

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

Section B

Statutes and Policies

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

Degrees Statute

1. Purpose:

This statute lists the qualifications that have been approved by the New Zealand Vice-Chancellors' Committee for Victoria University of Wellington 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 power to confer the following degrees:

Master of Applied Finance	Master of Communications
Bachelor and Master of Architecture	Master of Computer Science
Bachelor and Master of Arts	Master of Conservation Biology
Bachelor of Arts with Honours	Master of Conservation Science
Master of Arts (Applied)	Bachelor and Master of Design
Master of Asia-Pacific Affairs	Bachelor of Design with Honours
Bachelor and Master of Biomedical Science	Master of Development Studies
Bachelor of Biomedical Science with Honours	Bachelor of Education
Bachelor and Master of Building Science	Master of Education
Bachelor of Building Science with Honours	Bachelor of Education (Teaching) Early Childhood
Master of Business Administration	Bachelor of Education (Teaching English to Speakers of Other Languages)
International Master of Business Administration	Master of Environmental Studies
Doctor of Commerce	Master of Financial Mathematics
Bachelor and Master of Commerce and Administration	Bachelor of Information Technology
Bachelor of Commerce and Administration with Honours	Master of Information Management
Bachelor of Commerce and Administration/Bachelor of Science conjoint	Master of International Relations
	Bachelor, Master and Doctor of Laws
	Bachelor of Laws with Honours
	Master of Library and Information Studies
	Doctor of Literature
	Master of Management

Master of Management Studies	Bachelor of Science and Technology
Master of Midwifery	Master of Social Work
Master of Museum & Heritage Studies	Master of Strategic Studies
Bachelor, Master and Doctor of Music	Bachelor of Teaching/Bachelor of Arts conjoint
Bachelor of Music with Honours	Bachelor of Teaching/Bachelor of Commerce and Administration conjoint
*Master of Music Therapy	Bachelor of Teaching/Bachelor of Science conjoint
Master of New Zealand Studies	Bachelor of Teaching (Early Childhood)/Bachelor of Arts conjoint
Master of Nursing	Master of Teaching
Master of Nursing (Clinical)	Master of Theatre Arts
Doctor of Philosophy	Bachelor and Master of Tourism Management
Master of Public Administration (Executive)	Bachelor of Tourism Management with Honours
Master of Public History	
Master of Public Management	
Master of Public Policy	
Bachelor, Master and Doctor of Science	
Bachelor of Science with Honours	

** Subject to final approval November 2004.*

4.2 Conferment of Awards

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

Advanced Nursing	Financial Markets Analysis
Archives and Records Management	Financial Mathematics
Artist Diploma	Foundation Studies
Arts	Health
Arts (Applied)	Human Resource Management
Asia-Pacific Affairs	Information Management
Biomedical Science	International Relations
Building Management	Japanese Studies
Business Administration	Law
Clinical Nursing	Library and Information Studies
Clinical Psychology	Management Studies
Commerce	Māori Business
Computer Science	Māoritanga
Contemporary Policing	Marketing
Deaf Studies (Teaching NZSL)	Meteorology
Design	Midwifery
Development Studies	*Music
Education Studies	*Music Teaching
Education and Training for Professional Development	New Zealand Conservation
Environmental Studies	New Zealand Studies
Executive Development	Nursing
Financial Analysis	Operations Research and Statistics
	Professional Accounting

Proficiency in English	Teaching English to Speakers of
Public Management	Other Languages
Public Policy	Teaching Japanese
Rehabilitation Studies	Teaching Māori Language
Science	Theatre Arts
Social Work	Treasury Management
Special Needs Resource Teaching	*University Preparation
Strategic Studies	University Proficiency

** Subject to final approval November 2004.*

Admission Statute

1. Purpose:

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

2. Organisational Scope:

This is a University-wide statute.

3. Definitions:

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

Domestic student: A person who is a citizen or permanent resident of New Zealand, Australia, 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, his or her spouse, and their immediate dependants.

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

4. Statute Content and Guidelines:

4.1 General Admission Statute

(a) Matriculation

In order to enrol (a) in a course of study leading towards a degree, or (b) for a Certificate of Proficiency in such a course a candidate must matriculate.

Matriculation requires satisfying one of the following categories of eligibility:

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

Note: Qualification for entry on this basis is covered by regulations promulgated by NZQA. Full details are set out for information in the University's Enrolment Guide.

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

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

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

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

(b) Non-matriculated enrolment

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

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

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

4.2 Admission of domestic students on the basis of a recognised equivalent secondary school qualification

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

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

Note 1: Students who have spent Year 13 on an exchange at a school or schools overseas must have completed a minimum of six months academic study while overseas, and must provide a letter or report from the overseas school(s).

Note 2: These details have been under review by the NZVCC subcommittee on Entrance. The standards finally agreed may be higher than those set out here.

4.3 Provisional or Discretionary Entrance for domestic students

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

4.3.1 Provisional Entrance

- (a) A domestic student who is under 20 years of age and is not eligible to apply under any other section of this statute may apply for Provisional Entrance if:
- (i) They are not academically qualified to enrol at a New Zealand university; and
 - (ii) They have received secondary schooling to at least New Zealand Year 12 level, or its equivalent overseas, and been awarded Sixth Form Certificate in at least one subject or its equivalent; and
 - (iii) They have not in the year of application entered examinations in more than two subjects of the NZUEBS qualification (except as provided in section (b) below).

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

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

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

4.3.2 Discretionary Entrance

- (a) A domestic student who is under the age of 20 years who
- (i) Does not meet the university entrance standard; and
 - (ii) Has received secondary schooling to at least New Zealand Year 12 level, (or its equivalent overseas), and earned at least 14 credits in an approved subject at Level 2 towards NCEA (or its equivalent); and

- (iii) Has met the literacy and numeracy standards required for University Entrance, or their equivalents; and
- (iv) Has not completed Year 13 at a New Zealand secondary school or has undertaken study in Year 13 at a New Zealand secondary school, but has not attempted to qualify for University Entrance
may apply for discretionary entrance.

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

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

4.4 Admission or Admission with Credit on the basis of study undertaken at another tertiary institution (Admission Ad Eundem Statum) for domestic students

Domestic students who have completed any of the following:

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

4.5 Special Admission for domestic students over 20 years of age

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

4.6 Personal Interest Admission for domestic students

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

4.7 International Students**4.7.1 Types of admission**

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

- (a) Be qualified for entry to a university on the basis of the New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) qualification, and have met the English language requirements in 4.7.2(c).
- (b) Be qualified for entry to a university on the basis of National Certificate of Education Achievement (NCEA) Level 3. Students applying under this category must have also satisfied the NCEA literacy and numeracy requirements.
- (c) Have been granted admission, or admission with credit towards a degree, on the basis of study undertaken at another institution. Students who have completed any of the following may apply to have their study recognized as the basis for admission to this university
 - (i) A degree-level qualification awarded by another New Zealand or overseas university;
 - (ii) Degree-level courses at another New Zealand or overseas university;
 - (iii) A qualification awarded by an overseas secondary school or tertiary institution which this university considered to be equivalent to a recognised school qualification as set out in 4.1(a)(i);
 - (iv) Courses at Level 4 or above on the New Zealand Qualifications Framework towards a qualification awarded by a tertiary institution other than a university.

4.7.2 Other requirements

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

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

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

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

Admission to undergraduate programmes

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

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

CPE: C Pass

CAE: C Pass

Admission to undergraduate teacher education programmes

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

Admission to graduate and postgraduate programmes

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

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

CPE: C Pass

CAE: B Pass

Note: For students who need to improve their English before undertaking university study, the English Language Institute at Victoria University of Wellington offers an English proficiency programme. Those attending the summer course, from November to February, are assessed by their teachers and by taking the ELI Proficiency Test. If students achieve the required standard, the University will accept this as evidence that they have met the English Language requirements for admission.

