following categories of eligibility:

- (i) be qualified for entry to a university on the basis of the New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) qualification, or National Certificate of Educational Achievement (NCEA) Level 3;

*Note:* Qualification for entry on this basis is covered by regulations promulgated by the New Zealand Qualifications Authority. Full details are set out in the University's Guide to Enrolment.

- (ii) have obtained New Zealand University Entrance (by accrediting or examination) in 1985 or earlier;
- (iii) have been granted admission at entrance level on the basis of a recognised equivalent secondary school qualification (see section 4.2 below);
- (iv) have been granted provisional or discretionary entrance (see section 4.3 below);
- (v) have been granted admission or admission with credit towards a degree (see section 4.4 below);
- (vi) have been granted special admission (see section 4.5 below);
- (vii) have been granted personal interest admission (see section 4.6 below); or
- (viii) have been granted admission at another New Zealand university.

*Note 1: Enrolment in a Certificate of Proficiency allows a student to do one or more courses without enrolling in a degree or other recognised programme of study. Refer to the Certificate of Proficiency Statute.*

*Note 2: Not all of the above categories of eligibility apply to international students. Provisions for international students are set out in section 4.7.*

*Note 3: The procedure for applying for admission under any of these categories is set out at the end of this statute.*

(b) Non-matriculated enrolment

A person wishing to enrol for a diploma or certificate that does not require an entrance qualification may enrol as a non-matriculated student.

*Note: Currently the University offers the following courses which are open to non-matriculated students: Certificate of University Preparation, Certificate of Proficiency in English, Tohu Māoritanga, and Certificate in Māori Business.*

(c) Admission to the University is normally restricted to persons who have attained the age of 16 by the first day of the trimester in which they wish to enrol. Any person who is under 16 must obtain the permission of the relevant Associate Dean, with the right of appeal to the Convener of the Academic Committee.

#### **4.2 Admission of Domestic Students on the Basis of a Recognised Equivalent Secondary School Qualification**

A domestic student who has gained a secondary school qualification other than NZUEBS or NCEA Level 3 may apply to have that qualification recognised as being equivalent to a school qualification set out in section 4.1(a)(i). This provision may be extended to students who complete a full year of academic study overseas, whether or not a formal academic qualification was obtained, provided they have:

- (a) obtained an aggregate in Sixth Form Certificate of not more than 16 over four subjects, or
- (b) (i) obtained a minimum of 72 credits at NCEA Level 2, including at least 14 credits in each of four subjects of which three must be from the approved list and no more than one that combines credits from up to two subjects on the approved list or domains on the National Qualifications Framework; and
- (ii) achieved the literacy and numeracy standards for university entrance.

*Note: Students who have spent Year 13 on an exchange at a school or schools overseas must have completed a minimum of six months' academic study while overseas, and must provide a letter or report from the overseas school(s).*

#### **4.3 Provisional or Discretionary Entrance for Domestic Students**

*Note: Provisional Entrance applies for candidates seeking admission on the basis of Sixth Form Certificate, while Discretionary Entrance applies for a similar group of students who have done NCEA qualifications. Details are available from Student Recruitment and Course Advice.*

##### **4.3.1 Provisional Entrance**

- (a) A domestic student who is under 20 years of age and is not eligible to apply under any other section of this statute may apply for Provisional Entrance if they:
  - (i) are not academically qualified to enrol at a New Zealand university; and
  - (ii) have received secondary schooling to at least New Zealand Year 12 level, or its equivalent overseas, and been awarded Sixth Form Certificate in at least one subject or its equivalent; and



- (iii) have not in the year of application entered examinations in more than two subjects of the NZUEBS qualification (except as provided in section(b) below).

*Note 1: In special circumstances the University may permit candidates who do not fulfil clause (ii) or (iii) above to apply for provisional entrance.*

*Note 2: Candidates who do not fulfil clause (iii) above may be considered for mid-year admission in the year immediately following their NZUEBS examinations.*

- (b) A person at a New Zealand secondary school who has entered examinations in more than two subjects of the NZUEBS qualification may apply for provisional entrance in the same year for the purpose of enrolling in a programme offered in the third (summer) trimester by Victoria University of Wellington. Any person admitted under this regulation who does not in the following January gain an entrance qualification based on NZUEBS will be required to withdraw from the University and may reapply for admission at mid-year.
- (c) A person whose application is declined may appeal to the New Zealand Qualifications Authority, whose decision in the matter is final.
- (d) A person whose application is approved may enrol only in the programme for which provisional entrance has been awarded, unless the University approves of enrolment in a different programme.

#### **4.3.2 Discretionary Entrance**

- (a) A domestic student who is under the age of 20 years, and who:
- (i) does not meet the university entrance standard; and
  - (ii) has received secondary schooling to at least New Zealand Year 12 level (or its equivalent overseas), and earned at least 14 credits in an approved subject at Level 2 towards NCEA (or its equivalent); and
  - (iii) has met the literacy and numeracy standards required for University Entrance, or their equivalents; and
  - (iv) has not completed Year 13 at a New Zealand secondary school or has undertaken study in Year 13 at a New Zealand secondary school, but has not attempted to qualify for University Entrance;
- may apply for discretionary entrance.

*Note: Candidates who attempt to qualify for University Entrance in Year 13, but who fail to do so, may be considered for mid-year admission in the year following their NCEA assessment.*

- (b) A domestic student studying at a New Zealand secondary school, who is attempting to qualify for entrance to university, may apply for Discretionary Entrance in the same year for the purpose of enrolling in courses offered in the third (summer) trimester. Any student admitted under this provision who does not, in the following January, meet the University Entrance standard will be required to withdraw from the University and may re-apply for admission at mid-year. Students required to withdraw may complete their summer trimester courses before doing so, but any courses passed will not be credited to a qualification until a University Entrance qualification is gained.
- (c) A person whose application is declined may appeal to the New Zealand Qualifications Authority, whose decision in the matter is final.
- (d) A person whose application is approved may enrol only in the programme for which discretionary entrance has been awarded, unless the University approves of enrolment in a different programme.

**4.4 Admission or Admission with Credit on the Basis of Study Undertaken at Another Tertiary Institution (Admission Ad Eundem Statum) for Domestic Students**

Domestic students who have completed any of the following:

- (a) a degree-level qualification awarded by another New Zealand or overseas university;
  - (b) degree-level courses at another New Zealand or overseas university;
  - (c) courses at Level 4 or above on the New Zealand Qualifications Framework towards a qualification awarded by a tertiary institution other than a university;
  - (d) courses at Level 3 towards a qualification awarded by a tertiary institution other than a university, provided the student has also achieved the literacy and numeracy standards for university entrance;
- may apply to have their study recognised as the basis of admission to this University.

**4.5 Special Admission for Domestic Students over 20 Years of Age**

- (a) Any candidate applying as a domestic student who has not gained the minimum entry qualifications ordinarily required for admission to the University, but who will have reached the age of 20 by the first day of the trimester for which admission is sought, is eligible to be enrolled as a student and will qualify for Special Admission.
- (b) The Convener of the Academic Committee may waive the age requirement for a domestic student where in his or her opinion an applicant is otherwise fit to be admitted. In such cases the candidate may be restricted to enrolment in a specified programme of study.

**4.6 Personal Interest Admission for Domestic Students**

- (a) A domestic secondary school student under 20 years of age and otherwise ineligible to enrol, who has a personal interest in a course or courses may apply to the Convener of the Academic Committee to enrol part-time and be assessed in no more than 48 points per trimester.
- (b) A person who passes a course in which they have enrolled under (a) above and who subsequently becomes eligible to enrol under provisions 4.1 to 4.5 of this statute may have that course credited to a qualification of this university in accordance with the relevant statute.
- (c) Secondary school students may apply for enrolment under this clause if they:
  - (i) have the written support of their Principal; and
  - (ii) have shown a high level of academic achievement.

**4.7 International Students**

**4.7.1 Types of Admission**

International students may apply for admission on the basis of one of the following categories of eligibility:

- (a) Be qualified for entry to a university on the basis of the New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) qualification, and have met the English language requirements in section 4.7.2(c).
- (b) Be qualified for entry to a university on the basis of National Certificate of Education Achievement (NCEA) Level 3. Students applying under this category must have also satisfied the NCEA literacy and numeracy requirements.

- (c) Have been granted admission, or admission with credit towards a degree, on the basis of study undertaken at another institution. Students who have completed any of the following may apply to have their study recognised as the basis for admission to this university:
- (i) a degree-level qualification awarded by another New Zealand or overseas university;
  - (ii) degree-level courses at another New Zealand or overseas university;
  - (iii) a qualification awarded by an overseas secondary school or tertiary institution which this university considers to be equivalent to a recognised school qualification as set out in section 4.1(a)(i);
  - (iv) courses at Level 4 or above on the New Zealand Qualifications Framework towards a qualification awarded by a tertiary institution other than a university.

#### 4.7.2 Other Requirements

In addition to the above, international students must also follow these procedures:

- (a) All international students seeking admission as first-year students must apply to Victoria International, Victoria University of Wellington. Students already studying in New Zealand at Year 13 level can be accepted conditional upon a satisfactory result in the NZUEBS examination or the NCEA Level 3 as set out in section 4.7.1(a) and (b) above.

*Note: For further details on the required levels of performance, refer to the Victoria International Prospectus.*

- (b) All international students with overseas qualifications seeking admission with graduate status, or with credit towards a degree programme, should apply to Victoria International, Victoria University of Wellington.
- (c) English Language Competence – international students who have gained their educational qualifications through a medium of instruction other than English must provide evidence of their proficiency in English. For this purpose students normally take one of the TOEFL, IELTS, CPE or CAE tests. The required minimum results are:

##### *Admission to undergraduate programmes*

TOEFL: A score of 550 on the paper-based test or 213 on the computer-based test

IELTS: An overall band score of 6.0 with no subject below 5.5

CPE: C Pass

CAE: C Pass

##### *Admission to undergraduate teacher education programmes*

IELTS: An overall band score of 7.0 with no subject below 7.0

##### *Admission to graduate and postgraduate programmes*

TOEFL: A score of 575, normally with a TWE of 5 on the paper-based test or 237 on the computer-based test

IELTS: An overall band score of 6.5 with no subject below 5.5

CPE: C Pass

CAE: B Pass

*Note: For students who need to improve their English before undertaking university study, the English Language Institute (ELI) at the University offers an English*

*proficiency programme. Those attending the summer course, from November to February, are assessed by their teachers and by taking the ELI Proficiency Test. If students achieve the required standard, the University will accept this as evidence that they have met the English language requirements for admission.*

#### **4.8 Documentation**

- (a) All applicants for admission must supply:
- (i) a birth certificate or passport; a signed declaration, marriage certificate or deed poll is also required if the applicant is using a different name to that on their birth certificate or passport;
  - (ii) proof of citizenship or permanent residency status if applying as a domestic student; and
  - (iii) official transcripts of previous academic records, where necessary.

*Note 1: Copies of documents can be accepted only if they have been witnessed and certified by a Solicitor, Notary Public, Justice of the Peace, or the institution which issued the originals. Students may also bring original documents and copies to be certified by staff in the Enrolment Office, Faculty Offices, Student Recruitment and Course Advice, or Victoria International.*

*Note 2: If the original document is not in English, a certified translation must also be provided.*

- (b) The University reserves the right to refuse admission to any person where it is suspected that fraudulent documents have been submitted to the University. The decision to refuse admission is made by the Convener of the Academic Committee and may be appealed to the Deputy Vice-Chancellor.

#### **4.9 Effect of Statute**

- (a) A student who is eligible for admission in accordance with this statute and who complies with section 4.8 and, where appropriate, section 4.7, may enrol at this University.
- (b) Any person who applies for admission to this University agrees thereby to be bound by the statutes and regulations of the University.
- (c) Any person seeking admission pursuant to this statute must do so in accordance with section 4.8 of this statute. In addition, International Students must comply with section 4.7 of this statute.

*Note 1: With the exception of admission on the basis of NZUEBS, NCEA, or Special Admission over 20 years of age, applications for admission take some time to process. All students are advised to apply as soon as possible, and not later than the dates published for the different qualifications in the Guide to Enrolment. For further details contact the Enrolment Office or Victoria International.*

*Note 2: All applications for admission should be submitted with the Enrolment Application. Domestic students should send their application to the Enrolment Office, and international students should send their application to Victoria International. Any student with queries regarding admission with credit should contact the relevant Faculty Student Administration Office.*

*Note 3: As specified in the Personal Courses of Study Statute, enrolments for any course are not normally accepted after the first one-sixth of that course.*

# Limitations on Courses and Programmes Statute

## 1. Purpose

In accordance with section 224(5) of the Education Amendment Act (1990), the University Council may determine the maximum number of students who may be enrolled in a particular course of study in a particular year. This statute sets out the procedures for setting enrolment limitations on particular courses and programmes. The Appendix lists limitations for the relevant academic year.

## 2. Organisational Scope

This is a University-wide statute.

## 3. Definitions

For purposes of this statute, unless otherwise stated, the following definition shall apply:

*Academic year:* The approximately 12-month period from the beginning of the first trimester in late February/early March in a particular year to the end of the third (summer) trimester in late February of the following year.

## 4. Policy Content and Guidelines

### 4.1 Justification for Limitations

In accordance with section 224(5) of the Education Amendment Act (1990), enrolment limitations may be imposed on particular courses or programmes in a particular year where it is necessary to do so because of insufficiency of staff, accommodation or resources.

### 4.2 Procedure

- (a) By June each year, each Faculty may submit a proposal to impose enrolment limitations on particular courses or programmes it intends offering in the following academic year. These proposals are submitted to the Senior Management Team (SMT), where consideration is given to the appropriateness of the proposed limitations in the context of broader resourcing and strategic issues.
- (b) Following SMT approval, the proposals are forwarded to Academic Board for consideration of academic issues.
- (c) The proposals, together with any comments or recommendations from the SMT or Academic Board are then forwarded to Council for consideration and approval.

### 4.3 Late Limitation Decisions

- (a) A limitation may be approved at a later date when:
  - (i) anticipated staff or other key resources become unavailable; or
  - (ii) unexpectedly high numbers of students apply to enrol in a course during the enrolment period, and it becomes apparent that the capacity of the assigned teaching space will be exceeded.
- (b) In such cases, the Head of School shall consider options such as arranging for access to a larger lecture theatre, running additional streams, offering the course

again in another trimester, or alternative staffing arrangements. If the situation cannot be satisfactorily resolved, the Head of School will recommend to the Dean that a late limitation be approved.

