

Section B

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

Statutes and Policies

Degrees Statute	54
Admission Statute	57
Limitations on Courses and Programmes Statute	64
Enrolment Statute	69
Academic Progress Statute	74
Credit Transfer Statute	76
Fees Statute 2010	84
Assessment Statute	97
Academic Grievance Policy	102
Student Conduct Statute	105
Student Contract	115

Note: Statutes and policies not printed in this Calendar may be viewed on the University website at www.victoria.ac.nz/policy.

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 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 purposes of this statute, unless otherwise stated, the following definitions 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 of Architectural Studies	Master of Computer Science
Bachelor and Master of Architecture	Master of Conservation Biology
Master of Architecture(Professional)	Bachelor and Master of Design
Bachelor and Master of Arts	Bachelor of Design with Honours
Bachelor of Arts with Honours	Bachelor and Master of Design Innovation
Master of Arts (Applied)	Master of Development Studies
Bachelor and Master of Biomedical Science	Bachelor and Master of Education
Bachelor of Biomedical Science with Honours	Bachelor of Education (Teaching) Early Childhood
Bachelor and Master of Building Science	Bachelor of Education (Teaching English to Speakers of Other Languages)
Bachelor of Building Science with Honours	Bachelor of Education (Whakaako) ECE Whariki Papatipu
Master of Business Administration	Bachelor and Master of Engineering
International Master of Business Administration	Master of Environmental Studies
Bachelor of Business Information Systems	Master of Financial Mathematics
Doctor of Commerce	Master of Information Management
Bachelor and Master of Commerce and Administration	Master of Information Studies
Bachelor of Commerce and Administration with Honours	Bachelor of Information Technology

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

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	Computer Science
Architecture	Contemporary Policing
Architecture History and Theory	Deaf Studies (Teaching NZSL)
Archives and Records Management	Design
Artist Diploma	Designed Environments
Arts	Design Innovation
Arts (Applied)	Development Studies
Biomedical Science	Environmental Studies
Building Management	Financial Analysis
Building Science	Financial Markets Analysis
Business Administration	Financial Mathematics
Clinical Nursing	Foundation Studies
Clinical Psychology	Health
Clinical Research	Higher Education Teaching and Learning
Commerce	Health (Teaching for Health Practitioners)

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

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 1989 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 apply:

Domestic student: A person who is a citizen or permanent resident of New Zealand, Australia, the Cook Islands, Niue, or Tokelau, or a citizen of another country 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 person 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 Assistant Vice-Chancellor (Academic) approves of enrolment in a different programme.

4.3.2 Discretionary Entrance

- (a) A person under the age of 20 years who does not meet the University Entrance standard, but
 - (i) is a citizen or permanent resident of New Zealand or Australia*,
 - (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,

may apply for discretionary entrance.

**Australian applicants' most recent year of schooling must have been in New Zealand.*

Note 1: Admission will be at the discretion of the university concerned, with the proviso that a student who has undertaken Year 13 study beyond 1 June at a New Zealand secondary school may normally not be admitted under the Discretionary Entrance provisions before July in the following year.

Note 2: In special circumstances the Chair of the New Zealand Vice-Chancellors' Committee's Sub-Committee on University Entrance may permit persons who do not fulfil clause (ii) or clause (iii) above to apply for Discretionary Entrance.

- (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 Assistant Vice-Chancellor (Academic) 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) Be qualified for entry to a university 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:

- (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) 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 1: Some programmes may set a higher standard than the minimum English language requirements specified above to ensure a student is capable of proceeding with the proposed course of study.

Note 2: 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. All those attending ELI courses 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) An applicant 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 (Academic).

4.9 Effect of Statute

(a) A student can enrol at this University only if they are eligible for admission in accordance with this statute and apply in accordance with section 4.8. In addition, International Students must comply with section 4.7.

(b) Any person who applies for admission to this University agrees thereby to be bound by the statutes and regulations of the University.

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 definitions shall apply:

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

SMT: Senior Management Team.