4.8 Documentation

- (a) All applicants for admission must supply:
- (i) A birth certificate or passport. A signed declaration, marriage certificate or deed poll is also required if the applicant is using a different name to that on their birth certificate or passport; and
 - (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 only be accepted if they have been witnessed and certified by a Solicitor, Notary Public, Justice of the Peace, or the institution which issued the originals. Students may also bring original documents and copies to be certified by staff in the Enrolment Office, Faculty Offices, Student Recruitment and Course Advice, or Victoria International.

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

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

4.9 Effect of Statute

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

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

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

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

Enrolment Statute

1. Purpose:

In accordance with section 193 of the Education Amendment Act (1990) the University Council has the power to provide courses of study, admit students and grant awards. The purpose of this statute is to outline the procedures for enrolling students in courses and programmes offered by the University.

2. Organisational Scope:

This is a University-wide statute.

3. Definitions:

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

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

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

4. Statute Content and Guidelines:

4.1 Enrolment Applications

- (a) Before attending any course, a student must be registered for that course.
 (b) Students wishing to study in 2005 must submit a completed Enrolment Application to the University by the dates listed below for the relevant trimester.

<i>For courses in</i>	<i>Trimester 1 2005</i>	<i>Trimester 2 2005</i>	<i>Trimester 3 2005</i>
LIMITED ENTRY qualifications or courses*	10 Dec 2004	27 May 2005	30 Sept 2005
DISTANCE courses	14 Jan 2005	20 May 2005	N/A
Postal or online enrolment in OPEN ENTRY qualifications and courses	28 Jan 2005	17 Jun 2005	28 Oct 2005
Enrolment in Person in OPEN ENTRY qualifications and courses	14 Feb – 17 Feb 2005	27 – 30 June 2005	N/A

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

Note 2: PhD and Masters by thesis only candidates are able to enrol at any time throughout the year.

Note 3: All current students of Victoria University intending to return to undergraduate or Honours study in 2005 are encouraged to enrol online at www.vuw.ac.nz/enrol. Enrolment material is also available from the Enrolment Office, Victoria University of Wellington, PO Box 600, Wellington, or phone 0800 VIC UNI.

Note 4: Please refer to the Guide to Teacher Education 2005 for closing dates for specific Teacher Education qualifications.

4.2 Late Submission of Enrolment Application

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

- (a) Late applications will be given lower priority for selection into limited entry qualifications or courses.
 (b) Students enrolling after the relevant Enrolment in Person Period (see section 4.6) may be required to seek acceptance into their course(s) before being permitted to enrol.

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

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

4.3 Enrolment Application Requirements

4.3.1 Enrolment application forms

All students must complete and submit the standard enrolment application form, the postgraduate enrolment application form, or the thesis enrolment application form as appropriate.

4.3.2 Qualifications or courses requiring an additional application form

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

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

4.4 Documentation

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

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

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

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

4.5 Offer of Study

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

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

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

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

4.6 Enrolment in Person

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

Note 1: In 2005 the Enrolment In Person periods are 14-17 February and 27-30 June.

Note 2: Students asked to enrol in person for the BArch, BBSoc or BDes should enrol at the Faculty of Architecture and Design (Te Aro Campus) between 14 and 17 February 2005.

Note 3: All first year and transferring international students are required to complete an International Enrolment Application (IEA) and enrol in person. First year and transferring international students' enrolment will be held on 9-11 February 2005 for Trimester 1 and 29 June-1 July 2005 for Trimester 2.

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

Note: International students should report to the Victoria International Office (10 Kelburn Parade).

4.7 Payment of Fees

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

4.8 Enrolment of a Member of the SIS

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

4.9 Enrolment for Second or Third (Summer) Trimester

- (a) Students wishing to start their study in the second trimester may submit enrolment applications at any time up until the Friday two weeks prior to the beginning of teaching. After this date, students should enrol at the mid-year Enrolment in Person period.

- (b) Students wishing to start their study in the summer trimester may submit enrolment applications at any time up until the Friday one week before the summer trimester begins for open entry summer trimester courses. After this date, students should apply in person before the course starts.

Note: The open entry deadlines for 2005 are 17 June for second trimester courses and 28 October for summer trimester courses. Please refer to the current Enrolment Guide for a complete listing of all enrolment deadlines.

4.10 Cancellation of Courses

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

Appendix – Qualifications and Courses in 2005 Requiring an Additional Application Form

Qualification	Closing Date	Contact	Faculty/School
Faculty of Architecture and Design			
Bachelor of Architecture (Second Year)	10 December 2004	Claire Lydon	Architecture & Design Student Admin Office
Bachelor of Building Science (Second Year)	10 December 2004	Claire Lydon	Architecture & Design Student Admin Office
Bachelor of Design (Second Year)	10 December 2004	Ben Creet	Architecture & Design Student Admin Office
Faculty of Commerce and Administration			
MCA/BCA (Hons) in Information Systems	31 October 2004	Dr Brian Harmer	School of Information Management
Faculty of Humanities and Social Sciences			
Master of Arts in Creative Writing	1 November 2004	Administration Assistant	International Institute of Modern Letters
Master of Arts (by coursework) in: Applied Linguistics, Linguistics, Teaching English as a Second Language	Anytime (3 intakes per year)		School of Linguistics & Applied Language Studies Office 463-5600
Master of Arts (Applied) in Social Science Research	10 December 2004*	Dr Jenny Neale	School of Social & Cultural Studies
Master of Museum and Heritage Studies	10 December 2004*	Programme Director	MMHS, School of Art History, Classics and Religious Studies
Master of New Zealand Studies	31 January 2005*	Director	Stout Research Centre

<i>Qualification</i>	<i>Closing Date</i>	<i>Contact</i>	<i>Faculty/School</i>
Master of Public History	10 December 2004*	Administration Assistant	History Programme
CREW 253-257, 351, 352	10 December 2004 (1/3 courses), 1 June 2005 (2/3 courses), 10 October 2005 (3/3 courses)	Administration Assistant	International Institute of Modern Letters
Music Performance Courses	**13 September 2004	Performance Administrator	School of Music
FILM 320, 332, 335, FILM/THEA 405	30 November 2004	Administration Assistant	Film and Theatre
THEA 203, 302, 304, 320, THFI 311	31 October 2004	Administration Assistant	Film and Theatre
Faculty of Science			
Master of Conservation Biology	15 November 2004	Administrator	School of Biological Sciences
Master of Development Studies/ Postgraduate Diploma in Development Studies	15 November 2004	Prof Vijay Naidu	School of Earth Sciences
Postgraduate Diploma in Environmental Studies	10 December 2004	Dr Laurie Jackson	School of Earth Sciences
Postgraduate Diploma in Clinical Psychology	1 October 2004	Clinical Administrator	School of Psychology
Honours in Psychology, GradDipSc in Psychology	8 December 2004	Honours Administrator	School of Psychology

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

** Applications to audition for study in performance music are available from the Performance Administrator at the School of Music. Applications close 13 September, with auditions 22-26 October 2004.

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

Credit Transfer Statute

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

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

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

1. Courses for which Transfer Credit may be Awarded

Credit may be awarded in respect of courses that are:

- (a) available for degree programmes at other New Zealand universities, or
- (b) registered on the New Zealand Qualifications Framework at level 5 or above and in a subject which could properly be taught at degree level in a university, or
- (c) offered by educational institutions and recognised by Victoria University as being of equivalent standard to courses in (a) or (b) of this section..

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

Credit will not be awarded in respect of courses passed more than ten years before the date of application for credit unless the course content is still valid material that could properly be taught as part of a current programme.

2. Types of VUW Credit that may be Awarded

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

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

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

3. Amount of Credit to be Awarded

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

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

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

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

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

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

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

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

4. Transfer Credit may be cancelled.

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

5. Assessment of Transfer Credit

For external qualifications from New Zealand Universities, the assessed point value of an eligible course will be calculated by multiplying the Equivalent Full Time Student (EFTS) value of the course by the number of Victoria University points that correspond to one EFTS (120). For other qualifications, the best available evidence will be used to estimate equivalent point values.