- (c) Decisions on late limitations are to be made by the Dean and reported to:
- (i) SMT;
  - (ii) the relevant Faculty Administration Manager;
  - (iii) Academic Policy Manager;
  - (iv) Enrolment Manager;
  - (v) Course Administration and Timetable Coordinator; and
  - (vi) Home Website Content Manager.

*Note: Situations where an advertised course or programme intake needs to be cancelled are covered by the Cancellation of Course Offerings Policy and the Cancellation of Programme Intakes Policy.*

## Appendix – Limitations on Courses and Programmes for 2008

### 1. Limitations on Programmes

<b>(a) Undergraduate Degrees</b>	<b><i>Enrolment Limitation</i></b>
<b>Faculty of Architecture and Design</b>	
BArch Second Year	80
BBSc Second Year	50
BDes Second Year	180
<i>Digital Media Design</i>	45
<i>Industrial Design</i>	45
<i>Interior Architecture</i>	45
<i>Landscape Architecture</i>	45
<b>(b) Postgraduate Degrees and Diplomas</b>	<b><i>Enrolment Limitation</i></b>
<b>Faculty of Architecture and Design</b>	
Master of Industrial Design	10
<b>Faculty of Humanities and Social Sciences</b>	
MA(Applied) in SSRE	12
MA in Creative Writing	30
Master of Theatre Arts	6
<b>Faculty of Science</b>	
PGDipClinPsyc	8

**2. Limitations on Courses**

*The Faculty administering the course is identified by the following codes:*

- A – Architecture and Design*
- C – Commerce and Administration*
- E – Education*
- H – Humanities and Social Sciences*
- L – Law*
- S – Science*

<i>Course</i>	<i>Faculty</i>	<i>Enrolment Limitation</i>
ACCY 223 (1/3)	C	300
ACCY 231 (1/3)	C	300
ACCY 232 (2/3)	C	300
ARTH 403	H	8
CLAS 320/420	H	20
CREW 253	H	12
CREW 254	H	12
CREW 255	H	12
CREW 256	H	12
CREW 257	H	12
CREW 351	H	12
CREW 352	H	15
CRIM 214	H	15 non-VPEP
CRIM 215	H	15 non-VPEP
DEAF 101	H	60
DEAF 102	H	60
DEAF 201	H	40
ELIN 802	H	12
ELIN 931	H	200
ELIN 932	H	200
ELIN 933	H	250
FILM 222	H	20
FILM 305	H	20
FILM 332	H	12
FILM 335	H	20
FILM 336	H	40
FILM 404	H	12
FILM/THEA 405	H	12
HRIR 201 (1/3)	C	200
IBUS 400-level	C	15
INFO 401-409	C	15
INTP/POLS 400-level	H	20
LAWS 211*	L	300



## Statutes and Policies

<i>Course</i>	<i>Faculty</i>	<i>Enrolment Limitation</i>
LAWS 212*	L	300
LAWS 213*	L	300
LAWS 214*	L	300
LAWS 301*	L	300
LAWS 334	L	150
LAWS 383	L	30
Other LAWS 300-level electives	L	The smaller of 100 or room size**
LAWS 500-level and 400-/500-level seminar courses	L	12 per course
MARK 313	C	45
MARK 400-level	C	15
MDIA 204	H	60
MMAF 500-level	C	35
CMPO 210	H	20
CMPO 211	H	20
CMPO 310	H	15
CMPO 311	H	15
PERF 345	H	15
PSYC 401-449	S	15 per course
PSYC 451	S	8
PSYC 452	S	8
THEA 203	H	66
THEA 204	H	54
THEA 301	H	18
THEA 302	H	18
THEA 303	H	18
THEA 304	H	12
THEA 307	H	18
THFI 311	H	24
WRIT 101	H	
CRN 15110 (1/3)		18
CRNs 8787, 11334, 15114 (2/3)		18
All other WRIT 101 streams		36
WRIT 151 (1/3)	H	150
WRIT 151 (2/3)	H	150
All Faculty of Commerce and Administration undergraduate courses apart from PUBL and not otherwise limited	C	Room capacity
LAWS 121, 122 123	L	Room capacity
All NZSM undergraduate courses (NZSM, PERF, MUSC and CMPO) and not otherwise limited	H	Room capacity
PSYC 121, 122 and STAT 193	S	Room capacity



\* *International exchange students and Study Abroad students may not enrol in LAWS 211, 212, 213, 214 or 301.*

\*\**The limitation on LAWS 300-level electives is 100 or room size, whichever is the smaller. Those courses that are in most demand will be scheduled in the larger rooms. The limit shall be on the streams, not courses, so that there could be two capped streams in the same trimester (or in subsequent trimesters).*

## Enrolment Statute

### 1. Purpose

The purpose of this statute is to outline the procedures for enrolling students in courses and programmes offered by the University.

### 2. Organisational Scope

This is a University-wide statute.

### 3. Definitions

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

*Enrolment:* The collective term used to describe the process of enrolling at the University. This involves the student submitting an enrolment application, obtaining course approval, signing a declaration and paying tuition fees. All of these steps are required before a student can be regarded as enrolled.

*Offer of Study:* A notification sent to a student in response to an enrolment application to inform the student of the qualification(s) and course(s) the University is offering them. The student must sign and return this notification in order to be officially registered in courses.

### 4. Statute Content and Guidelines

#### 4.1 Enrolment Applications

- (a) Before attending any course, a student must be registered for that course.
- (b) Students wishing to study in 2008 should submit a completed Enrolment Application to the University by the dates listed below for the relevant trimester.

<i>For courses in</i>	<i>Trimester 1 2008</i>	<i>Trimester 2 2008</i>	<i>Trimester 3 2008</i>
LIMITED ENTRY qualifications or courses*	10 Dec 2007	30 May 2008	3 Oct 2008
DISTANCE courses	11 Jan 2008	23 May 2008	**
Postal or online enrolment in OPEN ENTRY qualifications and courses	25 Jan 2008	20 Jun 2008	31 Oct 2008
Enrolment in person in OPEN ENTRY qualifications and courses	21 Feb 2008	4 Jul 2008	**

\* Note 1: The qualifications and courses requiring an additional application form (see section 4.3) have separate closing dates and these are listed in the Appendix.

\*\* Note 2: *These deadlines vary according to the course; consult the summer brochure or online Course Catalogue.*

Note 3: *Candidates for PhDs and Master's degrees by thesis only are able to enrol at any time throughout the year.*

Note 4: *Refer to the current Guide to Enrolment for a complete listing of all enrolment deadlines.*

#### **4.2 Late Submission of Enrolment Application**

Applications should be received by the University by the appropriate due date.

(a) Late applications will be given lower priority for selection into limited entry qualifications or courses.

(b) Students enrolling after the relevant Enrolment in Person period (see section 4.6) may be required to seek acceptance into their course(s) before being permitted to enrol.

Note 1: *Any student seeking to enrol in a course after it has started must do so in accordance with section 7 of the Personal Courses of Study Statute.*

Note 2: *Non-receipt of enrolment material through the mail will not be accepted as justification for failure to apply by the due date.*

#### **4.3 Enrolment Application Requirements**

##### **4.3.1 Enrolment Application Forms**

All students must complete and submit the standard Enrolment Application form, the Postgraduate Enrolment Application form, or the Thesis Enrolment Application form as appropriate.

##### **4.3.2 Qualifications or Courses Requiring an Additional Application Form**

Students wishing to enter the qualifications or courses listed in the Appendix to this statute must submit an *additional* qualification-specific or course-specific application form by the relevant due dates *in addition* to completing the relevant general enrolment application form. For qualification-specific and course-specific application forms and additional information, contact the appropriate person listed in the Appendix.

Note: *All first-year and transferring international students are required to submit the standard 'International Application Form for Admission' when applying for any qualification; this is in addition to any qualification-specific forms that may be required.*

##### **4.3.3 Teacher Education Qualifications**

Students wishing to enter a teacher education qualification leading to provisional registration as a teacher by the New Zealand Teachers Council must complete the College of Education's assessment process including assessment against the good character and fitness to teach requirements of the New Zealand Teachers Council. Students who fail to meet the assessment requirements will be denied entry to the teacher education qualification and excluded from any University course that includes contact with children, schools or early childhood centres.

Students enrolled in a teacher education qualification who subsequently fail to meet the good character and fitness to teach requirements of the New Zealand Teachers Council may be disenrolled from that qualification and excluded from any University course that includes contact with children, schools or early childhood

centres by the Pro Vice-Chancellor (Education). The student may appeal to the Disciplinary Appeals Committee against the decision of the Pro Vice-Chancellor.

*Note 1: All first-year and transferring international students are required to submit the standard 'International Application Form for Admission' when applying for any qualification; this is in addition to any qualification-specific forms that may be required.*

#### **4.4 Documentation**

Students must supply the following documentation with their enrolment application. Students should refer to the current Guide to Enrolment for full details of documentation requirements.

- (a) Students whose most recent enrolment was at another New Zealand university must supply:
- (i) evidence of name, date of birth and immigration status (eg. passport or birth certificate); and
  - (ii) academic records from any New Zealand university ever enrolled at (excluding Victoria University results). Any results notifications for courses completed immediately before enrolling should be forwarded to the Enrolment Office as soon as available.
- (b) Students who have never been to a New Zealand university must supply:
- (i) evidence of name, date of birth and immigration status (eg. passport or birth certificate);
  - (ii) approval letters relating to admission, if applicable;
  - (iii) Year 12 and Year 13 school results, if applicable; and
  - (iv) other tertiary study results, if applicable.

*Note 1: Copies of documents can be accepted only if they have been certified by a Solicitor, a Notary Public, a Justice of the Peace or the institution which issued the original. Current secondary school students may have documentation certified by the school Principal. Students may also bring original documents and copies to be certified by staff in the Enrolment Office, School or Faculty Offices, Student Recruitment and Course Advice or Victoria International.*

*Note 2: If the original document is not in English, a certified translation must also be provided.*

#### **4.5 Offer of Study**

Each student will be informed of the outcome of their application through an Offer of Study. This will advise the student of the qualifications and courses they have been accepted into (or otherwise) and the associated fees, and will provide instruction on how to respond to it.

*Note 1: When accepting the Offer of Study students are required to sign an undertaking to obey the regulations of the University. This undertaking may be incorporated within a student contract.*

*Note 2: Some Offers are required to be returned by due dates (eg. distance courses and some postgraduate qualifications). Please refer to the current Guide to Enrolment for these dates or follow any instructions written on the Offer.*

*Note 3: First-year and transferring international students follow a slightly different process and do not receive an Offer of Study. Refer to Victoria International for details.*

#### **4.6 Enrolment in Person**

- (a) Students will be advised through their Offer of Study if they need to enrol in person. Students asked to enrol in person should enrol during the relevant Enrolment in Person period, as outlined in the Guide to Enrolment.

*Note 1: In 2008 the Enrolment in Person periods are 18-21 February and 30 June-4 July.*

*Note 2: Students asked to enrol in person for the BArch, BBSoc or BDes should enrol at the Faculty of Architecture and Design (Te Aro Campus) between 18 and 21 February 2008.*

*Note 3: All first-year and transferring international students are required to complete an International Enrolment Application and enrol in person. First-year and transferring international students' enrolment will be held on 13-15 February 2008 for Trimester 1 and 1-4 July 2008 for Trimester 2.*

- (b) Students who have not submitted an enrolment application, or who have not received an Offer of Study, should report to the Enrolment Office (Hunter Building, Level 1) during Enrolment in Person.

*Note: First-year international students should report to the Victoria International Office (Level 2, Rutherford House).*

#### **4.7 Payment of Fees**

The required fees must be paid by the appropriate date as specified in sections 4.3 and 4.8 of the Fees Statute unless alternative arrangements have been approved.

#### **4.8 Enrolment for Interest Only**

Where the University has officially provided, it is possible to enrol for a course for interest only. Students enrolling on this basis cannot attend practical classes, tutorials, workshops, laboratories or studios, submit coursework or sit examinations. No grade or credit will be given to graduates enrolled in courses under this provision. Enrolment on this basis may be denied if this would preclude the enrolment of full-fee paying students.

*Note: Enrolment for interest only is permitted only under the Access Victoria programme. Enquiries should be made to the Centre for Continuing Education and Executive Development.*

#### **4.9 Enrolment of a Member of the Security Intelligence Service**

The proposed attendance of a member of the Government's Security Intelligence Service shall be discussed by that service with the Vice-Chancellor. The enrolment of a member of the service as a student at the University shall be subject to the condition that enquiries into security intelligence matters shall not be carried out by the student within the precincts of the University. Breach of this condition will be regarded as constituting misconduct within the meaning of the Statute on Student Conduct.

#### **4.10 Refusal or Cancellation of Enrolment**

- (a) In accordance with the Education Act 1989, the University may refuse to permit or cancel the enrolment of a person as a student at the University on the grounds that the person is not of good character; or the person has been guilty of misconduct or a breach of discipline.
- (b) If a student no longer meets the requirements of the Immigration Act 1987 in that they no longer hold a valid or current visa, then the University may cancel their enrolment and withdraw their entitlement:

- (i) to be issued with an ID card or have an ID card endorsed;
- (ii) to attend lectures, laboratories, tutorials, or use the University Library and ITS Student Computing Services.

#### **4.11 Enrolment for Second or Third (Summer) Trimester**

- (a) Students wishing to start their study in the second trimester may submit enrolment applications at any time up until the Friday two weeks prior to the beginning of teaching. After this date, students should enrol at the mid-year Enrolment in Person period.
- (b) Students wishing to start their study in the summer trimester may submit enrolment applications at any time up until the Friday one week before the summer trimester begins for open entry summer trimester courses. After this date, students should apply in person before the course starts.

*Note: The open entry deadlines for 2008 are 20 June for second-trimester courses and 31 October for summer trimester courses. Please refer to the current Guide to Enrolment for a complete listing of all enrolment deadlines.*

#### **4.12 Cancellation of Courses**

Any programme or course to be offered by the University and listed in its *Course Catalogue* may be restricted to a limited number of enrolments, or may be cancelled by the University as a result of insufficient resources or student demand, or if unforeseen circumstances arise. (Refer to the Cancellation of Programme Intakes Policy and the Cancellation of Course Offerings Policy.)

