
Section B

Statutes and Policies

Contents

Degrees Statute	56
Admission Statute	59
Limitations on Courses and Programmes Statute	64
Enrolment Statute	68
Academic Progress Statute	71
Credit Transfer Statute	73
Fees Statute 2011	81
Assessment Statute	92
Academic Grievance Policy	96
Student Conduct Statute	98
Student Contract	106

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 Education (Teaching English to Speakers of Other Languages)
Bachelor of Architectural Studies	Bachelor of Education (Whakaako) ECE
Bachelor and Master of Architecture	Whāriki Papatipu
Master of Architecture(Professional)	Bachelor and Master of Engineering
Bachelor and Master of Arts	Master of Environmental Studies
Bachelor of Arts with Honours	Master of Financial Mathematics
Master of Arts (Applied)	Doctor of Government
Bachelor and Master of Biomedical Science	Master of Health Care
Bachelor of Biomedical Science with Honours	Master of Information Management
Bachelor and Master of Building Science	Master of Information Studies
Bachelor of Building Science with Honours	Bachelor of Information Technology
Master of Business Administration	Master of Interior Architecture
International Master of Business Administration	Master of International Relations
Bachelor of Business Information Systems	Master of Landscape Architecture
Doctor of Commerce	Bachelor, Master and Doctor of Laws
Bachelor and Master of Commerce and Administration	Bachelor of Laws with Honours
Bachelor of Commerce and Administration with Honours	Master of Library and Information Studies
Bachelor of Commerce and Administration/Bachelor of Science conjoint	Doctor of Literature
Master of Computer Science	Master of Management
Master of Conservation Biology	Master of Management Studies
Bachelor and Master of Design	Master of Marine Conservation
Bachelor of Design with Honours	Master of Midwifery
Bachelor and Master of Design Innovation	Master of Museum & Heritage Studies
Master of Development Studies	Bachelor, Master and Doctor of Music
Bachelor and Master of Education	Master and Doctor of Musical Arts
Bachelor of Education (Teaching) Early Childhood	Bachelor of Music with Honours
	Master of Music Therapy
	Master of New Zealand Studies
	Master of Nursing
	Master of Nursing (Clinical)
	Master of Nursing Science

Doctor of Philosophy	Bachelor of Teaching/Bachelor of
Master of Public Administration (Executive)	Commerce and Administration conjoint
Master of Public Management	Bachelor of Teaching/Bachelor of Science conjoint
Master of Public Policy	Master of Theatre Arts
Bachelor, Master and Doctor of Science	Bachelor and Master of Tourism Management
Bachelor of Science with Honours	Bachelor of Tourism Management with Honours
Bachelor of Science and Technology	
Master of Strategic Studies	
Bachelor of Teaching/Bachelor of Arts conjoint	

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	Information Studies
Architecture	Interior Architecture
Architecture History and Theory	International Relations
Archives and Records Management	Jazz
Artist Diploma	Landscape Architecture
Arts	Law
Arts (Applied)	Library and Information Studies
Biomedical Science	Management Studies
Building Management	Māori Business
Building Science	Māoritanga
Business Administration	Marine Conservation
Clinical Nursing	Marketing
Clinical Psychology	Meteorology
Clinical Research	Midwifery
Commerce	Museum and Heritage Studies
Computer Science	Music
Contemporary Policing	Music Teaching
Deaf Studies (Teaching NZSL)	New Zealand Conservation
Design	New Zealand Studies
Design Innovation	Nursing
Designed Environments	Nursing Science
Development Studies	Professional Accounting
Education and Professional Development	Proficiency in English
English Proficiency	Public Management
Environmental Studies	Public Policy
Financial Analysis	Science
Financial Markets Analysis	Special Needs Resource Teaching
Financial Mathematics	Strategic Studies
Foundation Studies	Teaching
Health	Teaching (Adult Literacy and Numeracy)
Health Care	Teaching English to Speakers of Other Languages
Higher Education Teaching and Learning	Teaching (Early Childhood Education)
Health (Teaching for Health Practitioners)	Teaching (Primary)
Human Resource Management	
Information Management	

Teaching (Early Childhood Education)
Whāriki Papatipu
Teaching Māori Language
Teaching (Secondary)
Theatre Arts
Treasury Management
University Preparation

Admission Statute

1 Purpose

It is important that students entering Victoria University of Wellington ('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 Education Act 1989 and the standards agreed by all New Zealand universities through Universities New Zealand.

2 Organisational Scope

This is a University-wide statute.

3 Definitions

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

Admission: Admission is a formal recognition that a student is eligible to enter the University for the first time, having satisfied the requirements for entry to the University. Meeting minimal admission criteria does not guarantee acceptance for enrolment in programmes or courses.

Domestic Student: A person who is a citizen or permanent resident of New Zealand, Australia, Cook Islands, Niue, Tokelau, or a citizen of another country who is resident in New Zealand as a consequence of assignment to a diplomatic or consular post, and their immediate dependants.

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 Masters level Programme will not qualify for domestic status with regard to fees. Those who first enrolled before 5 June 2010 will remain at domestic status until they graduate from their Masters Programme or until the second anniversary of their enrolment in a Masters Programme (whichever comes first).

Note 3: Students with dual citizenship (New Zealand and other) will be classified as domestic students as defined by the Education Act 1989.

International Student: A foreign student studying in New Zealand on a student permit from Immigration New Zealand.

4 Statute Content and Guidelines

4.1 Admission

In order to enrol in any programme of study or a Certificate of Proficiency, a person must be admitted to the University. To enrol, applicants must meet University admission requirements and specific programme entry requirements.

4.1.1 Admission Eligibility

(a) Admission requires satisfying one of the following categories of eligibility:

- (i) be qualified for entry to a university on the basis of a New Zealand University Entrance qualification, as follows:
 - (a) from 2004: National Certificate of Educational Achievement (NCEA) Level 3 with:
 - (i) a minimum of 42 credits at Level 3 or higher, made up of a minimum of 14 credits in each of two approved subjects, with a further 14 credits at Level 3 or higher taken from no more than two additional domains or approved subjects, and;
 - (ii) literacy and numeracy standards required for entrance to university. Literacy requirements are a minimum of eight credits at Level 2 or higher in English or Te Reo Māori; four credits must be in reading and four credits must be in writing. Numeracy requirements are a minimum of 14 credits at Level 1 or higher in Mathematics or Pangarau;

- (b) from 1993 to 2003: Higher School Certificate and C grade or higher in each of three New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) subjects; or an A or B Bursary;
- (c) from 1986 to 1992: a D grade or higher in each of four NZUEBS subjects;
- (d) before 1986: the University Entrance qualification (by accreditation or examination).
- (ii) have been granted Discretionary Entrance (section 4.1.2);
- (iii) have been granted admission by Qualification Assessment at Entrance Level or above (Admission Ad Eundem Statum) (section 4.1.3);
- (iv) have been granted Special Admission (section 4.1.4);
- (v) have been granted Personal Interest Admission (section 4.1.5); or
- (vi) have been granted admission at another New Zealand university, subject to the criteria specified in the Victoria University Academic Progress Statute.