4 Statute 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 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 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;
 - (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 Adviser;
 - (iv) Enrolment Manager;
 - (v) Course Administration and Timetable Coordinator;
 - (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 A – Limitations on Courses and Programmes for 2010

1. Limitations on Programmes

(a) Undergraduate Degrees	Enrolment Limitation
Faculty of Architecture and Design	
BAS Second Year	
<i>Architecture</i>	90
<i>Interior Architecture</i>	50
<i>Landscape Architecture</i>	50
BBSec Second Year	
<i>Media</i>	70
<i>Industrial</i>	45
<i>Culture + Context</i>	45
BDI Second Year	
(b) Graduate Diplomas	
Faculty of Education	
Graduate Diploma of Teaching	
<i>Secondary</i>	150
<i>Primary</i>	220
<i>Early Childhood</i>	100
(c) Postgraduate degrees and diplomas	
Faculty of Humanities and Social Sciences	
MA in Creative Writing	
<i>MA in Creative Writing</i>	30
Master of Theatre Arts	
<i>Master of Theatre Arts</i>	7
Faculty of Science	
PGDipClinPsyc	
<i>PGDipClinPsyc</i>	10

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
- M: New Zealand School of Music
- L: Law
- S: Science

Course	Faculty	Enrolment Limitation
CLAS 320/420	H	20
CMPO 201	M	15
CMPO 202	M	15
CMPO 210	M	15
CMPO 211	M	20
CMPO 301	M	40
CMPO 302	M	20
CMPO 310	M	20
CMPO 311	M	20
CMPO 330	M	15
CMPO 345	M	20
CREW 253	H	12
CREW 254	H	12
CREW 255	H	12
CREW 256	H	12
CREW 257	H	12
CREW 258	H	12
CREW 259	H	12
CREW 351	H	12
CREW 352	H	15
CRIM 214	H	15 non-VPEP
CRIM 215	H	15 non-VPEP
CRIM 318	H	60
CRIM 322	H	60
CRIM 323	H	60
DEAF 101	H	60
DEAF 102	H	60

ELIN 801	H	12
ELIN 802	H	12
ELIN 931	H	200
ELIN 932	H	200
ELIN 933	H	250
FILM 101	H	The smaller of 355 or room size
FILM 222	H	20
FILM 332	H	20
FILM/THEA 405	H	15
IBUS 400-level	C	20
INFO 401-409	C	30
INTP/POLS 378	H	30
LAWS 211*	L	300
LAWS 212*	L	300
LAWS 213*	L	300
LAWS 214*	L	300
LAWS 301*	L	300
LAWS 334	L	150
Other LAWS 300-level electives	L	The smaller of 100 or room size**
LAWS 500-level and 400-/500-level seminar courses (except for LAWS 580 and 581)	L	12 per course
MARK 313 (2/3)	C	45
MARK 400-level	C	20
MDIA 103	H	The smaller of 355 or room size
MMAF 500-level	C	35
MUSC 210	M	20
NURS/MIDW/HEAL 518	H	45 per course
NURS 510	H	20
NURS 550	H	30
PERF 345	M	20
PSYC 401-449	S	15 per course
PSYC 451	S	10 (PgDipClinPsyc students only)
PSYC 452	S	10 (PgDipClinPsyc students only)
THEA 203	H	66
THEA 204	H	54
THEA 220	H	18

THEA 301	H	18
THEA 302	H	18
THEA 303	H	18
THEA 304	H	12
THEA 323	H	18
THEA 324	H	18
THFI 311	H	24
TXTT 201	H	The smaller of 60 or room size
WRIT 151 (1/3) and (2/3)	H	150
WRIT 251	H	150
All BCA/BTM courses (except for PUBL) and not otherwise limited	C	Room capacity
All DEAF, ELIN and WRIT courses not otherwise limited	H	Room capacity
All ARCI, SARC 100 level and DSDN 104, 142, 144, MDDN 201, 211, 221 (1/3) and (2/3)	A	Room capacity
LAWS 121, 122, 123	L	Room capacity
HRIR and MGMT 400 level	C	Room capacity
All SEFTMS 100-level courses (ENGL, FILM, THEA and MDIA) not otherwise limited	H	Room capacity
All NZSM undergraduate courses (NZSM, PERF, MUSC and CMPO) and not otherwise limited	M	Room capacity
ESCI 241, 341-344, BIOL/ENVI 222 and GEOG 323 Field courses	S	Accommodation capacity
PSYC 121, 122 and STAT 193 and all PSYC 200-level courses	S	Room capacity

Where courses are limited to the Room Capacity, students will be waitlisted once the room capacity is reached.