### Appendix – Qualifications and Courses in 2008 Requiring an Additional Application Form

<i>Qualification</i>	<i>Closing Date</i>	<i>Contact</i>	<i>Faculty/School</i>
<b>Faculty of Architecture and Design</b>			
Bachelor of Architecture (Second Year)	10 Dec 2007	Student Advisor	Architecture
Bachelor of Building Science (Second Year)	10 Dec 2007	Student Advisor	Architecture
Bachelor of Design (Second Year)	10 Dec 2007	Student Advisor	Design
<b>Faculty of Humanities and Social Sciences</b>			
Master of Arts in Creative Writing	1 Nov	Administration Assistant	International Institute of Modern Letters Tel. 463 6854
Master of Arts (by coursework) in: Applied Linguistics, Linguistics, Teaching English as a Second Language	Anytime–Thesis 3 intakes per year– coursework		School of Linguistics & Applied Language Studies Office Tel. 463 5600

<i>Qualification</i>	<i>Closing Date</i>	<i>Contact</i>	<i>Faculty/School</i>
Master of Arts (Applied) in Social Science Research	10 Dec 2007*	Dr Jenny Neale	School of Social & Cultural Studies
CREW 253-257, 351, 352	10 Dec 2007 (1/3 courses), 1 Jun 2008 (2/3 courses), 9 Nov 2008 (3/3 courses)	Administration Assistant	International Institute of Modern Letters Tel. 463 6854
FILM 222, 332, 335, 336 FILM/THEA 405	30 Nov 2007	Administration Assistant	Film Tel. 463 5750
FILM 305	15 Dec 2007	Administration Assistant	Film Tel. 463 5750
THEA 203, 204, 301, 302, 303, 304, 307, 320 THFI 311	30 Nov 2007	Administration Assistant	Theatre Tel. 463 5359
<b>Faculty of Science</b>			
Master of Conservation Biology	14 Oct 2007	Graduate Administrator	School of Biological Sciences
Master of Development Studies/ Postgraduate Diploma in Development Studies	1 Dec 2007	Graduate Programmes Administrator	School of Earth Sciences
Postgraduate Diploma in Environmental Studies	7 Dec 2007	Graduate Programmes Administrator	School of Earth Sciences
Postgraduate Diploma in Clinical Psychology	8 Oct 2007	Clinical Administrator	School of Psychology
Honours in Psychology, GradDipSc in Psychology	10 Dec 2007	Honours Administrator	School of Psychology
<b>New Zealand School of Music</b>			
Music Performance Courses**	Classical: 14 Sept 2007 Jazz: 14 Oct 2007	Performance Administrator	New Zealand School of Music

\* For applications after the closing date, please contact the Programme Director or Administrator.

\*\*Applications to audition for study in performance music are available from the Performance Administrator at the New Zealand School of Music (NZSM). Refer to website ([www.nzsm.ac.nz](http://www.nzsm.ac.nz)) for deadlines.

Note: Students wishing to study towards a qualification such as a Master's degree (by thesis) or PhD should contact the relevant Faculty Student Administration Office for details of the application process and application forms.

## Academic Progress Statute

### 1. Purpose

The University seeks to provide a learning environment designed to help students achieve their fullest academic potential. Where a student fails to make satisfactory academic progress it is important that provisions are in place to provide appropriate advice and support, and to manage the student's enrolment. This statute provides a framework for the University to identify students in need of support, and allows the University to require certain conditions to be met for continued enrolment, to restrict the number or nature of courses in which the student may enrol, or in certain situations, to suspend or exclude the student from the University.

### 2. Organisational Scope

This is a University-wide statute.

### 3. Definitions

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

*Consecutive trimesters:* A sequence of trimesters in which a student enrolls with no break in enrolment of two trimesters or more.

*Number of points attempted:* The number of points the student is enrolled in after three-quarters of the course, unless withdrawal is subsequently approved by the relevant Associate Dean. Points for courses taught over two trimesters are allocated to the second trimester.

*Satisfactory progress:* Passing at least half the number of points attempted in the last two consecutive trimesters of study, or passing at least 36 points in the most recent trimester.

### 4. Statute Content and Guidelines

#### 4.1 General

The provisions of this statute apply to any student who has failed to achieve satisfactory progress at the end of their most recent trimester of study at this University or at another tertiary institution, unless that study occurred at least five years previously.

*Note 1: International students – Victoria University of Wellington has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. A provision within this code is that satisfactory academic progress is a requirement of a study visa.*

*Note 2: Refer to the University's Guidelines for Dealing with Unsatisfactory Academic Progress.*

#### 4.2 Unsatisfactory Academic Progress

(a) If a student's academic progress is unsatisfactory at the end of their most recent trimester of study, the relevant Associate Dean may:



- (i) restrict enrolment to a particular number of points, and/or exclude the student from specified courses or from courses in a particular subject or discipline; or
  - (ii) decide not to apply any restriction or exclusion.
- (b) If a student's academic progress remains unsatisfactory after a further two consecutive trimesters, the Convener of the Academic Committee, upon the recommendation of the relevant Associate Dean, may suspend the student from the University for a period not exceeding two years.
- (c) If a student is returning to study after having been suspended from this or any other tertiary institution, the Associate Dean may restrict the number or range of courses in which they can enrol as in section 4.2(a).
- (d) If a student returns to study after having been suspended from this or any other tertiary institution and fails to achieve satisfactory progress, the Convener of the Academic Committee, in consultation with the relevant Associate Dean, may permanently exclude the student from Victoria University.
- (e) Any student whose enrolment is restricted, or who is suspended or excluded from the University may apply to the deciding person for a reconsideration of the decision where they consider that medical or other exceptional circumstances should be taken into account.

#### **4.3 Re-enrolment in a Course**

A student who has taken the same course on three occasions shall not be enrolled again for that course except in exceptional circumstances and with the permission of the relevant Associate Dean.

#### **4.4 Appeals**

A student dissatisfied with the decision of the relevant Associate Dean under this statute may appeal to the Convener of the Academic Committee. Decisions made by the Convener of the Academic Committee under sections 4.2(b) or (d) may be appealed to the Deputy Vice-Chancellor. Appeals must be made in writing and submitted within four weeks of the decision being made available to the student.

## Credit Transfer Statute

This statute governs the credit to be awarded towards Victoria University of Wellington programmes from courses taken at other tertiary institutions ('transfer credit'). Credit of Victoria University courses to more than one Victoria University programme ('cross-credit') is governed by the statutes for each qualification and the Personal Courses of Study Statute.

The award of a qualification implies not only that a sufficient proportion of the courses required have been passed at Victoria University, but that the courses passed include a sufficient number at advanced levels, to establish its distinctive character.

The Schedule to this statute lists programmes of study for which limits on transfer credit have been determined, programmes of study for which special arrangements for credit transfer have been made which may not conform to the general rules set out in the statute, and some Victoria University programmes of study for which special cross-credit arrangements exist.

### 1. Courses for Which Transfer Credit May Be Awarded

Credit may be awarded in respect of courses that are:

- (a) available for degree programmes at other New Zealand universities; or
- (b) 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
- (c) offered by educational institutions and recognised by Victoria University as being of equivalent standard to courses in subsection (a) or (b) of this section.

Credit will not be awarded in respect of courses taken elsewhere when the content is substantially similar to courses passed at Victoria University.

Credit will not be awarded in respect of courses passed more than ten 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.

### 2. Types of VUW Credit that May Be Awarded

Credit will be awarded at an appropriate academic level for the content of the qualifying course. Credit awarded may be:

- (a) fully specified credit, that is, a Victoria University course identified by subject and course code and having the normal point value of that course; or
- (b) credit in a particular subject at a particular level, but not specifying a course code; or
- (c) credit at a particular level which may be used to satisfy a particular requirement of a statute, but which does not specify a subject or course code; or
- (d) credit at a particular level that is otherwise unspecified.

In conjunction with part (b) of this section, an exemption may be granted from a requirement to pass a particular course.

### 3. Amount of Credit To Be Awarded

- (a) Where an external programme of study is listed in the Schedule to this statute, credit may be awarded as follows:

- (i) If the programme has been completed, the amount of credit will be as specified in the Schedule.
- (ii) If the programme has not been completed, the amount of credit will be the total assessed point value for all eligible courses passed in the programme, but will not exceed the amount specified in the Schedule for the completed programme.

Where the Schedule specifies a particular Victoria University degree or major to which the transfer credit may be credited, transfer credit beyond 120 points may be used only to satisfy the requirements of the specified Victoria University qualifications.

- (b) For qualifications not on the Schedule, credit may be awarded at the assessed point value for all eligible external courses up to a maximum of 120 points. Such transfer credit cannot contribute more than one-third of the point value for any Victoria University qualification.
- (c) Notwithstanding the limitation in (b), more than 120 points from an incomplete external degree may, with the permission of the appropriate Associate Dean (Students), be transferred and credited to an equivalent Victoria University Bachelor's degree as long as the external degree is very similar in structure and content to the Victoria University degree. In all cases, at least 120 points must be passed at Victoria University for each Victoria University degree.
- (d) Transfer credit cannot be counted towards any minimum requirements of a Bachelor's degree for points at 300-level or above, except with permission of the appropriate Associate Dean (Students).
- (e) Transfer credit cannot be counted towards a requirement for a thesis or a research project in a graduate programme. Transfer credit cannot be credited to an Honours degree (except LLB(Hons) or BDes(Hons)) or to a Master's degree that is to be awarded with Honours.

*Note 1: A programme listed in the Schedule to this statute may specify more than 120 points of transfer credit if Victoria University has an articulation agreement with the other institution which gives appropriate and ongoing quality assurance for the external programme.*

*Note 2: Where a student is granted transfer credit under clause (c) above, Victoria University will inform the other university involved that the student has transferred their credit to Victoria University.*

*Note 3: Students who are not eligible for transfer credit for all courses passed as part of an incomplete qualification elsewhere should consider using courses offered by Victoria University to complete their external qualification.*

*Note 4: The granting of transfer credit at graduate level does not preclude the award of a Master's degree with Merit or Distinction or otherwise without Honours.*

#### **4. Cancellation of Transfer Credit**

Transfer credit will be cancelled if a Victoria University course is subsequently passed with content substantially similar to the external course from which credit was transferred.

#### **5. Assessment of Transfer Credit**

For external qualifications from New Zealand Universities, the assessed point value of an eligible course will be calculated by multiplying the Equivalent Full-Time Student (EFTS) value of the course by the number of Victoria University points that

correspond to one EFTS (120). For other qualifications, the best available evidence will be used to estimate equivalent point values.

Award of fully or partially specified credit is determined by a comparison of courses passed with similar courses at Victoria University. Credit will be specified to the extent possible given the variations in arrangement of material between courses, and the breadth and depth of material covered.

The level at which credit in respect of an eligible course is awarded will be based on an assessment of the content and difficulty of that course. In making this assessment, Victoria University will be guided, but not bound, by the level of the course on the National Qualifications Framework and the level assigned to it by the other institution.

*Note: Some academic programmes label courses with a level code that implies the sequential year of study in which the course is taken, rather than the level of difficulty of the material. In such cases the credit offered may not correspond to the indicated levels of the external courses.*

## 6. Responsibilities of Applicants

Applicants will be responsible for providing acceptable evidence of their qualifications, and any additional materials that may be requested in order to assess the content, level and value of the papers. Credit will not be awarded unless satisfactory information is provided.

*Note 1: Copies of documents can be accepted only if they have been certified by a Solicitor, Notary Public, Justice of the Peace, or the institution which issued the originals. Students may also bring documents and copies to be certified by staff in the Enrolment Office, Faculty Offices, Student Recruitment and Course Advice, or Victoria International.*

*Note 2: If the original document is not in English, a certified translation must also be provided.*

## 7. Approving Authority and Appeal Process

Decisions on credit transfer are made by the Associate Dean (Students) or equivalent of the relevant Faculty. Any student dissatisfied with the decision of the Associate Dean (Students) may apply to have the decision reviewed by the Convener of the Academic Committee.