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, Victoria University of Wellington Calendar, Section C: Inter-Faculty Qualifications).

Note 2: Not all of the above categories of eligibility apply to international students. Provisions for international students are set out in section 4.2.

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

Note 4: Currently the University offers the following programmes which are open to students without a recognised university entrance qualification: Certificate of University Preparation, Certificate of Proficiency in English, Tohu Māoritanga, and Certificates in Māori Business, Jazz, Deaf Studies and Management (refer to the Victoria University of Wellington Calendar, Section C).

- (b) In addition to qualifying under the various sections of this statute, the person must also meet the particular programme entry requirements set out:
 - (i) in the published admission criteria for undergraduate qualifications;
 - (ii) in regulations for the relevant graduate and postgraduate qualification.
- (c) The University may apply additional criteria for admission/guaranteed entry to undergraduate degree programmes.

Note: For details, refer to the Guide to Enrolment on the Victoria University website.
- (d) 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 Admission Manager in consultation with the relevant Associate Dean, with the right of appeal to the Convener of the Academic Committee.

4.1.2 Discretionary Entrance for Domestic Students

- (a) A person under the age of 20 years who does not meet the University Entrance standard may apply for Discretionary Entrance if they:
 - (i) are classified as a domestic student; and
 - (ii) have fulfilled the NZVCC requirements for Discretionary Entrance (or its equivalent).
- (b) Admission will be at the discretion of the University, with the proviso that a person who has undertaken Year 13 study beyond 1 June at a New Zealand secondary school may not normally be admitted under Discretionary Entrance provisions.
- (c) Approval of an application for Discretionary Entrance is based on:
 - (i) the applicant's submission;
 - (ii) the proposed programme of study;
 - (iii) the applicant's past academic achievements; and

- (iv) a statement from a school Principal (or delegate), or university liaison officer as to the applicant's preparedness for university study.
- (d) 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 and gain a place in a programme of study at Victoria University will be required to withdraw from the University. 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 and admission to the University is gained.
- (e) 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.
- (f) A person whose application is declined may appeal to the New Zealand Qualifications Authority, whose decision in the matter is final.

Note: Details for making Discretionary Entrance applications can be found in the Guide to Enrolment on Victoria University's website or by contacting Student Recruitment, Admission and Orientation.

4.1.3 Admission by Qualification Assessment at Entrance Level or above (Admission Ad Eundem Statum) for Domestic Students

Domestic students who have completed any of the following may apply to have their study recognised as the basis of admission to this university:

- (a) A recognised university entrance qualification from outside of New Zealand, including Cambridge International Examinations (CIE) and International Baccalaureate (IB);
- (b) A completed relevant Level 4 or above qualification from a New Zealand tertiary institution other than a university;
- (c) Victoria University's Certificate of University Preparation (CUP) or other approved preparation or Foundation Studies programmes;
- (d) Courses or qualifications at Level 5 or above from a New Zealand university or tertiary institution;
- (e) Degree-level courses or qualifications from a recognised overseas university or tertiary institution.

Note 1: Any applicant under 20 years of age with less than a completed relevant Level 4 qualification will not be admitted to a degree programme under this section; applicants over 20 may apply for Special Admission.

Note 2: Applications based on previous tertiary study will be subject to the criteria specified in the Victoria University Academic Progress Statute.

4.1.4 Special Admission for Domestic Students over 20 Years of Age

- (a) Any candidate applying as a domestic student who has not gained a recognised University Entrance qualification, 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 considered for Special Admission.
- (b) In exceptional circumstances, 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 adequately prepared for university study. In such cases the candidate may be restricted to enrolment in a specified programme of study.
- (c) Applications for Special Admission will be considered on a case by case basis having regard to:
 - (i) the applicant's work and life experience;
 - (ii) the applicant's previous academic study; and
 - (iii) evidence of the applicant's ability to proceed with the proposed programme of study.

- (d) A person who applies for Special Admission must do so as part of the enrolment application process.
- (e) Applications for Special Admission are considered by the Admission Manager in consultation with the relevant faculty, under delegated authority of the Academic Board.
- (f) A person whose application for Special Admission is declined may appeal to the Convener of the Academic Committee.

4.1.5 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 45 points per trimester or 30 if the enrolment is for a summer trimester.
- (b) A person who passes a course in which they have enrolled under (a) above and who subsequently becomes eligible to enrol under sections 4.1.1 to 4.1.4 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.

4.2 International Students' Admission Eligibility

4.2.1 Types of Admission

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

- (a) Are qualified for entry to a university on the basis of a New Zealand university entrance qualification (see section 4.1.1(a)(i));
- (b) Have obtained a qualification awarded by an overseas secondary school or tertiary institution which this university considers to be equivalent to a recognised university entrance qualification;
- (c) Have completed a Foundation Studies programme at Victoria University or other New Zealand university (see section 4.1.3(c));
- (d) Have completed a relevant Level 4 qualification from a New Zealand tertiary institution other than a university;
- (e) Have degree-level courses or qualifications from another New Zealand or recognised overseas university.

4.2.2 Other Requirements

In addition to the above:

- (a) All international students seeking admission for the first time 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 as set out in section 4.1.1(a)(i).

Note: For further details on the required levels of achievement, refer to Victoria International on the Victoria University website.

- (b) 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 IELTS or TOEFL tests or a Victoria University English Proficiency Programme (EPP). The required minimum results are:
 - (i) admission to undergraduate programmes:
 - IELTS: An overall band score of 6.0 with no sub-score below 5.5.

- TOEFL: TOEFL 550, or 213 on the computer-based test, or 80 on the internet-based test.
- EPP: A minimum of three ratings of 4 and one rating of 3 in the Victoria University English Proficiency Programme.
- (ii) admission to all teacher education programmes:
- IELTS: An overall band score of 7.0 with no sub-score below 7.0
- (iii) admission to graduate and postgraduate programmes:
- TOEFL: TOEFL 575 with (preferably) a TWE of 5, or 237 on the computer-based test, or 90 on the internet-based test with a minimum of 20 in writing.
- IELTS: An overall band score of 6.5 with no sub-score below 6.0.
- EPP: A minimum of two ratings of 5 and two ratings of 4 in the Victoria University English Proficiency Programme.
- Note: 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.*

4.3 Documentation

- (a) Any 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 Student Administration Offices, Student Recruitment, Admission and Orientation, or Victoria International.