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

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

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

6. Responsibilities of Applicants

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

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

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

7. Approving Authority and Appeal Process

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

Schedule

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
National Diploma (previously NZ Certificate) in Architectural Technology, Construction Management, Quantity Surveying	NZ Polytechnic	Up to 126 points 100-level ARCH or BBSC	If selected into Second Year BArch or BBSc by portfolio
NZQA approved qualifications at level 5 and above in disciplines related to architecture, building science or design		Up to 126 points at 100 level	If selected into Second Year BArch, BBSc or BDes by portfolio
NZ Diploma in Business	NZ Polytechnic	Up to 108 points FCOM 100	
Postgraduate Diploma in Business Administration	VUW	Up to 54 points FCOM 100	If PGDip completed in or after 1993

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
1-year Certificate in Childcare	Colleges of Education at: Auckland, Christchurch, Palmerston North, Wellington, Dunedin; School of Education, Waikato	36 100-level points in EDUC, CUST, TEAP or FHSS as appropriate	
NZ Certificate in Commerce		Up to 108 points FCOM 100	
Criminal Justice, Sentencing and Penal Policy	VUW Centre for Continuing Education	36 CRIM 100	
Certificate in Criminology	VUW	36 CRIM 100	
Police Officer's Course in Criminology	VUW Centre for Continuing Education	36 CRIM 100	
Diploma from...	Toi Whakaari: NZ Drama School	36 THEA 100 44 THEA 200	
NZ Certificate of Engineering	NZ Polytechnic	Up to 108 points SCIE* 100, or 72 SCIE* 100 and up to 44 SCIE* 200	If selected into Second Year BBS, the amount of credit may be increased to 126 points
He Kahui Kakakura	VUW	Up to 20 points EXEC	
Postgraduate Diploma in Human Resource Management	VUW	36 FCOM 100	
Diploma in Industrial Relations	VUW	36 FCOM 100	
Postgraduate Diploma in Information Systems Management	VUW	54 FCOM 100	
Stage de Langue Littérature et Civilisation Française	Université de Nouvelle-Calédonie Noumé (previously Université Française du Pacifique)	22 FREN 200	
Journalism Programme	Whitireia Polytechnic	36 FHSS 100	
Legal Executive Certificate		18 FHSS 100	
NZ Library Studies Certificate	NZ Library School	18 LIBR 100	
Diploma in Marine Studies	Bay of Plenty Polytechnic	54 BIOL 113, 114, 132 54 BIOL 100 18 STAT 193 36 UNSP 100 55 BIOL 214, 227, 271	A BSc in Marine Biology will be awarded upon completion of the following courses: BIOL 111, 228, 272 STAT 291 BIOL 329, 371, 372
Certificate in Music (now Diploma)	Wellington Polytechnic Conservatorium of Music	Up to 66 points MUSI 100 or MUSI 200	

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
Diploma in Music (now Advanced Diploma)	As above	Up to 110 points MUSI 100 or MUSI 200	
Naval History	Royal New Zealand Navy	18 FHSS 100	
RNZN Divisional Officer Leadership Course	Royal New Zealand Navy	18 COMR 100	
RNZN Officers Leadership Development Programme	Royal New Zealand Navy	36 COMR 100	
Maritime Strategy Programme	Royal New Zealand Navy	22 COMR 200	
3-year Diploma of Nursing (Comprehensive)		108 FHSS 100	
1-year Advanced Diploma of Nursing		36 FHSS 100	
NZRN (General & Obstetrical) (3 years)		72 FHSS 100	
NZRN (Maternity) (2 years)		36 FHSS 100	
NZRN (Psychiatric) (3 years)		72 FHSS 100	
Pacific Island Senior Management Course	VUW Centre for Continuing Education	54 FCOM 100	
Certificate in Policing	New Zealand Police College	36 UNSP 100	
Diploma in Public Administration	VUW	18 FHSS 100	
Publishing Programme	Whitireia Polytechnic	36 FHSS 100	
NZ Certificate of Science	NZ Polytechnic	Up to 108 points SCIE* 100, or 72 SCIE* 100 and up to 44 SCIE* 200	If selected into Second Year BBS, the amount of credit may be increased to 126 points
Diploma in Sign Language Interpreting	AIT	54 DEAF 100 22 DEAF 200	
Certificate in Social Studies	VUW Centre for Continuing Education	54 UNSP 100	
Diploma in Social Work	VUW	72 points	Credited as SOSOC 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	

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
Diploma of Secondary Teaching	Colleges of Education at: Auckland, Christchurch, Palmerston North, Wellington, Dunedin; School of Education, Waikato	TEAC 201 (44 points)	
2-year Diploma of Teaching	Colleges of Education at: Auckland, Christchurch, Palmerston North, Wellington, Dunedin; School of Education, Waikato	TEAC 101 (54 points)	All or part of TEAC 101 may be credited to undergraduate degrees as required
3-year Diploma of Teaching	Colleges of Education at: Auckland, Christchurch, Palmerston North, Wellington, Dunedin; School of Education, Waikato	TEAC 101 (54 points) TEAC 201 (44 points) TEAC 301 (24 points)	
Diploma of Teaching (ECE)	Colleges of Education at: Auckland, Christchurch, Dunedin, Palmerston North, Wellington; College of Education, Massey; College of Education, Waikato; Hamilton Teachers' College	Up to 240 points at 100 and 200-level in EDUC, CUST, TEAP or Personal Studies courses (may include 20 points at 300-level for students who have completed a course equivalent to EDUC 355)	May only be credited to BEd(Tchg)EC
2-year Kindergarten Diploma of Teaching	Colleges of Education at: Auckland, Christchurch, Dunedin, Palmerston North, Wellington; College of Education, Massey; College of Education, Waikato; Hamilton Teachers' College	40 CUST 111, 112 20 TEAP 112, 113 30 TEAP 212, 213 UNSP 100 & 200 up to 200 points in total	May only be credited to BEd(Tchg)EC
NZQA accredited ECE qualification equivalent to Diploma of Teaching (ECE) (awarded pre 2000)	NZ Institution	40 CUST 111, 112 20 TEAP 112, 113 30 TEAP 212, 213 UNSP 100 & 200 up to 180 points in total	May only be credited to BEd(Tchg)EC
NZQA accredited ECE qualification equivalent to Diploma of Teaching (ECE) (awarded post 2000)	NZ Institution	40 CUST 111, 112 20 TEAP 112, 113 30 TEAP 212, 213 UNSP 100 & 200 up to 220 points in total	May only be credited to BEd(Tchg)EC

<i>External Qualification</i>	<i>Obtained at</i>	<i>Points</i>	<i>Awarded Conditions</i>
Diploma in the Teaching of English as a Second Language	VUW	Up to 44 points FHSS 200	
Writing Programme	Whitireia Polytechnic	36 FHSS 100 22 FHSS 200	
Programmes at level 5	Whitireia Polytechnic	54 FHSS 100	
Programmes at level 6	Whitireia Polytechnic	54 FHSS 100 66 FHSS 200	
Programmes at level 7	Whitireia Polytechnic	54 FHSS 100 110 FHSS 200	

* Specified credit may be assigned according to courses passed.

Restricted Enrolment Statute

1. Purpose:

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

2. Organisational Scope:

This is a University-wide statute.

3. Definitions:

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

A year of academic study: Any twelve months period in which the student was enrolled at the University.

Number of points attempted: The number of points the student is enrolled in after three quarters of the course, unless withdrawal is approved by the relevant Associate Dean.

Satisfactory progress: Passing at least half the number of points attempted in the most recent year of academic study.

4. Statute Content and Guidelines:

4.1 General

- (a) A person who has been excluded or suspended from this or any other university on academic grounds shall not be enrolled as a student of this University except with the permission of the appropriate Associate Dean and on such conditions as

that Associate Dean may determine in regard to the course of study to be undertaken.