** International exchange students and study abroad students may not enrol in LAWS 211, 212, 213, 214 or 301.*

***The limitation on LAWS 300 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 apply:

Enrolment: The process of enrolling at Victoria 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: An offer 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 accept and return this offer 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 2010 should submit a completed Enrolment Application to the University by the dates listed below for the relevant trimester.
- (c) Application deadlines for courses and programmes:

	Trimester 1 2010	Trimester 2 2010	Trimester 3 2010
Limited Entry	10 Dec 2009	5 Jun 2010	1 Oct 2010
Distance	10 Dec 2009	5 Jun 2010	
All Other Courses and Programmes	10 Feb 2010	25 Jun 2010	29 Oct 2010
PhD Applications	1 Feb 2010	1 Jul 2010	1 Nov 2010

Note 1: Candidates for Master's degrees by thesis only are able to enrol at any time throughout the year.

Note 2: See section 4.6 for deadlines relating to completion of enrolment. 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 may be considered but admission into the university or programme and course of study is not assured.

- (b) Unless an exemption has been given by the Manager, Enrolments (CSA), no applications will be accepted from domestic students after the beginning of the trimester that they are applying for.

Note: 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 an Enrolment Application.

4.3.2 Qualifications or Courses Requiring an Additional Information Form

Some qualifications and courses require additional information. Students wishing to enter these qualifications and courses must submit an *additional* information form by the relevant due dates *in addition* to completing the relevant general enrolment application form.

Note 1: Additional Information forms for specific Courses and Programmes are available from Student Recruitment and Course Advice

Note 2: 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 Faculty 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 (e.g. passport or birth certificate); and

- (ii) official transcripts of previous 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 (e.g. 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 accept an undertaking to obey the regulations of the University.

Note 2: Offers are required to be accepted and returned by due dates specified in the current Guide to Enrolment.

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 Completion Period

- (a) Students will be advised through their Offer of Study if they need to finalise their application during the Enrolment Completion Period. Students asked to attend must do so during the set periods to assure their place in their programme or course of study.

Note 1: In 2010 the Enrolment Completion Period is 10-26 February and 28 June-9 July 2010.

Note 2: Students asked to attend the Enrolment Completion Period for the BAS, BBSoc or BDI should enrol at the Faculty of Architecture and Design (Te Aro Campus) between 23 and 26 February 2010.

Note 3: All first-year and transferring international students are required to complete an International Enrolment Application and enrol during the relevant International Enrolment Period (17-19 February 2010 for Trimester 1 and 5-9 July 2010 for Trimester 2).

- (b) Students who submit an enrolment application after the relevant deadline may still be considered, but will be charged a late application fee as outlined in Appendix D of the Fees Statute and may miss any selection process for limited entry courses or programmes.

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 Lifelong Learning.

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 Student Conduct Statute.

4.10 Refusal or Cancellation of Enrolment

- (a) In accordance with the Education Act 1989, the University may cancel or refuse to permit the enrolment of a person as a student at the University on the grounds that the person is not of good character; the person has been guilty of misconduct or a breach of discipline; or is currently excluded or suspended from another New Zealand university.
- (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 or third (summer) trimester may submit enrolment applications at any time up until the dates specified in section 4.1(c).
- (b) Students who submit an enrolment application after the relevant deadline may still be considered, but will be charged a late application fee as outlined in Appendix D of the Fees Statute and may miss any selection process for limited entry courses or programmes.

Note: The application deadlines for 2010 are 25 June for second-trimester courses and 29 October for summer trimester courses. A complete listing of all enrolment deadlines is published in the current Guide to Enrolment.

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.)

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 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 (or 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

- (a) 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 5 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 Dealing with Unsatisfactory Academic Progress Guidelines.

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 (or 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 (or Dean), may suspend the student from the University for a period of time 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 (or 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 (or 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 (or Dean).