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

Note 3: These documents must be provided even if initial admission application is made through the online enrolments system.

- (b) Applicants who hold appropriate diplomatic status must supply a letter from the Ministry of Foreign Affairs and Trade confirming their diplomatic status and entitlement to domestic student status.
- (c) The University reserves the right to refuse admission to any person or require withdrawal of a person from the University where it is suspected that fraudulent documents have been submitted to the University. The decision to refuse admission or require withdrawal is made by the Convener of the Academic Committee and may be appealed to the Deputy Vice-Chancellor (Academic).

4.4 Effect of Statute

- (a) Unless application is for a pre-degree programme, an applicant can enrol at this University only if they are eligible for admission in accordance with this statute and apply in accordance with section 4.1. In addition, international students must comply with section 4.2.
- (b) Any person who applies for admission to this University agrees to be bound by the statutes, policies and regulations of the University.

Limitations on Courses and Programmes Statute

1 Purpose

In accordance with the Education Act 1989, 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. Appendix A lists limitations for the current 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:

Resource: Any physical or virtual entity of limited availability; this can be people, equipment, facilities, funding, or any other component that could compromise the ability of the University to deliver high quality courses and programmes of study.

SMT: Senior Management Team.

4 Statute Content and Guidelines

4.1 Justification for Limitations

- (a) In accordance with the Education Act 1989, enrolment limitations may be imposed on particular courses or programmes in a particular year where it is necessary to do so because of insufficient resources.
- (b) Limitations to a specific course or programme of study may be applied for pedagogical reasons (e.g. subject matter, course or programme mode of delivery).

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 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 Manager
 - (iii) Academic Policy Adviser(s)

- (iv) Manager, Enrolment Services
- (v) Manager, Course Administration and Timetabling
- (vi) Manager, Online Services

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 2011

1. Limitations on Programmes

(a)	Undergraduate Degrees	Enrolment Limitation
	<i>Faculty of Architecture and Design</i>	
	BAS and BBSc First Year	340
	BAS Second Year	
	<i>Architecture</i>	90
	<i>Interior Architecture</i>	50
	<i>Landscape Architecture</i>	50
	BBSc Second Year	50
	BDI Second Year	
	<i>Media</i>	50
	<i>Industrial</i>	50
	<i>Culture+Context</i>	50
(b)	Graduate Diplomas	Enrolment Limitation
	<i>Faculty of Education</i>	
	Graduate Diploma of Teaching	
	<i>Secondary</i>	200
	<i>Primary</i>	300
	<i>Early Childhood</i>	110
(c)	Postgraduate degrees and diplomas	Enrolment Limitation
	<i>Faculty of Humanities and Social Sciences</i>	
	MA in Creative Writing	30
	Master of Theatre Arts	7
	<i>Faculty of Science</i>	
	PGDipClinPsyc	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
ANTH 101 and 102	H	350 per course
ARTH 403	H	8
CMPO 181	M	70
CMPO 201, 202, 210	M	15 per course
CMPO 211	M	20
CMPO 230	M	10
CMPO 281	M	15
CMPO 283	M	20
CMPO 301	M	30
CMPO 302, 303, 305, 310, 311	M	15 per course
CMPO 315	M	20
CMPO 330	M	15
CMPO 381	M	15
CMPO 383	M	20
CREW 253, 254, 255, 256, 257, 258, 259	H	12 per course
CREW 351 and 352	H	12 per course
CRIM 211	H	200
CRIM 322, 323, 324	H	60 per course
DEAF 101 and 102	H	60 per course
DEAF 201	H	20
ELIN 801 and 802	H	12 per course
ELIN 931 and 932	H	200 per course
ELIN 933	H	250
ENGL 111 and 114	H	280 per course
ENGL 232	H	25
ESCI 241	S	65
ESCI 341	S	40
ESCI 342	S	42
ESCI 343	S	30
ESCI 344	S	15
FILM 101	H	350
FILM 222	H	20
FILM 305	H	20
FILM 332	H	20
FILM 335	H	20

Course	Faculty	Enrolment Limitation
FILM 404	H	12
FILM/THEA 405	H	15 in total
GEOG 323	S	60
HIST 428	H	12
HLTH 501, 502, 519, 521, 522, 524	H	50 per course
HLTH 514	H	30
INFO 401-409	C	30 per course
INTP/POLS 378	H	30 in total
INTP/POLS 417	H	20 in total
INTP/POLS 427	H	20 in total
INTP/POLS 430	H	20 in total
INTP/POLS 454	H	20 in total
INTP 441, 442, 443, 444, 445, 446, 447, 448, 450, 451, 452, 453, 586, 595	H	20 per course
LAWS 211*, 212*, 213*, 214*	L	300 per course
LAWS 301*	L	300
LAWS 312	L	150
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	14 per course
LAWS internship (currently LAWS 559)	L	16
MARK 313 (2/3)	C	45
MDIA 101, 102, 103	H	345 per course
MDDN 200-level	A	45 per course
MMAF 500-level	C	35 per course
MUSC 160	M	48
MUSC 309, 326, 327, 330, 331, 334, 335, 336, 337, 340, 341, 342, 344, 345, 346, 348, 350	M	10 per course
NZSM 431, 433, 435, 438, 439, 440, 444, 445, 446, 447, 448, 449, 450, 451, 453, 454, 455, 460, 470, 471, 473, 474, 483	M	10 per course
PERF 210	M	20
POLS 401, 402, 403, 414, 418, 419, 421, 423, 428, 432, 433, 436, 453	H	20 per course
PSYC 401-449	S	15 per course
PSYC 451	S	10 (PgDipClinPsyc students only)
PSYC 452	S	10 (PgDipClinPsyc students only)

Course	Faculty	Enrolment Limitation
SOSC 111 and 112	H	350 per course
THEA 203	H	66
THEA 204	H	54
THEA 210	H	18
THEA 302 and 303	H	18 per course
THEA 304	H	12
THEA 307	H	18
THEA 324	H	14
THEA 406	H	6
THFI 311	H	18
TXTT 201	H	60
WRIT 101	H	234 (18 per stream)
WRIT 151	H	16 per stream
WRIT 251	H	150
All BCA/BTM/BBIS courses not otherwise limited	C	Room capacity
DSDN 104, 142, 144 (1/3, 2/3 and 3/3)	A	Room capacity
LAWS 121, 122, 123	L	Room capacity
All FCA graduate courses not otherwise limited	C	Room capacity
All NZSM undergraduate courses (NZSM, PERF, MUSC and CMPO) not otherwise limited	M	Room capacity
BIOL/ENVI 222	S	Accommodation capacity
GEOG 313	S	Accommodation capacity
All BIOL, BMSC, BTEC 100- and 200-level courses, PSYC 121, 122, STAT 193 and all PSYC 200-level courses	S	Room capacity

Note: 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 Victoria University of Wellington ('the University').