- (b) A student who applies to re-enrol for a third year on restricted enrolment will have their enrolment at this university suspended for a period of one year provided that the appropriate Associate Dean may waive the suspension in exceptional circumstances. The student may be readmitted after one year of suspension if the appropriate Associate Dean is satisfied that there is evidence of change of circumstances that would indicate improved future performance. In the absence of that evidence the suspension may be continued for another year.
- (c) Subject to (i), (ii) and (iii) below, a student who has failed more than half the total number of points attempted in their two most recent years of academic study at this or any other university will require the permission of the appropriate Associate Dean of the Faculty to enrol in any trimester in a points load higher than a minimum full-time trimester load (0.4 EFTS).
 - (i) A student's enrolment will not be restricted if they have passed at least half the number of points taken in their most recent year of academic study.
 - (ii) A student's enrolment will not be restricted if they are returning to university study after an absence of not less than five years.

Note 1: Where a student is completing a double degree the relevant Associate Dean shall decide if the restriction will continue to apply to the second incomplete degree.

Note 2: International students – Victoria University of Wellington has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. A provision within this code is that satisfactory academic progress is a requirement of a study visa.

- (d) A student who has failed the same course on three occasions shall not be enrolled again for that course except with the permission of the appropriate Associate Dean.
- (e) Every application for permission to enrol under (a) above or to have a restriction lifted under (c) or (d) above shall be made in writing and lodged with the application to study. Any application not submitted with the application to study may be considered provided it is submitted before the commencement of the next trimester.

Note: The application should be made to the Faculty's Student Administration Office.
- (f) For the purposes of this statute, a student shall be regarded as having taken a course if he or she was still enrolled in that course by the specified point of the course and did not subsequently withdraw from the course with the approval of the Dean.

Note: The specified points are defined in Section 8 of the Personal Courses of Study Statute.

4.2 Appeal Provision

A student dissatisfied with the decision of the relevant Associate Dean under this statute may appeal to the Convener of the Academic Committee.

Limitations on Courses and Programmes

Statute

1. Purpose:

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

2. Organisational Scope:

This is a University-wide statute.

3. Definitions:

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

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

4. Policy Content and Guidelines:

4.1 Justification for Limitations

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

4.2 Procedure

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

4.3 Late limitation decisions

- (a) A limitation may be approved at a later date when:
 - (i) Anticipated staff, or other key resources become unavailable;
 - (ii) Unexpectedly high numbers of students apply to enrol in a course during the enrolment period, and it becomes apparent that the capacity of the assigned teaching space will be exceeded.

- (b) In such cases, the Head of School shall consider options such as arranging for access to a larger lecture theatre, running additional streams, offering the course again in another trimester, or alternative staffing arrangements. If the situation cannot be satisfactorily resolved, the Head of School will recommend to the Dean that a late limitation be approved.
- (c) Decisions on late limitations are to be made by the Dean and reported to:
- (i) SMT
 - (ii) The relevant Faculty Administration Manager
 - (iii) Academic Policy Manager
 - (iv) Enrolment Manager
 - (v) Course Administration and Timetable Coordinator
 - (vi) Home Website Content Manager

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

Appendix – Limitations on Courses and Programmes for 2005

1. Limitations on programmes

(a) Undergraduate degrees

Enrolment Limitation

Faculty of Architecture and Design

BArch Second Year	73
BBSec Second Year	40
BDes Second Year	126

Faculty of Commerce and Administration

BTM	130
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(b) Postgraduate degrees and diplomas

Enrolment Limitation

Faculty of Commerce and Administration

MLIS (on-campus)	50
MLIS (distance)	50

Faculty of Humanities and Social Sciences

MA(Applied) in SSRE	12
MA in Creative Writing	30
Master of Public History	12
Master of Theatre Arts	6

Faculty of Science

PGDipClinPsyc	8
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2. Limitations on courses

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

A – Architecture and Design C – Commerce and Administrations

H – Humanities and Social Sciences L – Law

S - Science

Course	Faculty	Enrolment Limitation
ARTH 403	H	10
ARTH 404	H	12
ARTH 406	H	12
ARTH 411	H	12
CLAS 320/420	H	20
CREW 253	H	12
CREW 254	H	12
CREW 255	H	12
CREW 256	H	12
CREW 257	H	12
CREW 351	H	12
CREW 352	H	15
CRIM 211 (1/3)	H	180
CRIM 211 (3/3)	H	150
CRIM 212	H	180
CRIM 214	H	15 non-VPEP
CRIM 215	H	15 non-VPEP
CRIM 311	H	60
CRIM 312	H	60
CRIM 313	H	60
CRIM 314	H	60
CRIM 315	H	60
CRIM 316	H	60
CRIM 317	H	60
CRIM 318	H	60
CRIM 319	H	60
CRIM 320	H	60
CRIM 321	H	60
DEAF 101	H	60
DEAF 102	H	60
DEAF 201	H	40
ECON 201	C	300
ECON 202	C	300
ELIN 802	H	12
ELIN 931	H	200
ELIN 932	H	200
ELIN 933	H	250

Course	Faculty	Enrolment Limitation
FILM 231	H	90
FILM 237	H	75
FILM 238	H	75
FILM 320	H	20
FILM 331	H	60
FILM 333	H	60
FILM 338	H	60
FILM 404	H	12
FILM/THEA 405	H	12
HEAL 520	H	20
IBUS 201	C	300
IBUS 400-level	C	15
INFO 401-409	C	15
LAWS 211	L	300
LAWS 212	L	300
LAWS 213	L	300
LAWS 214	L	300
LAWS 301	L	300
LAWS 334	L	150
LAWS 383	L	25
LAWS 300 electives	L	The smaller of 100 or room size*
20 and 40 point LAWS 500 level courses	L	6-16 per course**
MARK 202	C	300
MARK 211	C	300
MARK 400-level	C	15
MDIA 204	H	60
MGMT 202	C	300
MGMT 205	C	300
MGMT 206	C	300
MGMT 400-level	C	15
MMAF 501	C	35
MMAF 502	C	35
MMAF 511-516	C	35
MMAF 521-523	C	35
MOFI 201 (L1)	C	270
MOFI 201 (L2)	C	150
MOFI 202	C	300
Music Performance	H	70
MUSI 204	H	16
MUSI 304	H	8
POLS 400-level	H	20
PSYC 401-449	S	15 per course

Course	Faculty	Enrolment Limitation
PSYC 451	S	8
PSYC 452	S	8
QUAN 201	C	150
THEA 203	H	36
THEA 204	H	36
THEA 301	H	18
THEA 302	H	18
THEA 304	H	12
THFI 311	H	24
WRIT 151 (1/3)	H	150
WRIT 151 (2/3)	H	150
All Faculty of Commerce and Administration undergraduate courses apart from PUBL and not otherwise limited	C	Room capacity

* *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).*

** *Able to be raised to 25 by the Law Faculty Research and Postgraduate Committee in approving the course outline for a non-student led course.*

Examination 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: Includes any work that may be taken into consideration in determining the grade to be awarded to a candidate upon completion of a course.

Examination: An event at which all the students enrolled for a course appear at a predetermined time and place to undertake a piece of assessment of predetermined duration. Examinations shall be conducted in accordance with such detailed instructions as may be approved by the Academic Board.

4. Statute Content and Guidelines:

4.1 Language of Teaching and Assessment

- (a) Tuition is normally in the English language, although students are required to use Māori, New Zealand sign language or foreign languages in certain courses.
- (b) During their course of study at the University, students will be expected to:
- Write grammatically correct English. They are expected to develop ideas and express themselves in well-structured, accurate and extended written English. Typically, essays or reports of about 1000 words are expected of first-year students. Even in courses where diagrams, drawings, and mathematical and scientific symbols are the main means of expression, the ability to write clear, accurate English is still needed. Essays and reports are the main type of written work set for in-term work and essays are the most common form of examination question.
 - Read actively and with understanding. Students need to find relevant information without special guidance, to follow the structure of a narrative, to comprehend and analyse a line of argument.
 - Listen to and discern key points. Students will have to follow complex and technical discussion in both formal lectures and informal groups.
 - Contribute actively to discussion and to present ideas in classes.