4.4 Appeals

A student dissatisfied with the decision of the relevant Associate Dean (or 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 (Academic). Appeals must be made in writing and submitted within four weeks of the decision being made available to the student.

Credit Transfer Statute

1 Purpose

This statute governs the credit to be awarded towards Victoria University programmes from courses taken at other tertiary institutions.

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 (Appendix A) 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.

Note: Credit of Victoria University courses to more than one Victoria University programme ("cross credit") is governed by statutes for each qualification and the Personal Courses of Study Statute (Victoria University of Wellington Calendar, Section C).

2 Organisational Scope

This is a University-wide statute.

3 Definitions

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

Transfer credit: Credit awarded towards a Victoria University programme(s) on the basis of courses taken at another tertiary institution.

4 Statute Content and Guidelines

4.1 Courses for Which Transfer Credit May Be Awarded

- (a) Credit may be awarded in respect of courses that are:
 - (i) available for degree programmes at other New Zealand universities; or
 - (ii) registered on the New Zealand Qualifications Framework at level 5 or above and in a subject which could properly be taught at degree level in a university; or
 - (iii) offered by educational institutions and recognised by Victoria University as being of equivalent standard to courses in (i) or (ii) of this section.
- (b) Credit will not be awarded in respect of courses taken elsewhere when the content is substantially similar to courses passed at Victoria University.
- (c) 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.
- (d) Credit will not normally be awarded in respect of courses passed while the student was excluded or suspended from this university or any other tertiary institution on academic misconduct grounds.

4.2 Types of VUW Credit That May Be Awarded

- (a) Credit will be awarded at an appropriate academic level for the content of the qualifying course. Credit awarded may be:
 - (i) fully specified credit, i.e. a Victoria University course identified by subject and course code and having the normal point value of that course; or
 - (ii) credit in a particular subject at a particular level, but not specifying a course code; or
 - (iii) 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
 - (iv) credit at a particular level that is otherwise unspecified.
- (b) In conjunction with part (ii) of this section, an exemption may be granted from a requirement to pass a particular course.

4.3 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.
- (b) 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 only be used to satisfy the requirements of the specified Victoria University qualifications.
- (c) 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.
- (d) Notwithstanding the limitation in (c), 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.
- (e) 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).
- (f) 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.

4.4 Transfer Credit May Be Cancelled

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.

4.5 Assessment of Transfer Credit

- (a) 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.
- (b) 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.
- (c) 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 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.

4.6 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 only be accepted 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.

4.7 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.

Appendix A – Schedule of Limits on Transfer Credit for Programmes of Study

<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	New Zealand Polytechnic	120 points	If selected into Year 2 BAS or BBS
NZ Diploma in Business	NZ Polytechnic	Up to 108 points FCOM 100	
Postgraduate Diploma in Business Administration	VUW	Up to 54 points FCOM 100	If PGDip completed in or after 1993
1-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	VUW Centre for Continuing Education	36 CRIM 100	
Certificate in Criminology	VUW	36 CRIM 100	
Police Officer's Course in Criminology	VUW Centre for Continuing Education	36 CRIM 100	
Postgraduate Diploma in Arts (Defence and Strategic Studies)	Massey University	120 points	May only be credited to MSS
Diploma from:	Toi Whakaari: NZ Drama School	36 THEA 100 44 THEA 200	

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
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 BBSce, the amount of credit may be increased to 126 points
He Kahui Kakakura	VUW	Up to 20 points EXEC	
Postgraduate Diploma in Human Resource Management	VUW	36 FCOM 100	
Diploma in Industrial Relations	VUW	36 FCOM 100	
Postgraduate Diploma in Information Systems Management	VUW	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	
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	

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
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
3-year Diploma of Nursing (Comprehensive)		108 FHSS 100	
1-year Advanced Diploma of Nursing		36 FHSS 100	
NZRN (General & Obstetrical) (3 years)		72 FHSS 100	
NZRN (Maternity) (2 years)		36 FHSS 100	
NZRN (Psychiatric) (3 years)		72 FHSS 100	
PHRX 701	University of Otago	30 HEAL 530	
Pacific Island Senior Management Course	VUW Centre for Continuing Education	54 FCOM 100	
Certificate in Policing	New Zealand Police College	36 UNSP 100	
Diploma in Public Administration	VUW	18 FHSS 100	
Publishing Programme	Whitireia Polytechnic	36 FHSS 100	