2 Organisational Scope

This is a University-wide statute.

3 Definitions

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

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

Offer of Study: A notification sent to a student in response to an Enrolment Application to inform the student of the qualification(s) and course(s) the University is offering them. The offer may be dependent on the applicant meeting certain admission or other conditions. The student must accept this notification by the due date 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 commence at the University must submit a completed Enrolment Application by the due dates listed in the Victoria University Guide to Enrolment on the Victoria University website.

Note 1: Students wishing to start their study in the second and third trimester are advised to apply by the closing dates for the first trimester.

Note 2: Candidates for Master's degrees by thesis only are able to enrol at any time throughout the year.

Note 3: Candidates for the Degree of Doctor of Philosophy (PhD) must apply for admission to the Faculty of Graduate Research. There are three application rounds per year: 1 March, 1 July and 1 November.

4.2 Late Submission of Enrolment Application

- (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 Enrolment Manager, no applications will be accepted from students after the beginning of the trimester that they are applying for.

Note 1: Non-receipt of enrolment material through the mail will not be accepted as justification for failure to apply by the due date.

Note 2: Enrolment applications received from applicants after the due date will be charged a late enrolment fee as specified in Appendix D of the Fees Statute.

4.3 Enrolment Application Requirements

- (a) All applicants must complete and submit an Enrolment Application.
- (b) Some qualifications and courses require *additional* application forms. Applicants wishing to enter such qualifications or courses must submit an *additional* information form by the relevant due dates as well as completing the relevant general enrolment application.

Note 1: Applicants are encouraged to make an enrolment application online through the Victoria University website.

Note 2: Information about qualifications and courses requiring an additional information form can be found in the Victoria University Guide to Enrolment and through the Victoria University website.

Note 3: If necessary hardcopy enrolment and additional information forms can be obtained from Student Recruitment, Admission and Orientation.

Note 4: 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.

4.3.1 Teacher Education Qualifications

- (a) 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.

- (b) Students enrolled in teacher education qualifications 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 by the Pro Vice-Chancellor (Education) and excluded from any University course that includes contact with children, schools or early childhood centres. The student may appeal the decision of the Pro Vice-Chancellor to the Disciplinary Appeals Committee.

4.4 Documentation

Students should refer to the current Guide to Enrolment on the Victoria University website for full details of documentation requirements but in general must supply the following documentation with their Enrolment Application.

- (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 academic records from Victoria University).
- (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) official transcripts of other tertiary study results if applicable.

Note 1: Copies of documents will 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. Students may also bring original documents and copies to be certified by staff in the Enrolment Office, School or Faculty Offices, Student Recruitment, Admission and Orientation 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

- (a) 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.

Note: When accepting the Offer of Study applicants agree to accept an undertaking to be bound by the statutes, policies and regulations of the University.

- (b) Failure to return the Offer of Study or to supply the additional documentation requested within the stated timeframe may result in the cancellation of the application.

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 period set to ensure their place.
- (b) All first time international students are required to complete an International Enrolment Application and enrol in person during the International Enrolment Period specified by Victoria International.

4.7 Payment of Fees

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

4.8 Enrolment for Interest Only

Enrolment in a course for interest only may be considered under the Access Victoria programme, where there are places available. Students enrolling on this basis may not 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.

Note: 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 Student Computing Services.

Academic Progress Statute

1 Purpose

The University seeks to provide a learning environment designed to help students achieve their fullest academic potential, and to maximise the availability of places for students who actively engage with their studies. 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 restrict the number of courses in which the student may enrol and to require certain conditions to be met for continued enrolment. Where a student completely fails to engage with their studies in a particular trimester, or where there is ongoing unsatisfactory academic performance over a period of time, this statute provides a framework for suspension or exclusion 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:

Standard trimester: Trimester 1 or Trimester 2, but not Trimester 3 (Summer Trimester).

Courses undertaken: All courses in which the student remained enrolled after the dates set out in Appendix E of the Fees Statute (normally the first two weeks of the course).

Academic Progress Grade (APG): A modified version of the GPA calculated as set out in Appendix 10 of the Assessment Handbook (9 for A+, 8 for A, 2 for C, 1 for D or K, 0 for E or F, weighted by points values) across all courses undertaken in the relevant trimesters of study, but

including a value of 4 for aegrotat passes, 2 for special passes and 0 for withdrawals after the dates set out in Appendix E of the Fees Statute.

Non-engagement: Enrolment in a course of study without engaging with the course content or attempting to satisfy course requirements. For the purposes of this statute, all students who are enrolled in more than 2 courses in a trimester and achieve E grades in all will be considered under the non-engagement provisions. Students who attempt at least half the required assessment in their programme of study will not be considered to be non-engaged.

4 Statute Content and Guidelines

4.1 Non-engagement

- (a) A student whose APG in their most recent standard trimester is 0.0 over 2 courses or more will not be permitted to enrol for the following standard trimester, and if already enrolled will be disenrolled for the rest of that calendar year. Appeals may be made to the relevant Associate Dean who must be satisfied that:
 - (i) the student did engage with their courses and submitted at least half the required assessment in their programme of study; or
 - (ii) if the student's performance was affected by exceptional medical or personal circumstances; or
 - (iii) the student withdrew.
- (b) A student disenrolled or prevented from enrolling under (a) will be restricted in their first trimester back at Victoria to:
 - (i) 60 points if it is a standard trimester, unless 4.2(a) applies; or
 - (ii) 20 points if it is Trimester 3.

4.2 Unsatisfactory Academic Progress

- (a) A student whose APG calculated over their two most recent trimesters of study at this or any other university is below 2.0 will be restricted to a maximum of 45 points in the next trimester and a maximum of 60 points in the following trimester. If either of these trimesters is Trimester 3 the maximum for that trimester will be 20 points.
- (b) The records of all students restricted under section (i) will be reviewed by the relevant Associate Dean, who may vary the restriction or impose conditions as appropriate. In particular:
 - (i) if the relevant qualification statute includes provisions relating to academic progress, those provisions will apply;
 - (ii) the Associate Dean may decide not to impose a restriction if the student was taking courses worth less than 60 points over the two trimester period or if their performance was affected by exceptional medical or personal circumstances;
 - (iii) in the event of poor performance (APG less than 2.0) in the first trimester under restriction, the Associate Dean may further reduce the 60-point restriction imposed for the following trimester.