## Schedule

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
National Diploma (previously NZ Certificate) in Architectural Technology, Construction Management, Quantity Surveying	NZ Polytechnic	Up to 126 points 100-level ARCH or BBSC	If selected into Second Year BArch or BBSc by portfolio
NZQA-approved qualifications at Level 5 and above in disciplines related to architecture, building science or design		Up to 126 points at 100-level	If selected into Second Year BArch, BBSc or BDes by portfolio

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
NZ Diploma in Business	NZ Polytechnic	Up to 108 points FCOM 100	
Postgraduate Diploma in Business Administration	Victoria University	Up to 54 points FCOM 100	If PGDip completed in or after 1993
One-year Certificate in Childcare	Colleges of Education at: Auckland, Christchurch, Palmerston North, Wellington, Dunedin; School of Education, Waikato	36 100-level points in EDUC, CUST, TEAP or FHSS as appropriate	
NZ Certificate in Commerce		Up to 108 points FCOM 100	
Criminal Justice, Sentencing and Penal Policy	Victoria University Centre for Continuing Education	36 CRIM 100	
Certificate in Criminology	Victoria University	36 CRIM 100	
Police Officer's Course in Criminology	Victoria University Centre for Continuing Education	36 CRIM 100	
Postgraduate Diploma in Arts(Defence and Strategic Studies)	Massey University	120 points	May be credited only to MSS
Diploma from...	Toi Whakaari: NZ Drama School	36 THEA 100 44 THEA 200	
NZ Certificate of Engineering	NZ Polytechnic	Up to 108 points SCIE* 100, or 72 SCIE* 100 and up to 44 SCIE* 200	If selected into Second Year BBSec, the amount of credit may be increased to 126 points
He Kahui Kakakura	Victoria University	Up to 20 points EXEC	
Postgraduate Diploma in Human Resource Management	Victoria University	36 FCOM 100	
Diploma in Industrial Relations	Victoria University	36 FCOM 100	
Postgraduate Diploma in Information Systems Management	Victoria University	54 FCOM 100	
Stage de Langue Littérature et Civilisation Française	Université de Nouvelle-Calédonie Nouméa (previously Université Française du Pacifique)	22 FREN 200	
Journalism Programme	Whitireia Polytechnic	36 FHSS 100	
Legal Executive Certificate		18 FHSS 100	
NZ Library Studies Certificate	NZ Library School	18 LIBR 100	

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<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
Diploma in Marine Studies	Bay of Plenty Polytechnic	54 BIOL 113, 114, 132 54 BIOL 100 18 STAT 193 36 UNSP 100 55 BIOL 222, 227, 271	A BSc in Marine Biology will be awarded upon completion of the following courses: BIOL 111, 228, 272 STAT 291 BIOL 329, 371, 372
Certificate in Music (now Diploma)	Wellington Polytechnic Conservatorium of Music	Up to 66 points MUSI 100 or MUSI 200	
Diploma in Music (now Advanced Diploma)	As above	Up to 110 points MUSI 100 or MUSI 200	
Naval History	Royal New Zealand Navy	18 FHSS 100	
RNZN Divisional Officer Leadership Course	Royal New Zealand Navy	18 COMR 100	
RNZN Officers Leadership Development Programme	Royal New Zealand Navy	36 COMR 100	
Maritime Strategy Programme	Royal New Zealand Navy	22 COMR 200	
Courses towards NZQA- or CUAP-approved postgraduate qualifications in Nursing, Midwifery and Health	Any New Zealand Polytechnic or University	Up to 30 points in a PgCert in Nursing, Midwifery or Health. Up to 60 points in a PgDip in Nursing, Midwifery or Health. Up to 120 points in the MN(Clinical), MA(Applied) in Nursing or in Midwifery	May not be credited against the research paper or thesis in Master's programmes
Three-year Diploma of Nursing (Comprehensive)		108 FHSS 100	
One-year Advanced Diploma of Nursing		36 FHSS 100	
NZRN (General & Obstetrical) (three years)		72 FHSS 100	
NZRN (Maternity) (two years)		36 FHSS 100	
NZRN (Psychiatric) (three years)		72 FHSS 100	
PHRX 701	University of Otago	30 HEAL 530	
Pacific Island Senior Management Course	Victoria University Centre for Continuing Education	54 FCOM 100	
Certificate in Policing	New Zealand Police College	36 UNSP 100	
Diploma in Public Administration	Victoria University	18 FHSS 100	

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
Publishing Programme	Whitireia Polytechnic	36 FHSS 100	
NZ Certificate of Science	NZ Polytechnic	Up to 108 points SCIE* 100, or 72 SCIE* 100 and up to 44 SCIE* 200	If selected into Second Year BBSc, the amount of credit may be increased to 126 points
Diploma in Sign Language Interpreting	AIT	54 DEAF 100 22 DEAF 200	
Certificate in Social Studies	Victoria University Centre for Continuing Education	54 UNSP 100	
Diploma in Social Work	Victoria University	72 points	Credited as SOSC 101, SPOL 111 and 112 for Diploma commenced before 1988 or as 72 UNSP 100 for Diploma commenced in 1988 or later
NZ Certificate in Statistics		Up to 108 points UNSP 100	
Diploma of Secondary Teaching	Colleges of Education at: Auckland, Christchurch, Palmerston North, Wellington, Dunedin; School of Education, Waikato	TEAC 201 (44 points)	
Two-year Diploma of Teaching	Colleges of Education at: Auckland, Christchurch, Palmerston North, Wellington, Dunedin; School of Education, Waikato	TEAC 101 (54 points)	All or part of TEAC 101 may be credited to undergraduate degrees as required
Three-year Diploma of Teaching	Colleges of Education at: Auckland, Christchurch, Palmerston North, Wellington, Dunedin; School of Education, Waikato	TEAC 101 (54 points) TEAC 201 (44 points) TEAC 301 (24 points)	
Diploma of Teaching (ECE)	Colleges of Education at: Auckland, Christchurch, Dunedin, Palmerston North, Wellington; College of Education, Massey; College of Education, Waikato; Hamilton Teachers' College	Up to 240 points at 100- and 200- level in EDUC, CUST, TEAP or Personal Studies courses (may include 20 points at 300-level for students who have completed a course equivalent to EDUC 355)	May only be credited to BEEd(Tchg)EC

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<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
Two-year Kindergarten Diploma of Teaching	Colleges of Education at: Auckland, Christchurch, Dunedin, Palmerston North, Wellington; College of Education, Massey; College of Education, Waikato; Hamilton Teachers' College	40 CUST 111, 112 20 TEAP 112, 113 30 TEAP 212, 213 UNSP 100 & 200 up to 200 points in total	May only be credited to BEd(Tchg)EC
NZQA-accredited ECE qualification equivalent to Diploma of Teaching (ECE) (awarded pre 2000)	NZ institution	40 CUST 111, 112 20 TEAP 112, 113 30 TEAP 212, 213 UNSP 100 & 200 up to 180 points in total	May only be credited to BEd(Tchg)EC
NZQA-accredited ECE qualification equivalent to Diploma of Teaching (ECE) (awarded post 2000)	NZ institution	40 CUST 111, 112 20 TEAP 112, 113 30 TEAP 212, 213 UNSP 100 & 200 up to 220 points in total	May only be credited to BEd(Tchg)EC
Diploma in the Teaching of English as a Second Language	Victoria University	Up to 44 points FHSS 200	
Writing Programme	Whitireia Polytechnic	36 FHSS 100 22 FHSS 200	
Programmes at Level 5	Whitireia Polytechnic	54 FHSS 100	
Programmes at Level 6	Whitireia Polytechnic	54 FHSS 100 66 FHSS 200	
Programmes at Level 7	Whitireia Polytechnic	54 FHSS 100 110 FHSS 200	

\* Specified credit may be assigned according to courses passed.



## Fees Statute 2008

### 1. Purpose

The Fees Statute establishes the basis for fee charging and related policies at Victoria University of Wellington (the University). This version of the Fees Statute applies to all enrolments for the 2008 academic year, except where expressly excluded from this provision.

### 2. Organisational Scope

This is a University-wide statute and applies to all students enrolled at Victoria University of Wellington. The University may from time to time enrol students under a contract with another organisation in which case some or all of the provisions in this statute will apply, in accordance with that contract. The provisions of this statute apply to all students enrolled in courses taught by the University in conjunction with partner institutions. Any variation from the fees statute provisions will be specified in a Fees Schedule that lists the unique provisions that will apply to that particular course or programme.

### 3. Definitions

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

*Domestic student:* A person who is a citizen or permanent resident of New Zealand, Australia, the Cook Islands, Niue or the Tokelau Islands, or a citizen of another country who is resident in New Zealand as a consequence of assignment to a diplomatic or consular post, and their immediate dependants. Citizens of France and Germany undertaking postgraduate study will also be treated as domestic students for the purposes of charging fees.

*Note:* *New Zealand permanent residents and citizens of Australia who study extramurally while living outside of New Zealand will be treated as international students for the purposes of charging fees. This is a requirement of the Ministry of Education.*

*International student:* A student who is not a domestic student as defined above.

*Internal student:* A student who undertakes some or all of their study on campus.

*Distance student:* A student whose entire programme for the academic year is made up of distance courses.

*Distance course:* Courses which provide content and support services to students who rarely, if ever, attend for face-to-face tuition or for on-campus access to educational facilities.

### 4. Statute Content and Guidelines

#### 4.1 Basis for Charging Fees

Students are charged fees based on:

- (a) the student's status as a domestic or international student;
- (b) the student's status as an internal or distance student;
- (c) the courses and programmes being undertaken; and
- (d) the services provided.

All fees are inclusive of GST, unless otherwise stated.

#### **4.2 Notification of Fees Charged**

The University will provide notice of fees, levies and charges to a student when a charge is made.

#### **4.3 Liability for Payment of Fees**

- (a) A student is deemed to be enrolled and liable for payment of fees upon signing an Offer of Study, Change of Course form or other document by which acceptance into a course or courses is formally agreed.
- (b) Students who do not attend a course in which they have formally accepted a place will be liable for payment of the fees for that course unless the withdrawal procedures as detailed in section 4.12 are followed.

#### **4.4 Fee Components**

The fees charged to a student will include but are not limited to the fees, levies and charges detailed in this section and associated appendices.

##### **4.4.1 Tuition Fees**

- (a) Every person enrolling at the University shall pay the prescribed tuition fee for each course in which they are enrolled.
- (b) Tuition fees are calculated based on the number of points assigned to each course. The charge per point for each course is listed in Appendix 1 (domestic students) and Appendix 2 (international students).

##### **4.4.2 Student Assistance Levy**

This levy is a contribution towards assisting students in financial difficulty who would otherwise be unable to continue their studies.

- (a) Every person enrolling at the University as an internal student, excluding incoming exchange students, shall each year at enrolment pay the prescribed Student Assistance Levy.
- (b) The Student Assistance Levy is shown in Appendix 3.
- (c) Special conditions may apply in the case of New Zealand School of Music (NZSM) students. Please refer to the NZSM website: [www.nzsm.ac.nz](http://www.nzsm.ac.nz).

##### **4.4.3 Student Services Levy**

This levy is a contribution to the provision of student services and additional payment may be required to access some goods or services.

- (a) Every person enrolling at the University, excluding incoming exchange students, shall each year at enrolment pay the prescribed Student Services Levy.
- (b) The Student Services Levy is shown in Appendix 3.
- (c) Special conditions may apply in the case of NZSM students. Please refer to the NZSM website: [www.nzsm.ac.nz](http://www.nzsm.ac.nz).

##### **4.4.4 Victoria University Students' Association Fee**

- (a) The University acts to collect fees on behalf of the Victoria University Students' Association (VUWSA). The University does not set the fee and is not responsible for the underlying policies. A full copy of the VUWSA constitution and exemption from membership policy is available on request from the VUWSA Office.
- (b) The fee for membership of VUWSA is shown in Appendix 3.
- (c) The following details are included here for information only:

Every person enrolling at the University shall each year at enrolment pay the prescribed VUWSA fee. The following exceptions apply:

- (i) A student who is a full-time member of the staff of the University shall be exempt from the Students' Association fee;
- (ii) A student enrolled in a distance education programme will pay one-third of the Students' Association Subscription component of the Students' Association fee.
- (iii) Special conditions may apply in the case of NZSM students. Please refer to the NZSM website: [www.nzsm.ac.nz](http://www.nzsm.ac.nz).

#### **4.4.5 Amenities Levy**

- (a) This levy is a contribution towards the cost of services and activities provided by the Student Union and the Recreation Centre. Additional payment may be required to access some goods or services.
- (b) Every person enrolling at the University as an internal student, excluding incoming exchange students, shall each year at enrolment pay the prescribed Amenities Levy.
- (c) The Amenities Levy is shown in Appendix 3.

#### **4.4.6 Administration Fees**

The University reserves the right to charge the administration fees as shown in Appendix 4 to students who apply for the relevant service.

#### **4.4.7 Course Material Charges**

Some courses include compulsory course materials charges to cover the provision of items such as study materials, equipment or field trips. These charges are detailed in the relevant course prospectus.

#### **4.4.8 Courses Requiring an Overseas Travel Component**

- (a) A small number of courses are offered by the University at one or more overseas locations. Where course content is delivered at overseas destinations, the costs of travel will not be included in the fees for the course. Students are responsible for their own travel (including insurance and accommodation) arrangements, however the School will arrange a group booking through a travel agent which will be available to all students.
- (b) Details of the travel arrangements will be documented in the course description, along with an estimate of the cost based upon the cost of the trip if it was run in the previous year. The actual costs will be determined by the travel agent based upon airfares, destination costs and exchange rates prevailing at the time of booking. Unfortunately, travel costs for these courses do not qualify for Student Loans.

#### **4.4.9 Higher Doctorate Application Fee**

Refer to Appendix 4 for Higher Doctorate application fees.

#### **4.5 Exchange Students**

- (a) Students enrolled in an exchange programme approved by the University will be liable to pay fees at their home institution.
- (b) Incoming exchange students will be liable only for course material charges and administration fees at VUW.

- (c) VUW students undertaking an exchange programme approved by the University will be charged fees by the University on the following basis:
- (i) 120 points for a full-year exchange programme;
  - (ii) 60 points for a single semester or trimester exchange programme;
  - (iii) the charge per point for tuition will be set according to the subject and will be one of the rates listed in Appendix 1 or Appendix 2; and
  - (iv) ancillary fees will be calculated as for an internal student.

*Note: NZSM Massey exchange or Study Abroad students should contact Massey directly.*

#### **4.6 Research Students**

- (a) Research enrolment is for a specific period and additional fees will be charged for extensions to the initial enrolment period.
- (b) Research students will be charged those fees which apply at the start date of the period of enrolment or re-enrolment.
- (c) A 12 month period of full-time research-based study equals 120 points. The per point Tuition Fee rate will be set according to the subject and will be one of the rates listed in Appendix 1.
- (d) Points for other periods and part-time study will be set on a pro rata basis.
- (e) Research students required by their supervisors to enrol in supplementary courses which do not form part of their degree may do so without paying fees in addition to those imposed under subsection (c) above.

#### **4.7 Concessionary Fees**

- (a) This provision is available only to domestic students who wish to attend lectures for reasons other than working towards a University examination or a professional qualification. Students enrolling on this basis cannot attend practical classes, tutorials, workshops, laboratories or studios, submit coursework or sit examinations. No grade or credit will be given to graduates enrolled in courses under this provision. Enrolment on this basis may be denied if this would preclude the enrolment of full-fee paying students.

*Note: Such enrolment is only permitted under the Access Victoria programme. Enquiries should be made to the Centre for Continuing Education.*

- (b) Secondary School students enrolled at VUW under the STAR (Secondary Tertiary Alignment Resource) agreement will receive a one-third reduction to the advertised tuition fees and levies for that year. Such students are exempt from being charged for the VUWSA subscription.

#### **4.8 Payment of Fees**

Payment of all fees is due at the time liability for these is incurred as per section 4.3 or by the payment due date shown on the Fees Assessment or Invoice, whichever is the later. This includes arrangement for payment by Student Loan as per section 4.9 or by instalments as per section 4.10.

A late payment penalty will apply where fees are not paid by the due date (refer to Appendix 4).