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
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 BBSce, 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	VUW Centre for Continuing Education	54 UNSP 100	
Diploma in Social Work	VUW	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)	
2-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
3-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)	

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
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 BEd(Tchg)EC
2-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	VUW	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 2010

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 2010 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, Cook Islands, Niue, 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, and their immediate dependants (a new letter issued by the Ministry of Foreign Affairs and Trade’s Protocol Division confirming this entitlement to domestic student status, must be presented to the Enrolment Office for every year of enrolment).

Note 1: 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.

Note 2: Citizens of France and Germany enrolled after 5 June 2009 in a Master’s level programme will not qualify for domestic status with regard to fees. Those currently enrolled will remain at domestic status until they graduate from their Master’s programme or until the second anniversary of their enrolment in a Master’s programme (whichever comes first).

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.
- (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 (including online acceptance), Change of Course or other documents 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 A (Domestic students) and Appendix B (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 or NZ based distance 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 C.
- (c) Special conditions may apply in the case of New Zealand School of Music students. Please refer to the NZSM website, www.nzsm.ac.nz

4.4.3 Student Services Levy

This levy is made up of three component parts, Student Services, Amenities, and Technology Services. It is a contribution to the cost of provision of student services; towards the cost of recreational and social services; and to the delivery and continuing development of the University's IT infrastructure and services, including but not exclusive to, the provision of increased internet bandwidth and enhancing the

wireless infrastructure. 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 C.
- (c) Distance students will be charged a discounted rate equivalent to two-thirds the full rate.
- (d) Students enrolled only in trimester 3 may request a two-thirds rebate by emailing student-finance@vuw.ac.nz once their fees have been paid in full and enrolments for second trimester have closed. Any rebate must be applied for and received by 1st March 2011.
- (e) Special conditions may apply in the case of New Zealand School of Music students. Please refer to the NZSM website www.nzsm.ac.nz.

4.4.4 Victoria University Students' Association (VUWSA) Subscription Fee

- (a) The University acts to collect fees on behalf of VUWSA. The University does not set the subscription fee and is not responsible for the underlying policies. A full copy of the VUWSA constitution is available on request from VUWSA's Kelburn Office and at www.vuwsa.org.nz.
- (b) The subscription fee for membership of VUWSA is shown in Appendix C.
- (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 subscription 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) special conditions may apply in the case of New Zealand School of Music students. Please refer to the NZSM website www.nzsm.ac.nz.

4.4.5 Administration Fees

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

4.4.6 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.

4.4.7 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.

4.4.8 Higher Doctorate Application Fee

Refer to Appendix D 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) Victoria University 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 A or Appendix B;
 - (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 Thesis students are enrolled for the points value of their course and their enrolment must last for the minimum time allowed for the thesis.
- (b) Notwithstanding (a), appropriate additional fees will be charged upon the start date of each period of re-enrolment, beyond the initial minimum enrolment requirement.
- (c) A 12-month period of full-time research-based study 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 A or B.
- (d) Re-enrolling students may enrol for periods of less than one year. Points for other periods and part-time study will be set on a pro-rata basis.
- (e) Research Thesis students required by supervisors to enrol in supplementary courses, may do so without paying fees in addition to those imposed under (c) above.

4.7 Concessionary Fees

- (a) This provision is only available 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 Lifelong Learning.

- (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 fee 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 latest. This includes arrangement for payment by Student Loan as per section 4.9 or instalments as per section 4.10.

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

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.

4.10 Payment of Fees by Instalment

- (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, ITS Student Computing Services and Student Services;
 - (iii) to have a degree conferred, receive grades, receive a transcript or academic certificate;
 - (iv) to enrol in any other 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 withdrawal online or by way of written application through their Faculty Office, on or before the dates shown in Appendix E, 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 E. 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 . Deans of Faculties have the authority to delegate approval to the relevant Manager, Student & Academic Services, or equivalent. The CSA Director has authority to delegate approval to the CSA Manager Student Fee Services. 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 DVC.
- (d) A student enrolled in a PhD or Masters 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 CertEnglProf, who gives written notice of withdrawal within two weeks of commencement of the programme, will be liable only for one-third of 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 or if they have an outstanding debt to the University.