Note 1: If the two most recent trimesters of study include a trimester resulting in disenrolment, that trimester will also be included in the APG calculation for this section.

Note 2: Associate Deans will typically impose conditions that are intended to ensure appropriate support is in place to improve the student's chances of success. These might include a requirement to attend sessions at Student Learning Support Services or regular meetings with an academic mentor.
- (c) No restriction under 4.2 (a) will be applied to a student who is returning to study at Victoria after a break of at least three years.
- (d) No restriction will apply in the following trimester for any student who achieves an APG of 2.0 or above across their last two trimesters while restricted under 4.2 (a).

4.3 Suspension

- (a) On the recommendation of the Associate Dean a student who is restricted under section 4.2 (a) and whose APG calculated over their next trimester of study is below 2.0 may be suspended for a period of three trimesters.
- (b) A student who is restricted under section 4.2 (a) and whose APG calculated over their next two trimesters of study is below 2.0 will be suspended for a period of three trimesters.
- (c) A student who is disenrolled under section 4.1(a), and who in their first trimester upon returning to study again meets the criteria for disenrolment under section 4.1(a) will be suspended for a period of three trimesters.
- (d) Any appeal against a suspension must be submitted in writing to the Assistant Vice-Chancellor (Academic) who will make the decision in consultation with the relevant Associate Dean.

4.4 Returning to Study after Suspension

- (a) A student returning to study after suspension under section 4.3 will be restricted as set out in 4.2(a), and may also be subject to any further conditions imposed by the relevant Associate Dean.
- (b) A student returning to study after suspension who achieves an APG of 2.0 or above over their next two trimesters of study will not be subject to any further restriction in the following trimester.
- (c) A student returning to study after suspension whose APG calculated across their next two trimesters of study is below 2.0 will be excluded from this University.
- (d) Any appeal against exclusion should be submitted in writing to the Deputy Vice-Chancellor (Academic).

4.5 Re-enrolment in a course

A student who has failed the same course on two occasions may not enrol again for that course except with the permission of the relevant Associate Dean. Associate Deans may approve additional enrolments where:

- (a) The student normally performs at a high level; or
- (b) The course concerned is a compulsory course for a qualification that is nearly complete; or
- (c) The student's previous performance in the course was affected by exceptional medical or personal circumstances.

Credit Transfer Statute

1 Purpose

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

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

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

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) Transfer credit may be awarded in respect of courses that are:
 - (i) available for degree programmes at other New Zealand universities; or
 - (ii) registered on the New Zealand Qualifications Framework at Level 5 or above and in a subject which could properly be taught at degree level in a university; or
 - (iii) offered by educational institutions and recognised by Victoria University as being of equivalent standard to courses in (a) or (b) of this section.
- (b) Transfer credit will not be awarded in respect of courses taken elsewhere when the content is substantially similar to courses passed at Victoria University.
- (c) Transfer 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 Credit that may be Awarded at Victoria University

- (a) Transfer credit will be awarded at an appropriate academic level for the content of the qualifying course. Transfer credit awarded may be:
 - (i) fully specified credit, that is, a Victoria University course identified by subject and course code and having the normal point value of that course; or
 - (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 this section, an exemption may be granted from a requirement to pass a particular course.

4.3 Amount of Transfer 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 transfer 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) Up to 120 points of transfer credit may be awarded for eligible courses. With the permission of the appropriate Associate Dean (Students), further points may be credited to a Victoria University Bachelor's degree from:
 - (i) approved student exchange programmes, and/or
 - (ii) one incomplete external qualification that is very similar in structure and content to the Victoria University degree, and/or
 - (iii) one external qualification listed in the Schedule to this statute as allowing a larger amount of transfer credit.

- (c) In all circumstances at least one third of the points for each Victoria University qualification must be passed at Victoria University.
- (d) Transfer credit awarded on the basis of courses undertaken through an approved student exchange programme that forms a coherent part of the student's overall course of study may, with the permission of the Associate Dean and in consultation with the Head of School, be used to satisfy up to:
 - (i) the greater of 40 points or half the minimum requirements at 300-level or above for a Bachelor's degree; and
 - (ii) half the advanced points (200-level or above) requirements for a major in a Bachelor's degree.
- (e) Otherwise, transfer credit may not be used to satisfy 300-level (or above) major or degree requirements except in special circumstances approved by the Associate Dean.
- (f) Except where different arrangements are specified in the relevant qualification statute, transfer credit cannot be counted towards:
 - (i) a thesis
 - (ii) a research project in a graduate programme
 - (iii) a postgraduate Honours degree, or
 - (iv) more than 60 points in a Master's degree
 - (v) more than 30 points in a Postgraduate Certificate or Postgraduate Diploma.

4.4 Cancellation of Transfer Credit

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

4.5 Assessment of Transfer Credit

- (a) For qualifications from other 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) The awarding of fully or partially specified credit is determined by a comparison of courses passed with similar courses at Victoria University. Transfer 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 transfer credit in respect of an eligible course is awarded will be based on an assessment of the content and difficulty of that course. In making this assessment, Victoria University will be guided, but not bound, by the level of the course on the National Qualifications Framework and the level assigned to it by the other institution.

Note: Some academic programmes label courses with a level code that implies the sequential year of study in which the course is taken, rather than the level of difficulty of the material. In such cases the transfer 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. Transfer credit will not be awarded unless satisfactory information is provided.