Note 1: The Student Learning Support Service provides learning assistance and study skills to those who wish to improve their academic performance.

Note 2: The School of Linguistics and Applied Language Studies and the English Language Institute offer language programmes and courses to help students wishing to develop their proficiency in English.

Note 3: Some schools offer additional or streamed tutorials for students from a non-English speaking background.

4.2 Assessment Procedure

- (a) The academic requirements for passing any course shall be:
- Satisfying any mandatory requirements specified in the Course Outline
 - The attaining of a passing grade overall in those items of assessment contributing to a final grade. In addition, the examiners or Board of Examiners may at their discretion require any candidate for Honours or for a Master's degree to attend for oral examination.

Any candidate who feels that the circumstances of an examination have caused them to suffer academic disadvantage may appeal to the Convener of the Academic Committee.

4.3 Mandatory Course requirements

- (a) In any course offered by the University, students must satisfy the mandatory course requirements by complying with the requirements in the relevant Course Outline.

Note: The satisfactory completion of any University course involves more than the presentation to the required standard of certain pieces of assessed work. Lectures, tutorials, e-learning resources, distance learning resources, practical and field work are offered as an integral part of the learning experience of all students and participation in this programme is regarded as necessary to the satisfactory completion of any course of study. Written, oral or practical

work which is not assessed as part of the final grade for a course may be required as an aid in teaching that course or to assist students in understanding a particular aspect of the course.

- (b) At the beginning of every course, a Course Outline must be provided to students and a reference copy must be available for consultation in the Faculty. This must give details of all work that is required to satisfy the mandatory requirements and pass the course. This document must be available before the end of the second teaching week of any course.

Note: Students affected by a breach of these requirements should refer to the Statute on Academic Grievances.

- (c) Any student who fails to satisfy a mandatory requirement for passing a course, other than the requirement to obtain a C grade overall, will not receive a graded result for that course, and their record will show an ungraded fail.
- (d) A Head of School may permit a student to carry forward some or all of the academic work for the mandatory course requirements if the student is repeating a course.
- (e) In exceptional circumstances the relevant Associate Dean, in consultation with the Head of School, may exempt a student from particular mandatory requirements for a course. This may include exemption from attendance at class sessions for a course taught on campus. Exemptions will be granted only so far as they are shown to be necessary.
- (f) Exemption from attendance may be subject to such conditions as the Associate Dean thinks fit, and will only be granted if the Associate Dean is satisfied that fair and reasonable arrangements have been made for assessment. Such arrangements may include the substitution of alternative items of assessment or the sitting of an examination at another location. In certain cases the student may be required to complete course work in addition to the work required for assessment.

Note: Any application for exemption from mandatory course requirements should normally be submitted to the relevant Faculty Student Administration Office at least 4 weeks prior to the beginning of the trimester. Only in exceptional circumstances will late applications be considered.

- (g) The decisions of the Associate Dean relating to exemption from mandatory course requirements are subject to appeal to the Convener of the Academic Committee.

4.4 Reconsideration of Scripts

- (a) A candidate may apply for the reconsideration of an examination script or other item of written assessment worth at least 25% of the course by writing to the relevant Faculty Student Administration Office and paying the prescribed fee as soon as possible after notification of the result, and in no case later than the following dates:
- (i) Courses ending in Trimester 1 of any year: 31 August
 - (ii) Courses ending in Trimester 2 of any year: 31 January
 - (iii) Courses ending in Trimester 3 of any year: 30 April
- (b) Reconsideration shall cover only a careful re-marking of the scripts together with consideration of the results of the work done by the candidate during the course.
- (c) Reconsideration of some pieces of assessment, including oral examinations or performances, may be impractical in the normal way. In cases where a student wishes to have such a piece of work worth at least 25% reconsidered, they should

approach the relevant Associate Dean as soon as possible, and no later than the deadlines in 4.4(a).

- (d) No information from the candidate shall be placed before the examiners.

Note 1: Students wishing to apply for the reconsideration of an item of assessment are encouraged to first consult the relevant course co-ordinator. This should occur as early as possible after the work has been marked.

Note 2: Any attempt to submit for reconsideration work which has been changed after being returned to the student will be treated as cheating under the Statute on Student Conduct.

Note 3: Students wishing to have access to their examination scripts may apply:

- (a) to the School to read their script in a supervised environment or*
- (b) up until the dates given in 4.4(a) above and upon paying the prescribed fee, to the Faculty Student Administration Office to receive a copy of their script or*
- (c) after the deadline for reconsideration given in Section 4.2(a) and before the date for disposal of scripts in Note 4, to the School to have their original script returned to them. Except in exceptional circumstances, original examination scripts which have been returned to students cannot be reconsidered. For other pieces of work, reconsideration must be based on the original marked script.*

Where comments are not provided on the script, information on the points which were looked for in the answers may be requested from the examiner. The format of this information will vary in accordance with the nature of the examination.

Note 4: Examination scripts and any items of assessment not collected by students will be disposed of after the following dates:

Courses ending in Trimester 1 of any year 30 September

Courses ending in Trimester 2 of any year 28 February

Courses ending in Trimester 3 of any year 31 May

4.5 Aegrotat Pass

4.5.1 Student's circumstances

A candidate for a course may apply for aegrotat consideration in the following circumstances:

- (a) He/she has suffered:
 - (i) Illness or injury
 - (ii) Personal bereavement
 - (iii) Some other critical personal circumstance involving the health or well-being of a relative or close friend
 - (iv) Some exceptional circumstance beyond his/her control which the candidate considers to have seriously impaired his/her performance in any examinations or other items of assessment as defined in section 4.3(d), or which has prevented him/her from attending or completing any such assessment; and
- (b) The candidate has completed sufficient assessment relevant to the objectives of the course for the Head of School to be able to make a fair assessment under section 4.3(i) of this statute; and

- (c) The medical or personal circumstance is reported at the earliest possible opportunity, and appropriate documentation is provided as specified in section 4.3(e) to substantiate the claim.

Note: Candidates who consider that, as a result of medical or other problems or because of disability, they would benefit from special facilities at examination time should get in touch as soon as possible with either the Faculty Student Administration Office or a member of the Student Health, Counselling or Disability Support Services.

4.5.2 Assessment for which an aegrotat may be sought

The affected item(s) of assessment must:

- (a) Contribute to the final grade of the course, or the completion of the assessment must be mandatory for passing the course, and
- (b) Take place or be required to be submitted not earlier than three weeks before the day on which lectures cease for the last trimester of the course, and
- (c) Be item(s) for which no alternative item of assessment could reasonably be substituted or extension of time granted.

Note: Students who are prevented from completing components of work not covered by (a) to (c) above, or who consider that their performance in such work has been impaired, should report their circumstances to the staff member in charge of the course without delay. Students will be required to provide documentation similar to that required in the following sections.

4.5.3 Evidence of impairment

- (a) The candidate must provide the Faculty Student Administration Office with a statement (on the form provided) from a registered medical practitioner, registered midwife, registered dental surgeon, registered psychologist, a counsellor acceptable to the Convener of the Academic Committee, or other registered health professional approved by the Convener of the Academic Committee, (hereafter referred to as 'health professional') stating:
 - (i) That he/she had examined the candidate on a certain date; and
 - (ii) That in his/her opinion the candidate's performance in the assessment was likely to have been impaired by illness, injury, bereavement or other personal circumstances, or that the circumstances meant that the candidate was unable to undertake the assessment; and
 - (iii) The nature of the illness, injury or critical personal circumstance in sufficient detail and in a form suitable for submission in cases of doubt to an appropriate University authority or referee. In the case of death or illness of a person not a relative the evidence must indicate that the relationship led to personal grief or necessary absence.