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 E 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 (*pro rata*) 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 Fee Advisor 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 D).
- (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) Victoria University of Wellington is unable to proceed with the course offered.
- (g) Should a student completely withdraw or temporarily cease studying with VUW and seek a refund, they will be required to provide proof that they are no longer on the VUW student visa prior to their refund being actioned.
- (h) Students receiving Federal Loans from the US Government for payment of their study at Victoria University of Wellington are subject to special withdrawal and refund procedures and policies. Specifics are available from Victoria International.

Appendix A – Domestic Tuition Fees

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

1. CUPR courses are charged at \$26.05 per point
2. The following courses are charged at:
 - \$34.15 per point for Undergraduate
 - \$47.50 per point for Taught Postgraduate courses
 - \$44.70 per point for Thesis courses

ALIN	ANTH	ARTH	ASIA	BRAZ	CHIN	CLAS
COOK	CREW	CRIM	CRIT	CUSE	CUST	DEAF
DRAM	EDUC	ELIN	ENGL	EPOL	EPSY	EURO

FHSS	FILM	FNDN	FREN	GEND	GERM	GREE
HIST	HMSC	ITAL	INTP	JAPA	KORE	KURA
LALS	LATI	LEGL	LING	MAIN	MAOR	MDIA
MHST	NZLI	NZST	PASI	PHIL	POLS	PBHY
RELI	SAMO	SACS	SNRT	SOSC	SOWK	SPAN
SPOL	SSRE	TEAC	TEAP	THEA ¹	THFI	TXTT
UTDC	WRIT					

3. The following courses are charged at:
 \$40.15 per point for Undergraduate
 \$52.20 per point for Taught Postgraduate courses
 \$49.65 per point for Thesis courses

ACCY	BITT	COML	COMM ²	ECHI	ECON	ELCM
FCOM	FINM	HRIR	IBUS	INFO ³	INRC	LAWS ⁴
LIBR	LIBS	MARK	MBUS	MGMT	MMCA	MMMS
MOFI	PUBL	QUAN	TOUR			
4. The following courses are charged at:
 \$37.50 per point for Undergraduate
 \$53.35 per point for Taught Postgraduate courses
 \$50.05 per point for Thesis courses

APST	MATH	OPRE	ORST	SPFI	STAT	
------	------	------	------	------	------	--
5. The following courses are charged at:
 \$42.70 per point for Undergraduate
 \$54.20 per point for Taught Postgraduate courses
 \$51.75 per point for Thesis courses

CCDN	COMP	CPSY	DSDN ⁵	DESN	DMDN ⁶	
IDDN	INDN	ITDN ⁶	IXDN	LADN	LOCO	
LOGI	MDDN	MXED	PSYC	SCED	SCIE	
6. The following courses are charged at:
 \$47.50 per point for Undergraduate
 \$54.20 per point for Taught Postgraduate courses
 \$51.75 per point for Thesis courses

ARCH ⁷	ARCI	BBSC ⁶	BILD	INTA	LAND	SARC
-------------------	------	-------------------	------	------	------	------
7. The following courses are charged at:
 \$43.10 per point for Undergraduate
 \$54.50 per point for Taught Postgraduate courses
 \$52.05 per point for Thesis courses

BIOL ⁸	BMAR	BMSC	BTEC	CBIO	CHEM	CONB
DEVE ⁹	EBIO	ENVI	ERES	ESCI ⁸	GEOG ⁸	GEOL ⁸
GPHS	MBIO	PGEO	PHYG	PHYS	TECH	ZOOL

8. The following courses are charged at:
 \$50.00 per point for Undergraduate
 \$54.20 per point for Taught Postgraduate courses
 \$51.75 per point for Thesis courses
 CSEN ECEN ELEN ENGR NWEN SWEN
9. HEAL, MIDW and NURS courses are charged at \$54.40 per point for Taught Postgraduate courses and \$52.05 for Thesis courses.
10. MMBA and CMSP courses are charged at \$114.50 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 are charged at \$69.55 per point.
12. MAPP, MMPM, PADM, STRA and MMIM courses are charged at \$98.50 per point.
13. MMAF courses are charged at \$104.75 per point.
14. MMPA courses are charged at \$129.15 per point.