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

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

4.7 Approving Authority and Appeal Process

Decisions on transfer credit 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

External Qualification	Obtained at	Points	Awarded Conditions
National Diploma (previously NZ Certificate) in Architectural Technology, Construction Management, Quantity Surveying	New Zealand Polytechnic	120 points	If selected into Year 2 BAS or BBSc
NZ Diploma in Business	New Zealand Polytechnic	Up to 108 points FCOM 100	
Postgraduate Diploma in Business Administration	Victoria University of Wellington	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	40 FHSS points (non BA Schedule)	
NZ Certificate in Commerce		Up to 108 points FCOM 100	
Police Officer's Course in Criminology	Victoria University Centre for Continuing Education	40 CRIM 100-level points	
Postgraduate Diploma in Arts (Defence and Strategic Studies)	Massey University	Up to 30 points in MIR	Points cannot be credited towards the thesis element or towards INTF 586
Postgraduate Diploma in Arts (Defence and Strategic Studies)	Massey University	120 points	May only be credited to MSS
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 BBSc, the amount of credit may be increased to 126 points

External Qualification	Obtained at	Points	Awarded Conditions
He Kahui Kakakura	Victoria University of Wellington	Up to 20 points EXEC	
Postgraduate Diploma in Human Resource Management	Victoria University of Wellington	36 FCOM 100-level points	
Diploma in Industrial Relations	Victoria University of Wellington	36 FCOM 100-level points	
Postgraduate Diploma in Information Systems Management	Victoria University of Wellington	54 FCOM 100-level points	
Stage de Langue Littérature et Civilisation Française	Université de Nouvelle-Calédonie Nouméa (previously Université Française du Pacifique)	20 FREN 200-level points	
Legal Executive Certificate		20FHSS 100-level points	
NZ Library Studies Certificate	New Zealand Library School	20 LIBR 100-level points	
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
Naval History	Royal New Zealand Navy	20FHSS 100-level points	
RNZN Divisional Officer Leadership Course	Royal New Zealand Navy	18 COMR 100-level points	
RNZN Officers Leadership Development Programme	Royal New Zealand Navy	36 COMR 100-level points	
Maritime Strategy Programme	Royal New Zealand Navy	22 COMR 200-level points	
Courses towards NZQA or CUAP approved Postgraduate Certificate (NETP)	Any New Zealand Polytechnic or University	Up to 30 points in a PGDipNS, PGDipHC, MNS and MHC.	Credit cannot be granted for courses awarded more than five years before the date of application for the PGDipNS and MNS

External Qualification	Obtained at	Points	Awarded Conditions
Courses towards NZQA or CUAP approved Postgraduate qualifications in Nursing or Midwifery	Any New Zealand Polytechnic or University	Please refer to the Statutes for the PGDipNS, PGDipHC, MNS and MHC.	Credit cannot be granted for courses awarded more than five years before the date of application for the PGDipNS and MNS
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)		120 FHSS 100-level points	
1-year Advanced Diploma of Nursing		40 FHSS 100-level points	
NZRN (General & Obstetric) (3 years)		80 FHSS 100-level points	
NZRN (Maternity) (2 years)		40 FHSS 100-level points	
NZRN (Psychiatric) (3 years)		80 FHSS 100-level points	
Pacific Island Senior Management Course	Victoria University Centre for Continuing Education	54 FCOM 100-level points	
Certificate in Policing	New Zealand Police College	40 UNSP 100-level points	
NZ Certificate of Science	New Zealand 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 (240 pts) Level 7	AUT	60 DEAF 100-level points 20 DEAF 200-level points	

External Qualification	Obtained at	Points	Awarded Conditions
Certificate in Social Studies	Victoria University Centre for Continuing Education	60 UNSP 100-level points	
Diploma in Social Work	Victoria University of Wellington	80 UNSP 100-level 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-level points	
Diploma of Secondary Teaching	Colleges of Education at: Auckland, Christchurch, Palmerston North, Wellington, Dunedin; School of Education, Waikato	40 FEDU 200-level points	
2-year Diploma of Teaching	Colleges of Education at: Auckland, Christchurch, Palmerston North, Wellington, Dunedin; School of Education, Waikato	60 FEDU 100-level points	
3-year Diploma of Teaching	Colleges of Education at: Auckland, Christchurch, Palmerston North, Wellington, Dunedin; School of Education, Waikato	60 FEDU 100-level points 40 FEDU 200-level points 20 FEDU 300-level points	

External Qualification	Obtained at	Points	Awarded Conditions
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 245 points at 100- and 200-level in FEDU or Personal Studies courses.	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 EPOL 111, 112 20 EPSY 114, 115 30 EPOL 214, EPSY 211 UNSP 100-/ 200- level points 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)	New Zealand Institution	40 EPOL 111, 112 20 EPSY 114, 115 30 EPOL 214, EPSY 211 UNSP 100-/ 200- level points 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 post 2000)	New Zealand Institution	40 EPOL 111, 112 20 EPSY 114, 115 30 EPOL 214, EPSY 211 UNSP 100-/ 200- level points up to 200 points in total	May only be credited to BEd(Tchg)EC
Diploma in the Teaching of English as a Second Language	Victoria University of Wellington	40 FHSS 200-level points	

External Qualification	Obtained at	Points	Awarded Conditions
1 year certificates (120 points) at NZQA level 5	Whitireia Polytechnic	40 100-level points	
1 year diplomas (120 points) at NZQA level 5	Whitireia Polytechnic	60 100-level points	
2 year diplomas (240 points) at NZQA level 6, 7	Whitireia Polytechnic	60 100-level points 60 200-level points	
3 year diplomas (360 points) at NZQA level 6, 7	Whitireia Polytechnic	60 100-level points 110 200-level points	
1 year programme (120 points) at NZQA level 5, 6, 7	Any New Zealand tertiary education provider	40 points at 100-level	Credit either to be in a BA schedule subject, FHSS or UNSP (non BA schedule)
2 year programme (240 points) at NZQA level 6, 7	Any New Zealand tertiary education provider	60 points at 100-level 20 points at 200-level	Credit either to be in a BA schedule subject, FHSS or UNSP (non BA schedule)
3 year programme (360 points) at NZQA level 6, 7	Any New Zealand tertiary education provider	60 points at 100-level 60 points at 200-level	Credit either to be in a BA schedule subject, FHSS or UNSP (non BA schedule)

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

Fees Statute 2011

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 2011 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 statute, 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 Masters 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 Masters Programme or until the second anniversary of their enrolment in a Masters Programme (whichever comes first).

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

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: A 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.

SAS: Student Academic Services.

VUWSA: Victoria University of Wellington Students Association.

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.

Note: 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 on-line 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 <http://www.nzsm.ac.nz>

4.4.3 Student Services Levy

All students studying at Victoria University of Wellington are required to pay a Student Services Levy, which is a contribution towards student support services delivered by and through VUW to support and facilitate the best academic outcomes for all students. Refer to the Student Services Policy for a full list of services. Additional payment may be required to access some goods, services or amenities.

- (a) The Student Services Levy is set according to the Student Services Levy Policy. The Student Services Levy is shown in Appendix C.
- (b) Certain categories of students may be exempt from the Student Services Levy or may be entitled to apply for specified rebates, for example:
 - (i) students studying less than 25 points per year;
 - (ii) students learning by distance;
 - (iii) students enrolled solely in the summer trimester; and
 - (iv) students enrolled in specific programmes.