The health professional must be prepared to discuss their reasons for supporting the application with an appropriate University authority or referee.

Note: The information provided by the health professional remains confidential to staff in the Faculty Administration Office and Student Services responsible for aegrotat administration and the Convener of the Academic Committee. Should the student appeal the Convener's decision, the information will be made available to the Deputy Vice-Chancellor. The relevant academic school will be informed of the degree of impairment only. In the case of an appeal the information will also be disclosed to the student at the University's discretion.

- (b) A student applying for consideration in respect of impaired preparation time in the three weeks immediately prior to an examination or other item of assessment for which an aegrotat application may be considered under section 4.5.2 above must demonstrate in his/her application that effective preparation was not

possible over the period immediately preceding the assessment, and should provide evidence that they were under continuous and well-documented care by an appropriate health professional.

Note: It is preferable that a candidate applying on the basis of impaired performance in an examination consult a health professional both prior to, and immediately following the examination.

- (c) For applications based upon absence from an examination, documentation provided by the health professional must be based on a consultation within a 24-hour period either side of the examination, provided that this period can be extended on the advice of an appropriate University authority or referee or if it can be shown that this failure to provide the required documentation was beyond the student's control.

Note 1: If the candidate's regular doctor, dentist or counsellor is not available, the candidate should report at once to the Student Health Service or the Counselling Service. It is preferable that a candidate applying on the basis of absence from an examination consult a health professional in the 24 hours before the examination.

Note 2: It is in the candidate's best interest to sit the examination if at all possible.

4.5.4 Evidence of academic performance in the course

The Head of School shall certify that, taking into account

- (a) the work of the candidate in the course; and
(b) the extent of the candidate's disability at or before the time to which the aegrotat application pertains,

the candidate is or is not clearly worthy of a pass or, as the case may be, a pass with First Class, Second Class (first division), Second Class (second division), or Third Class Honours, provided that First or Second Class Honours shall not be awarded to a candidate who is granted a pass in respect of an aegrotat application affecting more than half his/her courses.

4.5.5 Smaller items of assessment affected by impairment

Where the affected item(s) of assessment is in total worth 30% or less of the marks for the course, the Head of School has the discretion to award a grade based upon the candidate's performance in the remaining aspects of the course. In such cases, an aegrotat application will only be considered if the resulting grade is a fail grade or the Head of School declines to exercise their discretion.

4.5.6 Deadline for submission

Aegrotat applications shall be made not later than 7 days after the date of the candidate's last examination or other required submission date for items of assessment in respect of which the application is made. In exceptional circumstances late applications may be accepted by the Convener of the Academic Committee.

4.5.7 Appeal procedure for aegrotat decisions

The Academic Board has delegated the power to decide aegrotat applications to the Convener of the Academic Committee. A candidate dissatisfied with the decision of the Convener of the Academic Committee may appeal to the Deputy Vice-Chancellor. Any appeal shall be made in writing within four weeks of the notification to the candidate of the decision, provided that the period may be extended by the Deputy Vice-Chancellor.

4.6 Compensation Pass

- (a) Where any candidate has failed in respect of any course to meet the requirements for passing specified in Section 1 of this statute, the Faculty shall have power to award to that candidate a compensation pass or unspecified credit if, in the opinion of the Faculty, the candidate's performance in the course of study justifies such an award.
- (b) Each Faculty shall, from time to time, determine the criteria and procedures which it will employ in considering the award of compensation passes or unspecified credit under this section.
- (c) A compensation pass or unspecified credit awarded under this section shall not satisfy any prerequisite of any course, nor shall such a pass or credit be credited to any course of study other than that for which the candidate was then enrolled.
- (d) A decision taken by a Faculty under this provision may be appealed to the Convener of the Academic Committee.

4.7 Thesis

The prescribed number of copies of a thesis shall be submitted to the Faculty Student Administration Office. The Office shall forward them to the Head of the School concerned. Each copy submitted to the Faculty Student Administration Office shall be in a format and binding satisfactory to the Librarian (see also the Personal Courses of Study Statute and the Library Statute).

Note 1: Where a thesis is a part or whole of the course the relevant statute requires that a candidate shall communicate with his or her supervisor before commencing work for the thesis and thereafter fulfil the requirements laid down by the supervisor in respect of that work including any School requirements as to the maximum length of the thesis.

Note 2: The prescribed number of copies is specified in the statute for each degree.

Note 3: If a thesis is submitted by the first day of November in any given year, it should normally be possible for the examination to be completed in time for the candidate to apply to graduate at the public ceremony to be held in the following year.

Note 4: The responsibility for arranging the deposit of the thesis in the Library is set out in the Library Statute.

4.8 Misconduct

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

4.9 Special Pass

A candidate who has missed an examination because of mistaking its time or place, may, with the approval of the Convener of the Academic Committee, be awarded a special pass. A candidate may appeal a decision of the Convener of the Academic Committee to the Deputy Vice-Chancellor.

4.10 Computers, Electronic Calculators and Communications Equipment

- (a) Examiners may authorise the use of computers or electronic calculators for examinations or tests, and may restrict the types of machine to be used. Any such authorisation or restriction must be set out in the course requirements.
- (b) Unless instructions in the examination paper state that machines may be used, none will be allowed.

- (c) All machines may be subject to scrutiny and the clearing of memory and stored information.
- (d) Where some but not all types of machines are permitted they will be checked at the beginning of the examination or test for conformity to the restrictions in the Course Outline.
- (e) Candidates sitting examinations away from the University must, before the examination, obtain from the examiner approval for the particular make and model of machine which is proposed to be used in the examination. The necessary certificate, obtainable from the Faculty Student Administration Office, must be taken to the examination and produced on request.
- (f) Candidates may not bring into an examination room any equipment which could be used to communicate with any person or device outside the room.

Fees Statute 2005

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 2005 academic year.

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.

Note: All students enrolled in programmes which are jointly taught between Victoria University and Wellington College of Education (WCE), are covered by the provisions of this statute.

3. Definitions:

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

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

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

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

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

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

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

4. Statute Content and Guidelines:

4.1 Basis for Charging Fees

Students are charged fees based on:

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

All fees are inclusive of GST, unless otherwise stated.

4.2 Notification of Fees Charged

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

4.3 Liability for Payment of Fees

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

4.4 Fee Components

The fees charged to a student will include but are not limited to the Fees, Levies and Charges detailed in this section and associated Appendices.

4.4.1 Tuition fees

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

4.4.2 Student Assistance Levy

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

- (a) Every person enrolling at the University as an internal student, excluding incoming exchange students, shall each year at enrolment pay the prescribed Student Assistance Levy.
- (b) The Student Assistance levy is shown in Appendix 3.

4.4.3 Student Services Levy

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

- (a) Every person enrolling at the University, excluding incoming exchange students, shall each year at enrolment pay the prescribed Student Services levy.
- (b) The Student Services Levy is shown in Appendix 3.

4.4.4 Victoria University Students' Association (VUWSA) Fee

- (a) The University acts to collect fees on behalf of VUWSA. The University does not set the fee and is not responsible for the underlying policies. A full copy of the VUWSA constitution and exemption from membership policy is available on request from the VUWSA Office.
- (b) The fee for membership of VUWSA is shown in Appendix 3.
- (c) The following details are included here for information only:
- (d) Every person enrolling at the University shall each year at enrolment pay the prescribed VUWSA fee. The following exceptions apply:
 - (i) A student who is a full-time member of the staff of the University shall be exempt from the Students' Association fee;
 - (ii) Any person enrolling under the Graduate Concession shall pay one-quarter of the full Students' Association fee.
 - (iii) A student enrolled in a distance education programme will pay one third of the Students' Association Subscription component of the Students' Association fee.