#### **4.9 Student Loans**

Student Loans are provided to domestic students by StudyLink. The University acts in accordance with policies and practices promulgated by the New Zealand

Government. Any domestic student who applies for a Student Loan remains responsible to take all necessary steps to ensure that payment is made promptly. For further information please refer to StudyLink's website: [www.studylink.govt.nz](http://www.studylink.govt.nz).

#### **4.10 Payment of Fees by Instalments**

- (a) Any domestic student enrolled in a programme of study longer than one trimester may elect to pay their fees by instalments.
- (b) The number of instalments, amounts and payment dates will be set by the University. The number of instalments will not normally exceed one per trimester of enrolment.
- (c) Payment cannot be made by instalments where fees are to be paid by Student Loan.
- (d) International students cannot pay their fees by instalments.

#### **4.11 Failure to Pay in Full**

- (a) Any student who fails to pay all fees and charges detailed in this statute and appendices, Student Assistance Scheme loan advances and any other charges due and payable to the University, may lose entitlement:
  - (i) to be issued with an ID card or to have an ID card endorsed;
  - (ii) to attend lectures, laboratories, tutorials, or use the University Library and ITS Student Computing Services;
  - (iii) to have a degree conferred, receive grades, receive a transcript or academic certificate; and
  - (iv) to enrol in any University course.
- (b) The University reserves the right to place fees debts with its appointed debt recovery agency for collection from the student. The University also reserves the right to recover any additional costs in relation to this debt collection from the student.
- (c) The University reserves the right to cancel a student's enrolment in the event of outstanding fees without affecting the student's liability for payment of the outstanding fees.
- (d) The University reserves the right to refuse to re-activate enrolment or to decline an application for enrolment in a subsequent academic year for a student who has been in default of fees even if the outstanding amount has since been paid.

#### **4.12 Withdrawals from Courses**

- (a) A student who completes a Change of Course form or who provides other written notice of withdrawal from a course to the appropriate Faculty Office, on or before the dates shown in Appendix 5, will no longer be liable for the fees associated with that course, except as noted below.
- (b) Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal.
- (c) Only in exceptional circumstances will a fee reconsideration be made if notification reaches the appropriate Faculty Office after the dates shown in Appendix 5. In such cases, applications will need to be supported by suitable documentary evidence. Authority to approve these applications is determined by Deans of Faculties and then counter-signed by Central Student Administration (CSA). Deans of Faculties have the authority to delegate approval to the relevant Manager, Student and Academic Services, or equivalent. The CSA Director has authority to delegate approval to the CSA Systems Accountant. CSA will advise

students the final outcome of all Faculty-approved fee reconsideration applications. Students may appeal the decision. This appeal must be lodged within one month of the initial decision. Where the authority to approve the fee reconsideration has been delegated in the first instance, appeals should be made to the appropriate Dean and/or CSA Director. Where the initial decision has been made by the Dean and the CSA Director, the appeal process should be to the Deputy Vice-Chancellor.

- (d) A student enrolled in a PhD or Master's degree by thesis for six or twelve months, who gives written notice of withdrawal from enrolment within four weeks of having been enrolled, shall cease to be liable for the fees associated with that course.
- (e) A student who gives written notice of withdrawal from a supervised individual research paper/project, practicum, dissertation or similar course within four weeks of the start date for that course shall cease to be liable for the fees of that course.
- (f) A student enrolled in the Certificate of Proficiency in English, who gives written notice of withdrawal within two weeks of commencement of the programme, will be liable only for one-third of the total fees.

#### **4.13 Refunds**

- (a) Refunds of fee payments derived from the Student Loan scheme will be credited to StudyLink. Where fee payment has been derived only in part from the Student Loan scheme, refunds will be credited back to StudyLink to the value of the Student Loan payment and any balance then refunded to the student.
- (b) Refunds of fee payments derived from a contract will be credited back to the organisation that has set up the contract with the University.
- (c) Refunds will not be made to students if there are fees remaining to be paid for their current academic year.

#### **4.14 Additional Information for International Students**

- (a) A student enrolled in a trimester-based programme who obtains a residency permit during the course of their study will be considered an international student for the trimester in which residency is granted, unless the residency is granted within the dates prescribed in Appendix 5 of this Statute. The student will be treated as a domestic student from the following trimester.
- (b) A student who is not enrolled in a trimester-based programme and who obtains a residency permit will be given a refund (prorated) from the week after the date on which residency is granted, as shown in their passport.
- (c) An international student who withdraws from the University and transfers to another institution must inform Victoria International and their Student Fees Coordinator in writing and provide copies of their new Offer documents. The refund of fees will be sent directly to the relevant institution less an International Transfer fee (refer Appendix 4).
- (d) An international student is entitled to a full refund of all money that remains in their account after enrolment. This refund will be granted provided the student has paid their fees in full and holds a valid student visa for the period of study. The monies will be paid directly to the student.
- (e) Subject to subsections (a), (c) and (d) of this section, all refunds will be paid by cheque or bank transfer (upon production of appropriate photo ID).

- (f) Full refunds will be made pursuant to the relevant clauses of this Statute and in the following circumstances:
- (i) the student is unable to take up the offer of admission;
  - (ii) the New Zealand Immigration Service has refused a student a visa for study in New Zealand;
  - (iii) a student's application for a visa extension is refused by the New Zealand Immigration Service;
  - (iv) the University is unable to proceed with the course(s) offered.
- (g) Should a student completely withdraw or temporarily cease studying with the University and seek a refund, they will be required to provide proof that they are no longer on the University student visa prior to their refund being actioned.
- (h) Students receiving Federal loans from the US Government for payment of their study at the University are subject to special withdrawal and refund procedures and policies. Specifics are available from Victoria International.

### Appendix 1 – Domestic Tuition Fees

*Note: For fees and levies applicable to students enrolled in New Zealand School of Music (NZSM) programmes (including tuition fees and course-related costs), please refer to the NZSM website: [www.nzsm.ac.nz/fees.aspx](http://www.nzsm.ac.nz/fees.aspx).*

**1. CUPR courses are charged at \$23.70 per point.**

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

**\$31.00 per point for undergraduate courses**

**\$39.25 per point for taught postgraduate courses**

**\$36.45 per point for thesis courses**

ALIN	ANTH	ARTH	ASIA	BRAZ	CFNS	CHIN
CLAS	COOK	CREW	CRIM	CRIT	CUSE	CUST
DEAF	DRAM	EDUC	ELIN	ENGL	EURO	FHSS
FILM	FNDN	FREN	GEND	GERM	GREE	HIST
ITAL	INTP <sup>1</sup>	JAPA	KORE	LALS	LATI	LEGL
LING	MAIN	MAOR	MDIA	MHST	NZLI	NZST
PASI	PHIL	POLS <sup>1</sup>	PBHY	RECN	REHB	RELI
SACS	SAMO	SEFT	SNRT	SOSC	SOWK	SPAN
SPOL	SSRE	TEAC	TEAP	THEA <sup>2</sup>	THFI	UTDC
WRIT						

**3. The following courses are charged at:****\$36.45 per point for undergraduate courses****\$43.95 per point for taught postgraduate courses****\$41.40 per point for thesis courses**

ACCY	BITT	CIMM	COML	COMM <sup>3</sup>	ECHI	ECON
ELCM	EXEC	FCOM	FINM	HRIR	IBUS	INFO <sup>4</sup>
INRC	LAWS <sup>5</sup>	LIBR	MARK	MBUS	MGMT	MMCA
MMMS	MOFI	PUBL	QUAN	TOUR	WORC	

**4. The following courses are charged at:****\$35.20 per point for undergraduate courses****\$45.10 per point for taught postgraduate courses****\$41.80 per point for thesis courses**

MATH	OPRE	ORST	SPFI	STAT
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**5. The following courses are charged at:****\$38.80 per point for undergraduate courses****\$45.95 per point for taught postgraduate courses****\$43.50 per point for thesis courses**

ARCH <sup>6</sup>	BBSC <sup>6</sup>	COMP	CPSY	DESN <sup>6</sup>	DMDN
IDDN	ITDN <sup>6</sup>	LADN <sup>6</sup>	LOCO	LOGI	MXED
PSYC	SCED	SCIE			

**6. The following courses are charged at:****\$39.10 per point for undergraduate courses****\$46.25 per point for taught postgraduate courses****\$43.80 per point for thesis courses**

BCHM	BIOL <sup>7</sup>	BMAR	BMSC	BOTY	BTEC
CBIO	CELL	CHEM	CONB	DEVE <sup>8</sup>	EBIO
ECOL	ECSE	ENVI	ERES	ESCI	GEOG <sup>7</sup>
GEOL <sup>7</sup>	GPHS	MBIO	PGEO	PHYG	PHYS
TECH	ZOOL				



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

**\$47.15 per point for undergraduate courses**

**\$52.40 per point for thesis courses**

CSEN ELEN ENGR NWEN SWEN

**8. HEAL, MIDW and NURS courses are charged at \$46.15 per point for taught postgraduate courses and \$43.80 for thesis courses.**

**9. CMSP courses are charged at \$86.00 per point.**

**10. MMIM courses are charged at \$88.00 per point.**

**11. GCPM, GDFM and GDPM 800-level courses are charged at \$60.95 per point, except GDFM 822, 825, GDPM 821, 823 and 824 which are charged at \$69.55 per point.**

**12. MAPP, MMPM, PADM and STRA courses are charged at \$93.75 per point.**

**13. MMAF courses are charged at \$95.00 per point.**

**14. MMBA courses are charged at \$104.15 per point.**

**Exceptions**

<sup>1</sup>INTP 588, 589 are \$54.15 per point.

<sup>2</sup>THEA 501 is \$76.60 per point.

THEA 502-589 and THEA 592 courses are \$59.60 per point.

<sup>3</sup>All taught postgraduate COMM courses are \$88.00 per point.

COMM 100-300-level courses are \$35.20 per point.

<sup>4</sup>All 500-level INFO courses are \$60.00 per point.

<sup>5</sup>All 500-level LAWS courses (excluding 591 and 592) are \$49.85 per point.

<sup>6</sup>ARCH 301, BBSC 301, DESN 111, ITDN 271, 871, LADN 271 are \$35.00 per point.

DESN 391 and LADN 371 are charged at \$37.95 per point.

<sup>7</sup>BIOL 236, 242 and 272, GEOG 223 and 323, GEOL 241, 242, 343, 344 and ESCI 341, 342, 343 are \$34.40 per point.

<sup>8</sup>DEVE 589 is \$61.85 per point and DEVE 592 is \$57.35 per point.

## Appendix 2 – International Tuition Fees

*Note: For fees and levies applicable to students enrolled in New Zealand School of Music (NZSM) programmes (including tuition fees and course-related costs), please refer to the NZSM website: [www.nzsm.ac.nz/fees.aspx](http://www.nzsm.ac.nz/fees.aspx).*

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

**\$141.67 per point for 100-300- and 800-levels**

**\$145.83 per point for 400- and 500-levels**

ALIN <sup>5</sup>	ANTH	ARTH	ASIA	BRAZ	CFNS	CHIN
CLAS	COOK	CREW	CRIM	CRIT	DEAF	DRAM
ELIN <sup>4</sup>	ENGL	EURO	FHSS	FILM	FREN	GEND
GERM	GREE	HIST	INTP <sup>1</sup>	ITAL	JAPA	KORE
LALS <sup>5</sup>	LATI	LEGL	LING	MAIN	MAOR	MDIA
MHST <sup>3</sup>	NZLI	NZST	PASI	PHIL	POLS <sup>1</sup>	PBHY
RECN <sup>3</sup>	REHB	RELI	SACS	SAMO	SEFT	SNRT
SOSC	SOWK	SPAN	SPOL	SSRE <sup>3</sup>	THEA <sup>2</sup>	THFI
WRIT	UTDC					

### Exceptions

<sup>1</sup>INTP 588, 589 are \$157.50 per point.

<sup>2</sup>THEA 502-589 and THEA 592 are \$200.00 per point; THEA 501 is \$233.33 per point.

<sup>3</sup>MHST, RECN, SSRE 400-500-level courses are \$165.83 per point.

<sup>4</sup>ELIN 800-level courses are \$166.67 per point, ELIN 900-level are \$103.12 per point.

<sup>5</sup>ALIN, LALS 500-level courses are \$114.44 per point.

### 2. EDUC courses are charged at:

**\$141.67 per point for 100-300-level**

**\$145.83 per point for 400-level and EDUC 591**

**\$165.83 per point for 500-level except EDUC 591**

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

**\$142.95 per point for 100-300-level and 800-level**

**\$165.83 per point for 400- and 500-level**

CUSE	CUST	TEAC	TEAP
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**4. LAWS courses are charged at:**

**\$171.67 per point for 100-400-level**

**\$180.00 per point for 500-level**

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

**\$155.00 per point for 100-300-level**

**\$165.83 per point for 400- and 500-level**

ACCY	BITT	CIMM	COML	COMM	ECHI	ECON
ELCM	FCOM	FINM	HRIR	IBUS	INFO <sup>1</sup>	INRC
LIBR	MARK	MBUS	MGMT	MMCA	MMMS	MOFI
PUBL	QUAN	TOUR	WORC			

**Exceptions**

<sup>1</sup>INFO 520-80 are charged at \$114.44 per point.

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

**\$175.00 per point for 100-300-level**

**\$205.00 per point for 400-800-level**

BCHM	BIOL <sup>1</sup>	BMAR	BMSC	BOTY	BTEC	CBIO
CELL	CHEM	COMP	CONB	CPSY	DEVE	EBIO
ECOL	ECSE	ERES	ENVI	ESCI	GEOG	GEOL
GPHS	LOCO	LOGI	MATH	MBIO	MXED	OPRE
ORST	PHYG	PHYS	PGEO	PSYC	SCED	SCIE
SPFI	STAT	TECH	ZOOL			

**Exceptions**

MConBiol which is charged at \$183.33 per point.

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

**\$186.67 per point for 100-400- and 800-level**

**\$205.00 per point for 500-level**

ARCH	DESN	DMDN	IDDN	ITDN	LADN
GCPM	GDPM	GDFM			

**8. BBSC courses are charged at \$186.67 per point for 100-300-level and \$205.00 per point for 400- and 500-level.**

**9. ENGR and SWEN courses are charged at \$195.83 per point.**

**10. Foundation Studies courses are charged at \$126.67 per point.**

11. HEAL, MIDW and NURS 500-level courses are charged at \$165.83 per point.
12. MMBA and CMSP courses are charged at \$147.50 per point.
13. MAPP, MMIM, MPPM and STRA courses are charged at \$165.83 per point.
14. MMAF courses are charged at \$210.00 per point.