See the Student Service Levy Policy for more information, including how to apply for any applicable rebate.
- (c) Special conditions may apply in the case of New Zealand School of Music students. Please refer to the NZSM website <http://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 <http://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 <http://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 charged fees based on the points value of their course, as set forth in Appendices A and B.
- (b) The fees for Research Thesis students are based on the minimum time allowed for the thesis enrolment period. There is no reduction or refund for early completion.
- (c) If a student has been granted permission to extend his/her enrolment, they will be charged a fee calculated by the points value of the additional months agreed upon and the per point charges set forth in Appendices A and B. The points value for part-time study is half of the points value of an equivalent full-time period of enrolment.
- (d) Fees for extended enrolment are charged in advance for the entire mutually agreed period.
- (e) Research Thesis students required by supervisors to enrol in supplementary courses may do so without paying fees in addition to those imposed 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 Community Continuing Education.

- (b) Secondary school students enrolled at VUW under the STAR (Secondary Tertiary Alignment Resource) agreement will receive a one third reduction to the advertised tuition 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 <http://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 fees be reconsidered if notification of withdrawal 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.
- (d) Authority to approve these applications is determined by Deans of Faculties and then counter-signed by SAS. Deans of Faculties have the authority to delegate approval to the relevant Manager, Student & Academic Services, or equivalent. The Director, SAS has

authority to delegate approval to the Associate Director (Management and Administration) and Manager Student Fee Services. SAS will advise students the final outcome of all Faculty-approved fee reconsideration applications. Fee reconsideration applications must be submitted in the same academic year it relates to. In the case of a summer trimester course, the application must be lodged within two months of the course end date.

- (e) If a decision is made that a student is not eligible for a fee reconsideration the student may appeal that decision. The 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 Director, SAS. Where the initial decision has been made by the Dean and the Director, SAS the appeal process should be to the Deputy Vice-Chancellor (Academic).
- (f) 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.
- (g) 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.
- (h) 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) 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/study/fees.aspx.

1. CUPR courses are charged at:
\$27.70 per point
2. The following courses are charged at:
\$36.30 per point for Undergraduate courses
\$50.50 per point for Taught Postgraduate courses
\$47.55 per point for Thesis courses

ALIN	ANTH	ARTH	ASIA	BRAZ	CHIN
CLAS	COOK	CREW	CRIM	CRIT	CUSE
CUST	DEAF	DRAM	EDUC	ELIN ¹	ENGL
EPOL	EPSY	EURO	FEDU	FHSS	FILM
FNDN	FREN	GEND	GERM	GREE	HIST
HMST	ITAL	INTP	JAPA	KORE	KURA
LALS	LATI	LEGL	LING	LITR	MAIN
MAOR	MDIA	MHST	NZLI	NZST	PASI
PHIL	POLS	PBHY	RELI	SAMO	SACS
SNRT	SOSC	SOWK	SPAN	SPOL	SSRE
TEAP	THEA ²	THFI	TXTT	UTDC	WRIT
3. The following courses are charged at:
\$42.70 per point for Undergraduate courses
\$55.50 per point for Taught Postgraduate courses
\$52.80 per point for Thesis courses

ACCY	BITT	COML	COMM ³	ECHI	ECON
ELCM	FCOM	FINM	HRIR	IBUS	INFO ⁴
INRC	LAWS ⁵	LIBR	LIBS	MARK	MBUS
MGMT	MMCA	MMMS	MOFI	PUBL	QUAN
TAXN	TOUR				
4. The following courses are charged at:
\$39.90 per point for Undergraduate courses
\$56.75 per point for Taught Postgraduate courses
\$53.20 per point for Thesis courses

APST	MATH	OPRE	ORST	SPFI	STAT
------	------	------	------	------	------
5. The following courses are charged at:

-
- \$45.40 per point for Undergraduate courses
 \$57.65 per point for Taught Postgraduate courses
 \$55.00 per point for Thesis courses
- | | | | | | |
|------|-------------------|------|-------------------|------|-------------------|
| CCDN | COMP | CPSY | DSDN ⁶ | DESN | DMDN ⁷ |
| FPSY | IDDN ⁷ | INDN | IXDN | LOCO | LOGI |
| MDDN | MXED | PSYC | SCED | SCIE | |
6. The following courses are charged at:
 \$50.50 per point for Undergraduate courses
 \$57.65 per point for Taught Postgraduate courses
 \$55.00 per point for Thesis courses
- | | | | | | |
|-------------------|------|-------------------|------|--|--|
| ARCH ⁷ | ARCI | BBSC ⁸ | BILD | | |
| INTA | LAND | SARC | | | |
7. The following courses are charged at:
 \$45.85 per point for Undergraduate courses
 \$57.95 per point for Taught Postgraduate courses
 \$55.35 per point for Thesis courses
- | | | | | | |
|-------------------|--------------------|------|------|------|-------------------|
| BIOL ⁹ | BMAR | BMSC | BTEC | CBIO | CHEM |
| CONB | DEVE ¹⁰ | EBIO | ENVI | ERES | ESCI ⁹ |
| GEOG ⁹ | GEOL ⁹ | GPHS | MBIO | PGEO | PHYG |
| PHYS | TECH | ZOOL | | | |
8. The following courses are charged at:
 \$53.15 per point for Undergraduate courses
 \$57.65 per point for Taught Postgraduate courses
 \$55.00 per point for Thesis courses
- | | | | | | |
|------|------|------|------|------|------|
| CSEN | ECEN | ELEN | ENGR | NWEN | SWEN |
|------|------|------|------|------|------|
9. CLNR courses are charged at:
 \$66.45 per point for Taught Postgraduate courses
10. HLTH, HEAL, MIDW and NURS courses are charged at:
 \$57.85 per point for Taught Postgraduate courses
 \$55.35 for Thesis courses
11. GOVT courses are charged at:
 \$104.75 per point for Taught Postgraduate courses
 \$52.80 for Thesis courses
12. MMBA CMSP courses are charged at:
 \$121.75 per point
13. GCPM, GDFM and GDPM 800 level courses are charged at:
 \$64.80 per point, except GDFM 822, 825, GDPM 821, 823 and 824 are charged at \$73.95 per point
14. MAPP, MMPM, PADM, STRA and MMIM courses are charged at:
 \$104.75 per point
15. MMAF courses are charged at:
 \$111.40 per point
16. MMPA courses are charged at:
 \$137.30 per point