4.4.5 Amenities Levy

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

4.4.6 Administration Fees

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

4.4.7 Course Material Changes

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

4.4.8 Courses Requiring an Overseas Travel Component

- (a) A small number of courses are offered by the University at one or more overseas locations. Where course content is delivered at overseas destinations, the costs of travel will not be included in the fees for the course. Students are responsible for their own travel (including insurance and accommodation) arrangements, however the School will arrange a group booking through a travel agent, which will be available to all students.

- (b) Details of the travel arrangements will be documented in the course description, along with an estimate of the cost based upon the cost of the trip if it was run in the previous year. The actual costs will be determined by the Travel Agent based upon airfares, destination costs and exchange rates prevailing at the time of booking. Unfortunately travel costs for these courses do not qualify for student loans.

4.4.9 Higher Doctorate Application Fee

Refer to Appendix 4 for Higher Doctorate application fees.

4.5 Exchange Students

- (a) Students enrolled in an exchange programme approved by the University will be liable to pay fees at their home institution.
- (b) Incoming exchange students will be liable only for course material charges and administration fees at VUW.
- (c) 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 1 or Appendix 2
 - (iv) ancillary fees will be calculated as for an internal student.

4.6 Research Students

- (a) Research enrolment is for a specific period of time and additional fees will be charged for extensions to the initial enrolment period.
- (b) Research students will be charged those fees which apply at the start date of the period of enrolment or re-enrolment.
- (c) A 12 month period of full time research-based study equals 120 points. The per point Tuition Fee rate will be set according to the subject and will be one of the rates listed in Appendix 1.
- (d) Points for other periods and part time study will be set on a pro-rata basis.

4.7 Graduate Concession

This provision is only available to domestic graduates who wish to attend lectures for reasons other than working towards a University examination or professional qualification. Graduate Concession students 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. Graduate Concession does not apply to programmes offered by the Centre for Continuing Education. Graduate Concession students pay 50% of the standard tuition fee.

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 4).

4.9 Student Loans

Student Loans are provided to domestic students by StudyLink. The University acts in accordance with policies and practices promulgated by the New Zealand Government. Any domestic student who applies for a student loan remains responsible to take all necessary steps to ensure that payment is made promptly.

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 and ITS Student Computing 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 Change of Course form or who provides other written notice of withdrawal from a course to the appropriate Faculty Office, on or before the dates shown in Appendix 5, will no longer be liable for the fees associated with that course, except as noted below.
- (b) Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal.
- (c) Only in exceptional circumstances will a waiver or partial waiver of fees be made if notification reaches the appropriate Faculty Office after the dates shown in Appendix 5. In such cases, applications will need to be supported by suitable documentary evidence. Authority to approve these applications is determined by Deans of Faculties.

- (d) A student enrolled in a PhD or Masters by thesis for six or twelve months, who gives written notice of withdrawal from enrolment within four or eight weeks respectively of having enrolled, shall cease to be liable for the fees associated with that course.
- (e) A student enrolled in the CertEnglProf or the MLIS courses, who gives written notice of withdrawal within four weeks of commencement of the programme, will be liable only for one-third of total fees.
- (f) A student enrolled in a programme of less than three months duration or between three and six months duration, other than those referred to above, who gives written notice of withdrawal within two or four weeks respectively of commencement of the programme, shall cease to be liable for the fees associated with that course.

4.13 Refunds

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

4.14 Additional Information for International Students

- (a) A student enrolled in a trimester based programme who obtains a residency permit during the course of their study will be considered an international student for the trimester in which residency is granted, unless the residency is granted within the dates prescribed in Appendix 5 of this Statute. The Student will be treated as a domestic student from the following trimester.
- (b) A student who is not enrolled in a trimester based programme and who obtains a residency permit will be given a refund (pro rated) from the month 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 in writing. The refund of fees will be sent directly to the relevant institution less an International Transfer fee (refer Appendix 4).
- (d) An international student is entitled to a full refund of all money that remains in their account after enrolment. This refund will be granted provided the student has paid their fees in full and holds a valid student visa for the period of study. The monies will be paid directly to the student.
- (e) Subject to sub-sections (a), (c) and (d) of this section, all refunds will be paid by cheque to the students' home country.
- (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.

Appendix 1

Domestic Tuition Fees

1. CUPR courses are charged at \$20.50 per point
2. The following courses are charged at \$26.80 per point for Undergraduate and Thesis courses and \$27.05 per point for Taught Postgraduate courses

ALIN	ANTH	ARTH	ASIA	CFNS	CHIN	CLAS
COOK	CREW	CRIM	CRIT	DEAF	DRAM	EDUC
ELIN	ENGL	EURO	FHSS	FILM	FNDN	FREN
GEND	GERM	GREE	HIST	ITAL	JAPA	KORE
LALS	LATI	LEGL	LING	MAIN	MAOR	MDIA
MHST	NZLI	NZST	PASI	PBHY	PHIL	POLS ¹
RECN	REHB	RELI	SAMO	SEFT	SNRT	SOSC
SOWK	SPAN	SPOL	SSRE	TEAC	THEA ²	THFI
WRIT						
3. The following courses are charged at \$26.90 per point

CUST	TEAP
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4. The following courses are charged at \$27.05 per point

MUSI

5. The following courses are charged at \$31.50 per point

ACCY ³	BITT	CIMM	COML	COMM ⁴	ECHI	ECON ³
ELCM	EXEC	FCOM	FINM	HRIR	IBUS	INFO ⁵
INRC	LAWS ⁶	LIBR	MARK	MBUS	MGMT	MMCA
MMMS	MOFI	PUBL ³	QUAN	TOUR	WORC	
6. The following courses are charged at \$32.65 per point

MATH	OPRE	ORST	STAT
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7. The following courses are charged at \$33.50 per point

ARCH ⁷	BBSC ⁷	COMP	DESN ⁷	IDDN	ITDN ⁷	LADN ⁷
LOCO	LOGI	MXED	PSYC	SCED	SCIE	
8. The following courses are charged at \$33.80 per point

BCHM	BIOL ⁷	BMAR	BMSC	BOTY	BTEC	CBIO
CELL	CHEM	CONB	DEVE ⁸	EBIO	ECOH	ECOL
ENVI	ESCI	GEOG ⁷	GEOL ⁷	GPHS	PHYG	PHYS
TECH	ZOOL					
9. HEAL, MIDW and NURS courses are charged at \$41.20 per point for Taught Postgraduate courses and \$33.50 for Thesis courses

10. CMSP courses are charged at \$70.80 per point
11. MMIM courses are charged at \$75.00 per point
12. The following courses are charged at \$67.65 per point
GCPM, GDFM 812, 815 and 816, GDPM 811, 813, 814 and 817
13. MAPP, MMPM, PADM and STRA courses are charged at \$80.00 per point
14. MMAF courses are charged at \$81.45 per point
15. The following courses are charged at \$77.15 per point
GDFM 822 and 825, GDPM 821, 823 and 824
16. MMBA courses are charged at \$88.00 per point

Exceptions

- ¹ POLS 579, 588 and 589 are \$50.00 per point
- ² THEA 501 is \$64.15 per point
THEA 502-526 courses are \$47.15 per point
- ³ ACCY 224, ECON 334 and PUBL 202, 205, 206, 302, 304, 406 and 408 are \$26.80 per point
- ⁴ All Taught Postgraduate COMM courses are \$75.00 per point
- ⁵ INFO 520-561 are \$47.50 per point
INFO 580 is \$20.82 per point
- ⁶ All 500 level LAWS courses (excluding 591, 592) are \$37.45 per point
- ⁷ ARCH 301, BBSC 301, BIOL 236, 242 and 272, DESN 111, GEOG 223 and 323, GEOL 241, 242, 341, 342, 343 and 344, ITDN 271, LADN 271 are \$31.25 per point
DESN 391, LADN 334 and 371 are charged at \$32.80 per point
- ⁸ DEVE 589 is \$60.90 per point