### Other Courses

#### 1. PhDs

International postgraduate students enrolled with the University prior to 19 April 2005 will be charged fees as outlined below:

Note: Domestic fee charges will apply to international postgraduate students enrolled after this date.

<i>Postgraduate Degree</i>	<i>Fees for Two Trimesters (Unless Otherwise Stated) (\$)</i>	<i>Fees per Point (\$)</i>
PhD (Arts)	17,400	145.00
PhD (Comm & Admin)	17,400	145.00
PhD (Science)	21,500	179.16
PhD (Law)	18,400	153.33
PhD (Arch) & (Design)	21,500	179.16

#### 2. Study Abroad

<i>Degree/Diploma/Certificate</i>	<i>Fees for One Trimester (\$)</i>
Study Abroad*	9,600
Study Abroad Rugby	10,700
Study Abroad Golf	10,700

\* This includes Butler, Arcadia/Beaver, AustraLearn, CIS, CIS USA and all direct relationships.

## Appendix 3 – Other Fees

### Student Assistance Levy

\$12.00 for 60 points or less, \$24.00 for more than 60 points (no GST).

### Student Services Levy

#### *Internal Students*

\$80.00 for 60 points or less, \$121.00 for more than 60 points.

#### *Distance Students*

\$53.00 for 60 points or less, \$80.00 for more than 60 points.

### VUWSA Subscription Fee

\$83.60 for 60 points or less, \$125.40 for more than 60 points.

**Amenities Levy**

\$0.65 per point.

**Appendix 4 – Administration Fees**

The fees in this Schedule are charged as students apply for the relevant service.

Reconsideration of script, per course (refundable if grade raised):	\$40.00
Administration fee for special examination arrangements, for examinations sat at Victoria at other than the scheduled time, or sat at a location away from Victoria (per course):	\$120.00
<i>Note: Students will also be liable for courier costs and all costs that may be charged by the institution where the examination is held.</i>	
Copy of examination script	\$10.00
Transcript of academic record, Certificate of Completion, Certificate of Proficiency or Certificate of Achievement:	\$15.00
Extra copies of Transcript, Certificate of Completion, Certificate of Proficiency or Certificate of Achievement received at same time as initial (per copy):	\$5.00
Law Certificate:	\$5.00
Replacement degree certificates	
– dispatch within 48 hours:	\$75.00
– dispatch within 5 working days:	\$50.00
Replacement ID card:	\$20.00
Higher Doctorate Application Fee:	\$3,000.00
<i>Note: \$2,500.00 will be refunded if the application does not proceed beyond the ad hoc committee's initial consideration.</i>	
English Proficiency Programme Placement Fee:	\$100.00
International transferring student:	\$500.00
NZSM non-refundable Audition Fee:	\$50.00
Application for Recognition of Prior Learning:	\$120.00
<i>Note: This may not apply in some cases, please contact the relevant Faculty Office to confirm.</i>	
<b>Penalty Charges</b>	
Late Payment Penalty	\$150.00

## Appendix 5 – Withdrawal Dates from Courses

*Note: 1. The dates listed below are not applicable for teacher education programmes as they have different trimester dates to the rest of the University. Students undertaking courses as part of teacher education programmes have a maximum of two weeks from the date of commencement of the course to withdraw.*

*2. Refer to section 4.12 of the Fees Statute for rules governing withdrawals.*

Full-year courses:	7 March 2008
First-trimester courses:	7 March 2008
Second-trimester courses:	18 July 2008
Summer-trimester courses:	Within one full week of start date*

\* *Refer to the summer brochure or [www.victoria.ac.nz/summer](http://www.victoria.ac.nz/summer) for withdrawal dates for specific summer courses.*

## Assessment Statute

### 1. Purpose

In accordance with section 194(e) of the Education Amendment Act 1990, this statute sets out the provisions for assessment of courses offered by the University.

### 2. Organisational Scope

This is a University-wide statute.

### 3. Definitions

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

*Assessment:* The process of assigning marks or grades to pieces of work submitted by a candidate in a course.

*Examination:* An item of assessment to be undertaken at a predetermined time and place by all the students enrolled for a course during an official examination period following the end of the course. The scheduling, conduct and supervision of examinations are arranged by faculties in accordance with such detailed instructions as may be approved by the Academic Board.

*Examiners:* Academic staff responsible for the assessment of a particular course, as defined in section 6 of the *Assessment Handbook*.

*In-term work:* Items of assessment other than examinations as defined above, for example, tests, assignments, class presentations and practical work.

*Test:* An item of assessment, like an examination, but scheduled during the course. Tests are usually conducted by the school responsible for the course; a mid-course test for a two-trimester course may be scheduled during an official examination period if arranged by the Faculty.

### 4. Statute Content and Guidelines

#### 4.1 Language of Assessment

- (a) All courses offered for qualifications at Victoria University are assessed for the purposes of giving students feedback and determining final grades. A variety of assessment methods may be used, in accordance with the principles of validity (being based on a fair sample of the student's work) and reliability (accurately representing the student's performance).
- (b) Assessment is normally conducted in the English language; where relevant, students may be required to respond to or use te reo Māori, New Zealand Sign Language or foreign languages.
- (c) The Use of Te Reo Māori for Assessment Policy provides for students to be assessed in te reo Māori. For further information, please refer to the University website at [www.vuw.ac.nz/policy/tereo](http://www.vuw.ac.nz/policy/tereo).
- (d) During their course of study at the University, students will be expected to develop ideas and express themselves in well-structured, grammatically correct and extended written English or other languages as specified under 4.1(b) and (c). Even in courses where diagrams, drawings, and mathematical and scientific

symbols are the main means of expression, the ability to write clearly and accurately may be an important component of the assessment.

#### **4.2 Passing a Course**

- (a) The satisfactory completion of any University course involves more than just attempting the different assessment items. Lectures, tutorials, electronic and other distance-learning resources, and practical and field work may all be an integral part of the learning experience, and participation in such activities is regarded as necessary. Written, oral or practical work which is not assessed as part of the final grade for a course may also be required to assist students in understanding a particular aspect of the course.
- (b) To pass a course a student must:
- (i) satisfy any mandatory course requirements (see 4.3); and
  - (ii) obtain a course mark of 50% or more from the items of assessment contributing to a final grade when they are combined as specified in the course outline.

A candidate for a Master's or doctoral degree requiring a thesis may be required to attend an oral examination.

- (c) All students enrolled in a course shall normally follow the same assessment scheme. In exceptional circumstances, the Head of School, in consultation with the relevant Associate Dean or Deputy Dean, may allow a variation from that assessment scheme for a particular student.

*Note: Students enrolled under a concessionary fees provision may not submit assessment items or sit examinations. No grades or credit can be given to such students.*

- (d) A Head of School may permit marks for some items of assessment to be carried forward for a student repeating a course.

#### **4.3 Mandatory Course Requirements**

- (a) Satisfactory completion of a course may involve meeting certain conditions called mandatory course requirements. Details of all mandatory requirements for a course must be provided to students in the course outline by the end of the first teaching week.
- (b) A student who has obtained an overall mark of 50% or more, but failed to satisfy a mandatory requirement for a course, will receive a K grade for that course, while a course mark less than 50% will result in the appropriate fail grade (D, E or F).
- (c) A Head of School may permit some or all of the mandatory course requirements to be carried forward for a student repeating a course.
- (d) In exceptional circumstances, the relevant Associate Dean may exempt a student from particular mandatory requirements for a course.

#### **4.4 Reconsideration**

- (a) A student not satisfied with the mark (or grade) for any item of in-term assessment, or the calculation of their final course grade, should discuss the matter informally with the Course Coordinator, who may amend the mark or grade awarded.

A student who is not satisfied with the outcome of the discussion with the Coordinator, or who has some reason for not wanting to talk to the Coordinator, should contact the relevant Head of School or Deputy Dean; if they consider that



there is sufficient cause, they will attempt to resolve the matter with the Coordinator.

*Note: If the Head of School or Deputy Dean is also the Coordinator, then they should delegate resolution of the matter to a senior colleague.*

- (b) A student not satisfied with their mark or grade for an examination (or for any other item of assessment not marked by the end of the teaching weeks for a course and not returned to the student) may apply in writing for a reconsideration. Applications will be accepted until these dates following finalisation of course results:

Courses finalised in Trimester 1:	31 August
Courses finalised in Trimester 2:	31 January
Courses finalised in Trimester 3:	30 April

Reconsideration shall cover only a careful re-marking of the student's performance in the examination or other item of assessment. A fee is charged for this service; that will be refunded if the reconsideration results in an upward adjustment to the student's course grade. No additional material shall be supplied to the examiners.

*Note 1: Refer to Appendix 4 of the Fees Statute for the reconsideration fee; in 2008 it is \$40.*

*Note 2: Examination scripts should be held in the School until the dates described above, as should other written work as described in section 4.4(b) if arrangements have not been made for students to pick it up. During this period students may apply to the School to read their work in a supervised environment or to the Faculty Student Administration Office, after paying the prescribed fee, to be sent a copy together with information on the way that marks were allocated if that was not indicated on the marked item. It may be possible to discuss the marking with the Course Coordinator before requesting a formal reconsideration.*

#### **4.5 Aegrotat Pass**

- (a) An aegrotat pass may be considered for a student who has completed sufficient assessment relative to the objectives of a course for the relevant Head of School to be able to make a recommendation under 4.5(c), provided that the student's performance has been affected by one of the following circumstances:
- (i) illness or injury;
  - (ii) personal bereavement;
  - (iii) some other critical personal circumstance involving the health or well-being of a relative or close friend; or
  - (iv) some exceptional circumstance beyond his/her control.

*Note: Evidence must be provided of the relevant circumstances, and the resulting level of impairment in academic performance. Refer to the Assessment Handbook for details of the requirements.*

- (b) Aegrotat applications may be submitted for examinations, or for other assessment items which are due at most three weeks before the day on which lectures cease for the last trimester of the course, and for which no alternative item of assessment could reasonably be substituted or extension of time granted. They will be considered under these categories:
- (i) impaired preparation time in the three weeks immediately prior to the examination or due date of the assessment item;

- (ii) impaired performance in the examination or other assessment item;
- (iii) inability to attend the examination or complete the assessment item.
- (c) In response to an aegrotat application, the Head of School shall make a recommendation which takes into account the work of the candidate in the course concerned, or in related courses as appropriate.
  - (i) For applications relating to courses being taken for an undergraduate programme, the Head of School shall certify whether or not the candidate is worthy of a pass. (Alternatively, if the application relates to 30% or less of the assessment, the Head of School (or Deputy Dean) may terminate the aegrotat process by awarding the candidate a grade for the course.)
  - (ii) For applications relating to courses being taken for a postgraduate programme, the Head of School (or Deputy Dean) may either recommend a grade for the course or simply certify whether or not the candidate is clearly worthy of a pass.
- (d) The final decision will be made by the Convener of the Academic Committee, taking into account both the recommendation from the School or Faculty and information provided in relation to the student's circumstances and level of impairment.
- (e) Aegrotat applications shall be made no later than seven days after the relevant examination or required submission date. Only in exceptional circumstances will late applications be accepted by the Convener of the Academic Committee.
- (f) A candidate dissatisfied with the decision of the Convener of the Academic Committee may appeal in writing through the relevant Faculty Office to the Deputy Vice-Chancellor within four weeks of being notified of the decision. (This period may be extended by the Deputy Vice-Chancellor in special cases.)

#### **4.6 Special Pass**

A candidate who has missed an examination because of mistaking its time or place may be awarded a special pass by the Convener of the Academic Committee (see *Assessment Handbook* for conditions). The candidate may appeal this decision to the Deputy Vice-Chancellor.

#### **4.7 Compensation Pass**

- (a) A candidate who has failed a course may be awarded a compensation pass in that course or unspecified credit by the Faculty administering the candidate's qualification if, in the opinion of the Faculty, the candidate's performance in their course of study justifies such an award.

*Note: See the Assessment Handbook for Faculty criteria.*

- (b) A compensation pass or unspecified credit awarded under this section shall not satisfy any prerequisite for any course, nor shall such a pass or credit be credited to any qualification other than that for which the pass or credit was awarded.

#### **4.8 Recognition of Prior Informal Learning**

*Note: This should be read in conjunction with the Policy on Recognition of Prior Informal Learning.*

- (a) The relevant Associate Dean (or Dean) may, on the recommendation of the Head of School, award a Recognition of Prior Informal Learning (RPL) pass in a course to a candidate who has gained appropriate prior skills and knowledge through non-accredited or informal learning. Credit may be granted only for courses

currently offered by the University, and in particular subject areas approved from time to time by the Academic Committee.

- (b) Prior informal learning may be considered where it is appropriate to the academic context of the course, including level and balance between theory and practical application.
- (c) Prior informal learning is assessed against the learning objectives of the course.
- (d) Normally no more than 60 points of RPL credit may be credited to any qualification, except that for Early Childhood teaching qualifications this may be increased to 120 points.
- (e) Students seeking an RPL pass in a course shall normally apply to the Faculty Office before the end of their first trimester of study at the University.

*Note: Students should contact the relevant Faculty Administration Office for information on which courses may be considered for RPL assessment and application processes.*

#### **4.9 Academic Integrity**

The University requires that the highest standards of academic integrity and ethical values be observed throughout all of its activities. As well as exhibiting those standards themselves in assessing students, staff should promote such behaviour from students in their assessment-related activities. In particular, students must:

- (a) ensure that all work submitted has appropriate referencing where it draws on the work of others; and
- (b) observe strictly all rules for conduct during tests and examinations, including prohibitions on bringing unauthorised material into the examination room or copying or reading the work of other students, with or without their permission.

#### **4.10 Misconduct**

Misconduct in relation to assessment is covered by the Statute on Student Conduct.

#### **4.11 Academic Grievances**

Any student not satisfied with decisions made by Schools or Faculties relating to assessment, or who considers that the circumstances in which an item was assessed have caused them to suffer academic disadvantage, should refer to the Academic Grievance Policy.