Exceptions

- ¹ ELIN 000 is \$29.05 per point (subject to CUAP approval)
² THEA 501 is \$90.20 per point
 THEA 502-589 and THEA 592 courses are \$72.15 per point
³ All Taught Postgraduate COMM courses are \$104.75 per point
³ COMM 100-to 300-level are \$40.25 per point
⁴ All 500-level INFO courses are \$70.35 per point
⁵ All 500-level LAWS courses (excluding 591 and 592) are \$61.80 per point
⁶ DSDN 111 is \$39.85 per point
⁷ DMDN, IDDN 400-level and ARCH 482 are \$45.40 per point
⁸ BBSC 400-level are \$57.65 per point
⁹ BIOL 236, 272, GEOG 223, 323, ESCI 241, 242, 341, 342,343, 344 are \$40.25 per point
¹⁰ DEVE 589 is \$74.55 per point and DEVE 592 is \$69.75 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/study/fees.aspx

1. The following courses are charged at:
 100-300 and 800-level: \$162.08 per point
 400 and 500-level: \$177.92 per point

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

Exceptions

- ¹ THEA 502-589 and THEA 592 are \$223.56 per point, THEA 501 is \$263.51 per point
² MHST, SSRE 400-and 500-level are \$189.17 per point
³ ELIN 800-level are \$177.92 per point, ELIN 000-level are \$83.33 per point
⁴ ALIN, LALS 500-level are \$133.61 per point
2. The following courses are charged at:
 100- to 300-level and 800-level: \$147.63 per point
 400- to 500-level: \$185.42 per point
- | | | | |
|------|------|------|------|
| CUSE | CUST | EDUC | EPOL |
| EPSY | FEDU | KURA | TEAP |
3. LAWS courses are charged at:
 100-to 400-level: \$193.33 per point
 500-level: \$202.50 per point

-
4. The following courses are charged at:
 100- to 300-level: \$178.75 per point
 400-to 500-level: \$192.50 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 |
| TAXN | TOUR | | | | |
- Note: Except INFO 520 – 580 which are charged at \$200.83 per point*
5. The following courses are charged at:
 100- to 300-level: \$196.67 per point
 400- to 800-level: \$230.00 per point
- | | | | | | |
|------|------|------|------|------|------|
| APST | BIOL | BMAR | BMSC | BTEC | CBIO |
| CHEM | COMP | CONB | CPSY | DEVE | EBIO |
| ERES | ENVI | ESCI | FPSY | GEOG | GEOL |
| GPHS | LOCO | LOGI | MATH | MBIO | MXED |
| OPRE | ORST | PHYG | PHYS | PGEO | PSYC |
| SCED | SCIE | SPFI | STAT | TECH | ZOOL |
- Note: Except MConBiol which is charged at \$188.89 per point*
6. The following courses are charged at:
 100- to 300 and 800-level: \$216.25 per point
 400- to 500-level: \$237.50 per point
- | | | | | | |
|------|------|------|------|------|------|
| ARCH | ARCI | BBSC | BILD | GCPM | GDPM |
| GDFM | INTA | LAND | SARC | | |
- Note: Except ARCH 400-level which are charged at \$212.08 per point and BBSC 400-level which are charged at \$232.92 per point*
7. The following courses are charged at:
 100- to 300-and 800-level: \$212.08 per point
 400- to 500-level: \$232.92 per point
- | | | | |
|------|------|------|------|
| CCDN | DESN | DMDN | DSDN |
| IDDN | INDN | MDDN | |
- Note: Except DMDN, IDDN 400-level which are charged at \$212.08 per point*
8. The following courses are charged at:
 100- to 400-level: \$219.58 per point
 500-level: \$238.33
- | | | | | | |
|------|------|------|------|------|------|
| CSEN | ECEN | ELEN | ENGR | NWEN | SWEN |
|------|------|------|------|------|------|
9. FNDN, CUPR are charged at:
 \$142.50 per point
10. HLTH, HEAL, MIDW, NURS 500 level are charged at:
 \$174.17 per point
11. MMPM, MAPP, STRA, MMIM, MMBA, CMSP courses are charged at:
 \$192.50 per point
12. MMAF courses are charged at:
 \$245.42 per point
13. MMPA courses are charged at:

\$187.50 per point

Other Courses

Study Abroad**

Degree/Diploma/Certificate	Fees for 1 Trimester
Study Abroad	10,250
Study Abroad Rugby	11,250
Study Abroad Golf	11,250

**This includes Butler, Arcadia/Beaver, AustralLearn, AIFS, 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: \$522.00

Distance Students: \$348.00

VUWSA Subscription Fee

Internal Students: \$94.90 for 60 points or less, \$143.70 for more than 60 points

Distance Students: \$47.40

Appendix D – Administration Fees

The fees in this schedule are charged as students apply for the relevant service. They are applicable from 1 January 2011

Reconsideration of script, per course (refundable if mark changed)	\$41.00
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). Students will also be liable for courier costs and all costs that may be charged by the institution where the examination is held.	\$123.00
Copy of examination script	\$11.00
First copy of Qualification Certificate, Certificate of Scholarship or Prize, Certificate of Proficiency, Certificate of Attendance	Free
Transcript of Academic Record, Certificate of Completion, Certificate of Proficiency or Certificate of Achievement	\$20.00
Extra copies of Transcript, Certificate of Completion, Certificate of Proficiency or Certificate of Achievement received at same time as initial copy (per copy)	\$10.00
Law Certificate	\$16.00
Replacement degree certificates	
– dispatch within 48 hours	\$77.00
– dispatch within 5 working days	\$52.00
Replacement ID card	\$21.00

Higher Doctorate Application Fee <i>(Note: \$2,556.00 will be refunded if the application does not proceed beyond the Ad Hoc Committee's initial consideration.)</i>	\$3,067.00
English Proficiency Programme Placement Fee	\$103.00
International Transferring Student Fee	\$512.00
NZSM Non-refundable Audition Fee	\$52.00
Application for Recognition of Prior Learning <i>(Note: may not apply in some cases, please contact the relevant Faculty Office to confirm.)</i>	\$123.00
Penalty Charges	
– Late Payment Penalty	\$154.00
– Late Application Fee	\$123.00

Appendix E – Withdrawal Dates from Courses

Note: 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 section 4.12 of the Fees Statute for rules governing withdrawals

Full year courses:	11 March 2011
First trimester courses	11 March 2011
Second trimester courses	22 July 2011
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 section 6 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 section 4.3);
 - (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 of 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 section 4.4(b) if arrangements have not been made for students to pick it up. During this period, students may apply to the School to read their work in a supervised environment or to the Faculty 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 section 4.5(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 section 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 Halls 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; and
- (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; and
 - (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, 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 of 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.