Exceptions

- ¹ THEA 501 is \$84.85 per point, THEA 502-589 and THEA 592 courses are \$67.85 per point.
- ² All Taught Postgraduate COMM courses are \$98.50 per point, COMM 100-300 level are \$37.90 per point.
- ³ All 500-level INFO courses are \$66.15 per point.
- ⁴ All 500-level LAWS courses (excluding 591 & 592) are \$58.10 per point.
- ⁵ DSDN 111 is \$37.45 per point.
- ⁶ DMDN, IDDN and ITDN 400 level are \$42.70 per point.
- ⁷ ARCH 400 level are \$42.70 per point.
- ⁸ BIOL 236, 272, GEOG 223, 323, ESCI 241, 242, 341, 342, 343, 344 are \$37.90 per point.
- ⁹ DEVE 589 is \$70.10 per point and DEVE 592 is \$65.60 per point.

Appendix B - International Tuition Fees

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

1. The following courses are charged at:
 100-300 and 800 level: \$150.00 per point
 400 and 500 level: \$164.58 per point
 ALIN⁴ ANTH ARTH ASIA BRAZ CHIN CLAS
 COOK CREW CRIM CRIT DEAF DRAM ELIN³
 ENGL EURO FHSS FILM FREN GEND GERM
 GREE HIST HMSC INTP ITAL JAPA KORE
 LALS⁴ LATI LEGL LING MAIN MAOR MDIA
 MHST² NZLI NZST PASI PHIL POLS PBHY

RELI SACS SAMO SNRT SOSC SOWK SSRE²
 SPAN SPOL THEA¹ THFI TXTT WRIT UTDC

Exceptions

¹ THEA 502-589 and THEA 592 are \$221.35 per point, THEA 501 is 260.90 per point.

² MHST, SSRE 400-500 level are \$187.08 per point.

³ ELIN 800 level are \$173.33 per point, ELIN 900 level are \$103.12 per point.

⁴ ALIN, LALS 500 are \$123.61 per point.

2. EDUC courses are charged at:
 100-300 level: \$143.33 per point
 400 level: \$164.58 per point
 500 level: \$175.00 per point
3. The following courses are charged at:
 100-300 level and 800 level: \$143.33 per point
 400-500 level: \$175.00 per point
 CUSE CUST EPOL EPSY KURA TEAP TEAC
4. LAWS courses are charged at:
 100-400 level: \$182.08 per point
 500 level: \$190.83 per point
5. The following courses are charged at:
 100-300 level: \$167.08 per point
 400-500 level: \$181.67 per point
 ACCY BITT COML COMM ECHI ECON ELCM
 FCOM FINA FINM HRIR IBUS INFO INRC
 LIBR LIBS MARK MBUS MGMT MMCA MMMS
 MOFI PUBL QUAN TOUR
 (Except INFO 520 – 580 charged at \$126.00 per point.)
6. The following courses are charged at:
 100-300 level: \$185.42 per point
 400-800 level: \$216.67 per point
 BIOL BMAR BMSC BTEC CBIO CHEM COMP
 CONB CPSY DEVE EBIO ERES ENVI ESCI
 GEOG GEOL GPHS LOCO LOGI MATH MBIO
 MXED OPRE ORST PHYG PHYS PGEO PSYC
 SCED SCIE SPFI STAT TECH ZOOL
 (Except MConBiol which is charged at \$188.89 per point.)
7. The following courses are charged at:
 100-300 and 800 level: \$203.75 per point
 400-500 level: \$223.75 per point



ARCH ARCI BBSC BILD CCDN DESN DMDN
 DSDN GCPM GDPM GDFM IDDN INDN INTA
 ITDN IXDN LADN LAND MDDN SARC

(Except ARCH, DMDN, IDDN, ITDN 400 level which are charged at \$203.75 per point.)