## Academic Grievance Policy

### 1. Purpose

The University seeks to provide a learning environment designed to help students 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 the means by which a student may seek to resolve an academic grievance they may have with the University.

### 2. Organisational Scope

This is a University-wide policy.

### 3. Definitions

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

*Student:* Any person enrolled in a personal course of study at the University within three years from the date on which the academic grievance is submitted, or a person who is currently studying at the University under an exchange agreement with another institution.

*Respondent:* Member of University staff responsible for taking the action which has resulted in the grievance.

### 4. Policy Content and Guidelines

#### 4.1 Academic Disadvantage

Academic disadvantage means an unexpected or atypical matter adversely affecting the academic performance of, or requirements for, a student including, but not limited to:

- (a) An amendment to regulations or statutes involving a change in a course of study or in examination requirements that has caused a student undue hardship.
- (b) A situation in which official advice has been given and acted upon, as a result of which a student's personal course of study is not in accordance with the regulations and statutes and undue hardship would be caused if the student were compelled to comply with the full requirements of the regulations and statutes.
- (c) Exceptional unforeseeable circumstances, including circumstances arising from decisions taken under University regulations and statutes, with consequential academic disadvantage to the student.

*Note: Reconsideration of examination scripts or items of assessment are dealt with under the Assessment Statute.*

#### 4.2 Resolving Academic Grievances Informally

- (a) It is the University's expectation that informal procedures will be used in the first instance other than as stipulated in clause 4.3.1(a).
- (b) The University has a well-developed academic grievance procedure to assist students who feel aggrieved on academic grounds. In general students should talk to the tutor or lecturer concerned, or if they are not satisfied with the result of that

meeting, see the Course Coordinator, Head of the School or the relevant Associate Dean in their Faculty.

- (c) Students who, for whatever reason, prefer not to talk directly with the lecturer, or feel the problem is not being solved, can contact other people to discuss the problem. These include Victoria University Students' Association (VUWSA) class and Faculty representatives, the VUWSA Education Coordinator, relevant staff in Student Services and the University's Academic Policy Advisers.

### **4.3 Resolving Academic Grievances Formally**

#### **4.3.1 The Procedures**

- (a) Where a student considers that academic disadvantage has occurred with respect to a statute, and provision for an appeal exists in that statute, a student must use that provision.
- (b) Where no other appeal provision exists, and where informal methods of resolution have not resolved the grievance, the student shall have the right to bring their grievance to the Academic Board Grievance Committee.
- (c) The Convener of the Academic Board Grievance Committee is the Assistant Vice-Chancellor (Academic) or his/her nominee. The Committee shall comprise the Convener, another academic staff member of the Board and a student member of the Board, or of a committee of the Board.
- (d) The Committee shall follow a procedure which is appropriate to the subject matter of the grievance, which protects the rights of the student and any affected staff member or other student, and which ensures so far as possible that the Committee is fully informed about matters relevant to the grievance.
- (e) Where it is shown to the satisfaction of the Committee that academic disadvantage has occurred, the Committee may give such direction or make such provision as is thought fit.
- (f) Where appropriate the Committee shall give consideration to the principles of the Treaty of Waitangi, particularly to the principle of redress, and ensure that procedures are implemented in a culturally appropriate way.

#### **4.3.2 Rights of the Complainant**

- (a) The student shall have the right to make submissions in writing and to appear in person before the persons making decisions on the grievance, accompanied by a supporter or supporters if so desired.
- (b) The student shall have the right to information about progress and the decisions of any academic grievances without undue delay.
- (c) The student shall have the right to translation services provided at the University's expense if these are necessary to ensure adequate comprehension of the language.

*Note: The student, upon lodging a grievance, should be informed of the support mechanisms available to him or her, including the availability of the Students' Association's Education Coordinator.*

### **4.4 Appeals of Formal Academic Grievance Resolutions**

#### **4.4.1 Process**

- (a) The complainant or the respondent may appeal to the Grievance Appeal Committee against the decision of the Academic Board Grievance Committee in accordance with this clause 4.4.

- (b) The Convener of the Grievance Appeal Committee is the Deputy Vice-Chancellor. The Committee shall comprise the Convener and a member of Council, who is not a student or University staff member.
- (c) The Convener of the Grievance Appeal Committee must be advised in writing of the appeal within four weeks from the date of the decision of the Committee, provided that the period may be extended by the Convener if he or she is satisfied that there are good and exceptional reasons why the notice was not given within that period.
- (d) In determining an appeal, the Grievance Appeal Committee may at its discretion rehear any or all of the evidence before the Academic Board Grievance Committee, and may receive any further evidence orally or in writing that is relevant.
- (e) The student and the respondent are entitled to make submissions in writing and appear in person (or through counsel) before the Grievance Appeal Committee, accompanied by a representative or support person if so desired.
- (f) 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 wrong on the basis of the information before the Academic Board Grievance Committee; or
  - (iii) has been shown to be plainly wrong in the light of additional information which, for good reasons, the party appealing was unable to have considered by the Academic Board Grievance Committee.
- (g) The decision of the Grievance Appeal Committee on an appeal will be final and binding.

*Note: Section 4.4.1(g) does not prevent a student pursuing the matter through an external agency such as the Office of Ombudsmen.*

## Statute on Student Conduct

### 1. Purpose

Students are expected to act in ways that are consistent with the role and guiding values of the University, and to regulate their own conduct so as not to impede or prejudice the work of other members of the community. They are entitled to work, learn, study and participate in the social aspects of the University's life in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

This statute sets out the procedures that apply in the event that a student is alleged to have breached acceptable standards of conduct as described herein.

### 2. Organisational Scope

This is a University-wide statute. It shall apply to all students and Hall Residents at Victoria University of Wellington.

### 3. Definitions

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

*Class:* Lecture, tutorial, laboratory session, field trip, practicum, supervisory session and other contexts in which teaching is occurring.

*Clinician:* Counsellor or registered medical practitioner.

*Complainant:* Any member of the University community who alleges a breach of this statute by a student or Hall resident.

*Deciding Manager:* Any University staff member with management responsibilities (including Heads of School, Deputy Heads of School, Managers of services, Directors of a Central Service Unit, Institute or Centre, members of the Senior Management Team, and Hall Managers of a Hall of Residence that is covered by this statute as provided in the residential handbook).

*Hall Resident:* A resident in a Hall of Residence which is managed by or on behalf of the University, or which is covered by this statute as provided in the residential handbook.

*Member of the University Community:* Includes all students, all staff of the University, the VUW Foundation and Victoria Link Limited, Council Members, persons on contract to the University, visiting scholars, professors emeriti, Hall residents and persons providing services to the University.

*Respondent:* A student or Hall resident against whom an allegation of a breach of this statute is brought.

*Ruahine:* The senior Māori woman acknowledged as having expertise in tikanga at Te Marae o Te Herenga Waka.

*Student:* 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.

*Tohunga:* The senior Māori man acknowledged as having expertise in tikanga at Te Marae o Te Herenga Waka.

*Toiahurei*: The Pro Vice-Chancellor (Māori).

*University Precincts*: All premises, grounds and buildings owned by, in the possession of, or administered by the University, as well as Halls of Residence that are covered by this Statute as provided in the residential handbook.

## 4. Statute Content and Guidelines

### 4.1 Scope

- (a) The statute shall cover student conduct:
  - (i) within the University precincts; or
  - (ii) in the context of any official University activity; or
  - (iii) where the behaviour in question is directly and demonstrably related to his or her status as a student of the University.
- (b) A student of the University is in breach of this statute if he or she engages in any conduct within the jurisdiction of the University that is prohibited by clause 4.2 of this statute.
- (c) A complaint may be made against a person's actions whilst they are a student.

### 4.2 Definition of Prohibited Conduct

Conduct prohibited by this statute is:

- (a) Conduct in breach of any University statute, policy, rule of conduct within a Hall of Residence, or professional code approved by the University;
- (b) Conduct in breach of any provision of any New Zealand statute or regulation;
- (c) Discrimination as defined in the Human Rights Act 1993;
- (d) Sexual harassment as defined in section 62 of the Human Rights Act 1993;
- (e) Racial harassment as defined in section 63 of the Human Rights Act 1993;
- (f) Racial disharmony as defined in section 61 of the Human Rights Act 1993;
- (g) Academic misconduct, which means:
  - (i) the fabrication of data, including claiming results where none have been obtained;
  - (ii) the falsification of data, including fraudulent changing of records; and
  - (iii) plagiarism, which is the presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published and unpublished work, material on the Internet and the work of other students and staff;

*Note: In cases of alleged plagiarism, please refer to the Procedures for Dealing with Suspected Plagiarism.*

- (iv) misleading ascription of authorship such as listing authors without their permission, or attributing work to others who have not in fact contributed to the research;
- (v) intentional infringements of the guidelines issued by the University's Human Ethics Committee and Animal Ethics Committee, or of other relevant professional practices and codes of ethics;
- (vi) cheating or other dishonest practices in relation to assessment; and
- (vii) other academic or research practices which bring or are likely to bring the University into disrepute;

*Note: Academic misconduct does not include honest errors or honest differences in the interpretation of data or conclusions drawn.*



- (h) Misuse of information, which includes:
- (i) perusing personal information files or any other information, whether on a University database or other information collection, to which the person has no authorised access;
  - (ii) intentionally introducing erroneous or misleading material into, falsifying, or deleting without authorisation information from, any University database or information collection; and
  - (iii) any act or omission in breach of the Privacy Act 1993 or the Official Information Act 1982;
- (i) Misuse of University computer systems, which includes:
- (i) accessing, storing, viewing, publishing or distributing pornographic material;
  - (ii) publishing or distributing any material that is defamatory or offensive, or in any way constitutes harassment or excessive mail to other users (for example, hoax letters); and
  - (iii) copying, loading or downloading any software or other material (including games, movies and music) in breach of copyright licence conditions;
- (j) Other inappropriate conduct, which includes but is not limited to:
- (i) being in any part of the University precincts, knowing that he or she is not entitled to be there at that time;
  - (ii) wilfully impeding the activities of the University, whether in teaching, research or otherwise;
  - (iii) knowingly failing to comply with any reasonable direction given to him or her by the person in charge of a group of students going to, engaged in, or returning from a field trip or any other activity conducted or sponsored by the University beyond the University precincts;
  - (iv) knowingly failing to comply with any reasonable direction given to him or her by a staff member of the University or by a Hall Manager, or any person acting under the authority of a Hall Manager, in a Hall of Residence;
  - (v) wilfully or recklessly damaging or defacing, or wilfully moving without authority, any property of the University, or any other property within the University precincts;
  - (vi) wilfully creating any nuisance;
  - (vii) being under the influence of illegal drugs;
  - (viii) being under the influence of alcohol in a situation where this is inappropriate;
  - (ix) wilfully obstructing any member of the University community or any person employed at the University in the due performance of his or her functions or of the work he or she is required to perform;
  - (x) wilfully failing to comply with the directions on any notice erected with the authority of the Director, Facilities Management and governing entry, speed and exit of vehicles, and the location of parking spaces;
  - (xi) committing any criminal offence;
  - (xii) committing any breach of any rule of conduct (verbal or written) made by any authorised person provided that reasonable notice of that rule has been given to students generally or to the student charged with misconduct before the misconduct is alleged to have taken place;

*Note: Examples of this might include failing to comply with laboratory rules or requirements of students on a field trip.*

- (xiii) threatening, or repeatedly or excessively insulting, any other person;
- (xiv) behaving in any way, without reasonable cause, which brings or is likely to bring the University into disrepute;

*Note: This is not intended to apply to reasonable behaviour by students in the exercise of academic freedom.*

- (xv) knowingly assisting another member of the University community in the commission of, or counselling, procuring or encouraging another member of the University community to commit, any breach of this statute;
- (xvi) bribing or attempting to bribe staff by offering gifts or services in return for personal favour; and
- (xvii) falsifying or attempting to falsify any document, whether or not it is for the purpose of a benefit or advantage.

### **4.3 Resolving Complaints Informally**

- (a) When appropriate, the University encourages the use of informal methods for resolving disputes. For advice on whether an informal process is appropriate, the Facilitator and Disputes Advisor may be contacted in confidence.
- (b) Specific resource people that may be called upon to assist with informal resolutions include the Facilitator and Disputes Advisor, sexual harassment contact people, Associate Deans (Students), Faculty Managers, and the VUWSA Education Coordinators.

### **4.4 Resolving Complaints Formally**

#### **4.4.1 Procedure for Misconduct and Serious Misconduct (Other Than Hall Misconduct)**

- (a) The complainant shall make their complaint to the Head of School or other relevant manager who shall notify the Facilitator and Disputes Advisor of the complaint as soon as possible.
- (b) Except as provided in clause 4.4.1(d), the alleged prohibited conduct will fall into one of the following two categories:
  - (i) misconduct, which shall be dealt with by the relevant Head of School, Deputy Head of School or a manager at a comparable level of seniority; or
  - (ii) serious misconduct, which shall be dealt with by the relevant Pro Vice-Chancellor.
- (c) Prior to the complaint being investigated, the decision as to whether the alleged conduct is misconduct or serious misconduct shall be made by the Facilitator and Disputes Advisor or the University's General Counsel in consultation with the relevant deciding manager.
- (d) The manager's line manager, or another appropriate deciding manager, shall deal with the complaint if the relevant manager:
  - (i) is in any way implicated or otherwise involved in the complaint; or
  - (ii) has already taken urgent action on the matter under clause 4.5.
- (e) If the deciding manager considers that the complaint discloses a possible breach of this statute, she or he shall:
  - (i) advise the respondent in writing of the substance of the complaint, the relevant clause/s of this statute that have allegedly been breached, their entitlement to representation, and the advisory and support services offered by VUWSA via the Education Coordinators and their contact details; and

- (ii) provide the respondent with copies of any written material relating to the complaint and a reasonable opportunity to then respond to the allegation/s; and
- (iii) give due consideration to any explanations or comments from the respondent before any decision is made; and
- (iv) determine whether or not the alleged misconduct/serious misconduct has been established to the standard of proof commensurate to the seriousness of the alleged misconduct/serious misconduct. For example, where the relevant allegation involves a significant pejorative assessment of the respondent (such as dishonesty or sexual harassment), the standard of proof will be high and fall between the civil standard of the balance of probabilities and the criminal standard of beyond all reasonable doubt. In less serious cases (such as minor plagiarism or inconsiderate behaviour towards staff or other students), the standard of proof will be the balance of probabilities.
- (v) advise the respondent in writing as soon as practicable of their decision; and
- (vi) inform the complainant of their decision.