8. The following courses are charged at:
 - 100-400 level: \$207.08 per point
 - 500 level: \$229.16 per point
 - CSEN ECEN ELEN ENGR NWEN SWEN
9. FNDN, CUPR are charged at \$134.58 per point
10. HEAL, MIDW, NURS 500 level are charged at \$187.08 per point
11. MMBA, CMSP courses are charged at \$162.50 per point
12. MMPM, MAPP, STRA, MMIM courses are charged at \$181.67 per point
13. MMAF courses are charged at \$231.25 per point
14. MMPA courses are charged at \$176.66 per point

Other Courses

1 *PhDs*

International Postgraduate students enrolled with VUW prior to 19 April 2005 will be charged fees outlined below.

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

Postgraduate Degree	Fees for 1 year (unless otherwise stated)	Fees per point
PhD (Arts)	17,400	145.00
PhD (Comm and Admin)	17,400	145.00
PhD (Science)	21,500	179.16
PhD (Law)	18,400	153.33
PhD (Arch) and (Design)	21,500	179.16

2 *Study Abroad*

Degree / Diploma / Certificate	Fees for 1 Trimester
Study Abroad	9,950
Study Abroad Rugby	10,950
Study Abroad Golf	10,950

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

Appendix C – Other Fees

Student Assistance Levy

\$24.00 for all students (no GST)

Student Services Levy

Internal Students: \$510.00

Distance Students: \$326.00

VUWSA Subscription Fee

Internal Students: \$91.85 for 60 points or less, \$139.20 for more than 60 points

Distance Students: \$45.90

Appendix D – Administration Fees

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

Reconsideration of script, per course (refundable if mark changed)	\$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 copy (per copy)	\$5.00
Law Certificate	\$15.00
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 Fee	\$500.00
NZSM Non-refundable Audition Fee	\$50.00
Application for Recognition of Prior Learning	\$120.00
<i>(Note: may not apply in some cases, please contact the relevant Faculty Office to confirm.)</i>	

Penalty Charges

– Late Payment Penalty	\$150.00
– Late Application Fee	\$120.00

Appendix E – Withdrawal Dates from Courses

Note: The dates listed below are not applicable to 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.

Please refer to 4.12 of the Fees Statute for rules governing withdrawal.

Full year courses:	12 March 2010
First trimester courses:	12 March 2010
Second trimester courses:	23 July 2010
Summer trimester courses:	Within one full week of start date

Refer to the Summer Trimester Programme booklet or 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 s6 of the Assessment Handbook.

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

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 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.
- (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 4.1(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, practical and fieldwork 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 s4.3);
 - (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 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 or Deputy 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 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 D of the Fees Statute for the reconsideration fee.

Note 2: Examination scripts should be held in the School until one month after the dates described above, as should other written work as described in 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 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 (or Deputy Dean) to be able to make a recommendation under s4.5(c), provided that the student's performance has been affected by the following circumstances:
- (i) illness or injury;
 - (ii) personal bereavement;
 - (iii) some other critical personal circumstance involving the health or wellbeing 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 (or Deputy Dean) 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 not later than 7 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 (Academic) within four weeks of being notified of the decision (this period may be extended by the Deputy Vice-Chancellor (Academic) 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 (Academic).

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 Chapter 17 of 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 Recognition of Prior Informal Learning Policy.

- (a) The relevant Associate Dean (or Dean) may, on the recommendation of the Head of School, award an RPL pass in a course to a candidate who has gained appropriate prior skills and knowledge through non-accredited or informal

learning. Credit may only be granted 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, staff should promote such behaviour from students in their academic 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 Student Conduct Statute.

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 Co-ordinator, 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 VUWSA class and faculty representatives, the VUWSA Student Advocate, 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/her, including the availability of the VUWSA Student Advocate.

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 (Academic). 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 the Ombudsmen.

Student Conduct Statute

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 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 Hall of Residences 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;
 - (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 Dealing with Student Plagiarism Procedure.
 - (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 a computer system owned or administered by the University, 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 license 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 Student Advocate.

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 Student Advocate 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/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 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 Student Advocate 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/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 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 wellbeing 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 wellbeing 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 wellbeing 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 wellbeing 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 Hall 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 wellbeing 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;
- (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 wellbeing 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 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). All these procedures must be exhausted before the dispute can be taken to any external forum.