#### 4.4.2 Procedure for Hall Misconduct

- (a) The complainant shall make their complaint to the Hall Manager of the relevant Hall of Residence.
- (b) If the Hall Manager considers that the complaint discloses a possible breach of this Statute, she or he shall:
  - (i) advise the respondent (orally or in writing) of the substance of the complaint, the relevant clause/s of this statute that have allegedly been breached, their entitlement to representation, and the advisory and support services offered by VUWSA via the Education Coordinators and their contact details; and
  - (ii) provide the respondent with copies of any written material relating to the complaint and a reasonable opportunity to then respond to the allegation/s; and
  - (iii) give due consideration to any explanations or comments from the respondent before any decision is made; and
  - (iv) determine whether or not the alleged misconduct/serious misconduct has been established to the standard of proof commensurate to the seriousness of the alleged misconduct/serious misconduct; for example, where the relevant allegation involves a significant pejorative assessment of the respondent (such as dishonesty or sexual harassment), the standard of proof will be high and fall between the civil standard of the balance of probabilities and the criminal standard of beyond all reasonable doubt. In less serious cases (such as inconsiderate behaviour towards other residents), the standard of proof will be the balance of probabilities;
  - (v) advise the respondent in writing as soon as practicable of their decision; and
  - (vi) inform the complainant of their decision; and
  - (vii) maintain a record of any disciplinary action.
- (c) In cases of serious misconduct where the Hall Manager considers that the respondent's presence on the University campus may pose a risk to the safety and well-being of members of the University community, a Pro Vice-Chancellor may after giving due consideration to any explanations and comments from the respondent, take further disciplinary action against the respondent including any of the remedies provided for in clause 4.6.2.

#### **4.4.3 Tikanga Māori**

- (a) The University is committed to acknowledging the Treaty of Waitangi by working in partnership with Māori. The spirit of tikanga is to seek resolutions to disputes and complaints in a manner that encourages a facilitated open exchange of views with a view to seeking consensus and acceptance from all parties as to the resolution.
- (b) A complaint may be addressed by applying tikanga Māori if the complainant, respondent, deciding manager, and Te Marae o Te Herenga Waka agree to such a process including, the participants in that process and the procedure to be followed. The Toiahurei, Tohunga and Ruahine will speak for Te Marae o Te Herenga Waka. The Toiahurei will have the responsibility of ensuring that all the other parties are sufficiently aware of tikanga before agreeing to the process.
- (c) For the purposes of this statute, tikanga comprises at least the following elements:
  - (i) Resolution of the dispute will take place within Te Tumu Herenga Waka.
  - (ii) Te reo Māori will be used for te kawa o te marae. Within Te Tumu Herenga Waka, te reo Māori may be used and statements will also be repeated in English or an interpreter will be provided if this is necessary to ensure that all the parties have a clear understanding of what is being communicated.
  - (iii) The process will be facilitated by the Toiahurei, and the Tohunga and Ruahine o Te Herenga Waka, unless they are involved as a party to the dispute, in which case their involvement will not be in a facilitator capacity.
  - (iv) All parties have the right at their discretion to be supported by whānau.
  - (v) Where possible, decisions in respect to a complaint will be negotiated by the parties. Where consensus is unable to be reached, the decision shall be made by the Toiahurei, the Tohunga and Ruahine o Te Herenga Waka. The decision may include any of the remedies provided for in clauses 4.6.1, 4.6.2 and 4.6.3.

*Note: Parties who are not familiar with tikanga may find that the concept of confidentiality is treated differently than in other processes such as set out in clause 4.4, in that more people are usually involved in working together to reach a resolution.*

#### **4.5 Urgent Action**

- (a) Before a complaint is investigated by the deciding manager, urgent interim action may be taken if it is required to ensure that the work of members of the University community is not impeded or prejudiced, or that the peace and good order of the University and the safety and well-being of its members are maintained.
- (b) In all cases other than Hall misconduct, any urgent action taken under clause 4.5 shall be reported in writing to the Office of the Facilitator and Disputes Advisor as soon as practicable, which shall assume responsibility for notifying the relevant persons of the action taken for enforcement purposes.

##### **4.5.1 Urgent Disciplinary Powers of Persons in Charge of a Class**

- (a) If a person in charge of a class has reasonable grounds for believing that a student in the class has committed or is committing a breach of this statute and that immediate action is required to ensure that the activities within the class are not obstructed or impeded or to protect the safety and well-being of persons in that class, that person may exclude the student from the remainder of the class.
- (b) An exclusion under clause 4.5.1(a) shall take effect as soon as the student has been advised.

**4.5.2 Urgent Disciplinary Powers of Persons in Charge of Facilities**

- (a) If a staff member or contracted security guard who could be reasonably held to be in charge of a University facility (which includes venues) at the relevant point in time has reasonable grounds for believing that a student has committed or is committing a breach of this statute at that facility and that immediate action is required to ensure that the activities within the facility are not obstructed or impeded, or to protect the safety and well-being of persons, that person may exclude the student from the facility for a period not exceeding 24 hours.

*Note: Staff members who could be reasonably held to be in charge of a facility include, but are by no means limited to, the Director, Facilities Management, Campus Care staff and contractors, the General Manager of the Student Union, supervisors of Student Computing Suites, the Librarian, and Hall Managers and their deputies at Halls of Residence.*

- (b) An exclusion under clause 4.5.2(a) shall take effect as soon as the student has been advised.

**4.5.3 Urgent Interim Exclusion from the University**

- (a) Except as provided in clause 4.5.3(b), where a Head of School, or other relevant manager, believes on reasonable grounds that a student has committed or is committing a breach of this statute and that immediate action is required to ensure that either the work of members of the University community is not impeded or prejudiced, or that the peace and good order of the University is maintained, he or she may:
- (i) instruct the student to cease the misconduct and/or vacate the area where the misconduct has occurred; and/or
  - (ii) suspend the student from attendance at the University, or from particular classes, for a period not exceeding two weeks; or
  - (iii) exclude the student from any designated part of the University for a period not exceeding two weeks.
- (b) In cases of Hall misconduct, the Hall Manager may suspend or exclude the student only from the relevant Hall of Residence, and any suspension from classes or exclusion from any other part of the University must be approved by the Director of Student Services.
- (c) Before suspending or excluding a student under clause 4.5.3(a), the relevant manager shall provide the student with a reasonable opportunity to comment on the proposed temporary suspension or exclusion, and take into consideration any effects the suspension or exclusion may have on that student's personal course of study.
- (d) A suspension or exclusion under clause 4.5.3(a) shall take effect as soon as the student has been advised.

**4.6 Disciplinary Action****4.6.1 Misconduct**

Where a complaint of misconduct is established, the deciding manager may take disciplinary action against the respondent. Such action may include:

- (a) requiring a public or private apology from the respondent, either written or oral;
- (b) requiring an undertaking/s from the respondent as to future behaviour;
- (c) an educational or supervision programme for the respondent;

- (d) requiring the respondent to undergo, at the University's expense, an assessment by a clinician if the deciding manager considers that the respondent may pose a risk to the safety and well-being of themselves or member/s of the University community, or that the respondent is likely to disrupt or impede the activities of the University;
- (e) a change to a specified document(s);
- (f) an oral or written warning;
- (g) an order to pay compensation for any loss or damage caused by or arising from the misconduct;
- (h) suspension from some or all classes for a period not exceeding the balance of the current trimester;
- (i) suspension of access to all or any part of the University facilities or services for a period not exceeding the balance of the current trimester;
- (j) the withdrawal of some or all library services for a period not exceeding the balance of the current trimester;
- (k) the withdrawal of some or all information technology services for a period not exceeding the balance of the current trimester;
- (l) in the case of misconduct relating to assessment, 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 grade for the course;
- (m) action which may relieve any distress caused to the complainant and/or repair any damage caused by the respondent, and/or correct the respondent's conduct.
- (n) any of the remedies provided for in clause 4.6.2 but only in circumstances where it has been established by the University that the student has previously committed the same or similar conduct, and after consultation with the University's General Counsel has taken place.

#### **4.6.2 Serious Misconduct**

Where a complaint of serious misconduct is established, the Pro Vice-Chancellor may take disciplinary action against the respondent. Such action may include:

- (a) any of the remedies provided for in clause 4.6.1;
- (b) any of the remedies provided for in clause 4.6.3;
- (c) disenrolment and exclusion from enrolment in some or all classes for a period not exceeding two years;
- (d) suspension of access to all or any part of the University facilities or services for a period not exceeding two years; and
- (e) the withdrawal of some or all information technology services for a period not exceeding two years.

#### **4.6.3 Hall Misconduct**

Where a complaint of Hall misconduct is established, the Hall Manager may take disciplinary action against the respondent. Such action may include:

- (a) requiring a public or private apology from the respondent, either written or oral;
- (b) requiring an undertaking/s from the respondent as to future behaviour;
- (c) an oral or written warning;
- (d) a fine not exceeding twice the single room weekly full board rate;
- (e) an order to pay compensation for any loss or damage caused by or arising from the misconduct;
- (f) assignment of a community service project within the Hall of Residence which bears some relevance to the respondent's conduct;

- (g) exclusion of the respondent from any particular area of, or particular social activities in, the Hall of Residence;
- (h) exclusion of the respondent from the Hall of Residence for any specified period which he or she thinks fit;
- (i) eviction from the Hall of Residence on not less than 24 hours' notice provided prior consultation has taken place with the Director, Student Services; and
- (j) requiring the respondent to undergo, at the University's expense, an assessment by a clinician if the deciding manager considers that the respondent may pose a risk to the safety and well-being of themselves or member/s of the University community, or that the respondent is likely to disrupt or impede the activities of the University.

#### **4.7 Appeals**

##### **4.7.1 Process**

- (a) With the exception of those complaints that have been addressed using the tikanga Māori process, the complainant or the respondent may appeal to the Disciplinary Appeals Committee against the decision of the deciding manager in accordance with clause 4.7.
- (b) The Disciplinary Appeals Committee is convened by the Assistant Vice-Chancellor (Academic), or a person at a comparable level of seniority as nominated by the Vice-Chancellor. The Committee shall comprise the Convener, a student member of the VUWSA Executive, a member of the University's Equity Committee, and a member of Council.
- (c) The complainant or the respondent must advise the Convener of the Committee of the appeal within four weeks from the date of the decision of the deciding manager. The period may be extended if the Convener is satisfied that there are good and exceptional reasons why the notice was not given within that period.
- (d) In determining an appeal, the Committee may rehear any or all of the evidence before the deciding manager, and may receive any further evidence orally or in writing that is relevant.
- (e) The complainant, the respondent and the deciding manager must be provided with copies of any written material the Committee may consider in making its determination, and are entitled to make submissions in writing and appear in person before the Committee, accompanied by a representative or support person if so desired.
- (f) The Committee must give due consideration to all of the evidence and submissions before it.
- (g) The Committee will not allow an appeal unless it is satisfied that the decision of the deciding manager:
  - (i) was unsound because of some material defect in the procedures followed by that manager;
  - (ii) was plainly wrong on the basis of the information before the deciding manager; or
  - (iii) has been shown to be plainly wrong in the light of additional information which, for good reasons, the party appealing was unable to have considered by the deciding manager.
- (h) If the Committee allows an appeal, it may substitute a different direction or provision for that made by the deciding manager, or remit the matter back to the deciding manager for reconsideration.

- (i) The Committee must provide written reasons for its decision to the complainant, the respondent and the deciding manager.
- (j) The decision of the Committee on an appeal will be final and binding and complete the University's internal complaints process.

#### ***4.8 Records of Complaints***

The deciding manager will ensure that all complaints against students that have been upheld will be recorded on the student's file in the University or Hall of Residence student record system. In all cases other than Hall misconduct, the Facilitator and Disputes Advisor must be informed in writing of any upheld complaints.



## Student Contract

*Victoria University of Wellington (the University) and the Student form a contractual relationship when the University enrolls the Student as a member of the University community. Following are the terms of that Contract which the University and the Student accept are to govern their relationship, along with statute and with the Statutes and Policies of the University.*

### **The University will:**

1. Use best endeavours to provide the Student with tuition, supervision, assessment and support services of a professional standard in the personal course of study (the course) for which the Student is enrolled.
2. Act reasonably and fairly in exercising its powers under the regulatory framework and this Contract.
3. Give reasonable notice of any changes in the course required because of changes in funding, staffing or other reasonable cause.

### **The Student will:**

4. Observe New Zealand law and regulations including, but not limited to, those concerned with copyright, privacy, defamation, objectionable material and human rights.
5. Observe the Statutes and Policies of the University and accept the jurisdiction of the University in all matters connected with academic progress and with discipline.
6. Use best endeavours to fulfil the requirements prescribed by the University for the course.
7. Pay the fees prescribed by the University for the course by the due payment date.

### **The University and the Student also agree:**

8. The Contract is formed when a record of Confirmation of Study is issued for the course.
9. The Contract will continue for the period for which the Student is enrolled by the University and will then end. However, clause 13 will continue to apply after the contract ends.
10. The University and the Student may enter into further contracts, in subsequent periods, by repeating the process in clause 7.
11. The relevant Enrolment Application, Fees Assessment, Offer of Study and Confirmation of Study, course outline(s), and material published in the Calendar and Course Catalogue also form part of this Contract, as do any approved Change of Course Forms, but nothing else shall be incorporated into the contractual relationship between the Student and the University.
12. Liability for failure to perform this Contract is excluded where that failure has been caused by circumstances beyond the control of the University or the Student.
13. Any dispute arising out of or in connection with this Contract, or otherwise relating to the performance by the University or its staff of their responsibilities to the Student, shall be addressed through the grievance procedures and dispute resolution procedures prescribed by the University (see the University website [www.vuw.ac.nz/calendar](http://www.vuw.ac.nz/calendar)). All these procedures must be exhausted before the dispute can be taken to any external forum.