Appendix 2

International Tuition Fees

Undergraduate and Honours Courses

1. The following courses are charged at: 100-400 level \$115.00 per point

ALIN	ANTH	ARTH	ASIA	CFNS	CHIN	CLAS
COOK	CREW	CRIM	CRIT	DEAF	DRAM	EDUC
ELIN	ENGL	EURO	FHSS	FILM	FREN	GEND
GERM	GREE	HIST	ITAL	JAPA	KORE	LALS
LATI	LEGL	LING	MAIN	MAOR	MDIA	MHST
NZLI	NZST	PASI	PBHY	PHIL	POLS	RECN
REHB	RELI	SAMO	SEFT	SNRT	SOSC	SOWK
SPAN	SPOL	SSRE	THEA	THFI	WRIT	

2. **The following courses are charged at: 100-300 level \$127.50 per point**
CUST TEAP
3. **The following courses are charged at: 100-400 level \$145.00 per point**
MUSI (except MUSI 431-434 charged at \$170.00 per point.)
4. **The following courses are charged at: 100-400 level \$145.83 per point**
LAWS
5. **The following courses are charged at: 100-300 level \$135.83 per point, 400 level \$145.00**
TOUR
6. **The following courses are charged at: 100-300 level \$131.66 per point, 400 level \$145.00 per point**

ACCY	BITT	CIMM	COML	COMM	ECHI	ECON
ELCM	FCOM	FINM	HRIR	IBUS	INFO	INRC
LIBR	MARK	MBUS	MGMT	MMCA	MOFI	PUBL
QUAN	WORC					
7. **The following courses are charged at: 100-400 level \$153.33 per point**

BCHM	BIOL	BMAR	BMSC	BOTY	BTEC	CBIO
CELL	CHEM	COMP	CONB	DEVE	EBIO	ECOH
ECOL	ENVI	ESCI	GEOG	GEOL	GPHS	LOCO
MATH	MXED	OPRE	ORST	PHYG	PHYS	PSYC
SCED	SCIE	STAT	TECH	ZOOL		
8. **The following courses are charged at: 100 level \$135.83 per point, 200-400 level \$165.83**
ARCH DESN IDDN ITDN LADN
9. **The following courses are charged at: 100 level \$135.83 per point, 200-300 level \$165.83, 400 level \$179.16 per point**
BBSC

Other Courses

<i>Degree/Diploma/Certificate</i>	<i>FEES – for 2 trimester study, unless otherwise indicated.</i>	<i>FEES – per point</i>
Faculty of Humanities and Social Sciences		
MA	15,300	127.50
MEd	17,400	145.00
MNZS	23,000 ¹	-
PhD (Arts)	17,400	145.00
MA (Applied)	17,400	145.00
MA (Applied) Nursing	17,400	145.00
MMuseum & Heritage Studies	17,400	145.00

<i>Degree/Diploma/Certificate</i>	<i>FEES – for 2 trimester study, unless otherwise indicated.</i>	<i>FEES – per point</i>
MMus – Mus/Li, Comp	17,400	145.00
MMus – Performance	20,400	170.00
MIR (Int.Relations)**	26,000 ¹	-
MPublic History	15,300	127.50
MTA	19,400	161.66
DipArts	13,800	115.00
DipTESOL	17,400	145.00
DipMaori/Tohu Maori	13,800	115.00
CertEnglProf	4,950	-
M Asia Pacific Affairs**	25,900 ¹	-
PGDipEd	17,400	145.00
PGCertEdStud	8,700	145.00
CertTESOL	8,700	145.00
MA in TESOL/Applied Linguistics	18,000	100.00
Faculty of Commerce and Administration		
MTM	17,400	145.00
MCA	17,400	145.00
MCA (Info)	17,400	145.00
MAppl Fin	33,000 ¹	
MIM	25,600 ¹	
MMS	17,400	145.00
MFinMath	17,400	145.00
MBA	31,000 ¹	
MPP	26,000 ¹	
MPM	26,000 ¹	
MSS	26,000 ¹	
PhD (Com and Admin)	17,400	145.00
MComms (see note)	26,000	
MLIS	18,000 ¹	
DipIS	15,800 ¹	
DipFinMath	17,400	145.00
GradDipProfAcc	17,400	145.00
PGDipl Financial Analysis	22,500 ¹	

<i>Degree/Diploma/Certificate</i>	<i>FEES – for 2 trimester study, unless otherwise indicated.</i>	<i>FEES – per point</i>
DipTreasMgmt	22,500 ¹	-
Cert/DipHRM	16,300 ¹	-
DipBusAdmin	16,300 ¹	-
DipMkt	16,300 ¹	-
Cert MS	8,250	-
GradDipCommerce	17,400	145.00
Faculty of Science		
MSc	21,500	179.16
MCompSc	21,500	179.16
MConBiol	16,000 ¹	(1.5 trimesters)
MEnvStud	18,400	153.33
PhD (Science)	21,500	179.16
MDevStud	26,000 ¹	-
GradDipSc	18,400	153.33
GradDipORS	18,400	153.33
DipEnvStud	18,400	153.33
DipCompSci	21,500	179.16
Faculty of Architecture and Design		
MBSc	21,500	179.16
MDes	21,500	179.16
MArch	21,500	179.16
PhD (Arch)	21,500	179.16
PGDip/Cert Building Mgmt	16,300	-
Faculty of Law		
LLM	18,400	153.33
PhD (Law)	18,400	153.33
Dip/CertLaw	15,300	127.50
Study Abroad		
Study Abroad*	8,250	-
Study Abroad Rugby	9,500	-
Duke University Students (minimum of 4 Courses)	9,000	-

<i>Degree/Diploma/Certificate</i>	<i>FEES – for 2 trimester study, unless otherwise indicated.</i>	<i>FEES – per point</i>
Foundation Studies	13,800	-
Certificate of University Preparation	6,900	-

¹ *Fee for Full Programme*

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

** *Students stepping off to DipAPA or DipIR will pay the appropriate portion of the Masters fee (2/3).*

Appendix 3

Other Fees

Student Assistance Levy

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

Student Services Levy

Internal Students

\$70.00 for 60 points or less, \$105.00 for more than 60 points.

Distance Students

\$47.00 for 60 points or less, \$70.00 for more than 60 points.

VUWSA Subscription Fee

\$66.00 for 60 points or less, \$99.00 for more than 60 points.

Amenities Levy

\$0.64 per point.

Appendix 4

Administration Fees

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

Reconsideration of script, per Course (refundable if mark changed)	\$40.00
Administration fee for special examination arrangements, for examinations sat at Victoria at other than the scheduled time, or sat at a location away from Victoria (per Course)	\$70.00
Copy of examination script	\$10.00
Transcript of academic record	\$10.00
Certificate of Completion	\$5.00

Extra copies of transcript and short certificate received at same time as initial (per copy)	\$2.00
Law Certificate	\$5.00
Replacement degree certificates	
– dispatch within 48 hours	\$75.00
– dispatch within 5 working days	\$50.00
Replacement ID card	\$15.00
Higher Doctorate Application Fee	\$3,000.00
Note: \$2,500.00 will be refunded if the application does not proceed beyond the Ad Hoc Committee's initial consideration	
English Proficiency Programme Placement Fee	\$100.00
International Transferring Student	\$500.00
Penalty Charges	
Late Payment Penalty	\$50.00

Appendix 5

Withdrawal Dates from Courses

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

Full year courses	18 Mar 2005
First trimester courses	11 Mar 2005
Second trimester courses	22 Jul 2005
Summer trimester courses of:	
1 - 6 weeks duration	within one full week of start date
7 weeks duration or more	within two full weeks of start date

However, refer to the Summer Trimester Programme booklet or www.vuw.ac.nz/summer for withdrawal dates for specific summer courses

Student Contract

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

The University will:

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

The Student will:

4. Observe New Zealand law and regulations including, but not limited to, those concerned with copyright, privacy, defamation, objectionable material and human rights.
5. Observe the Statutes and Policies of the University and accept the jurisdiction of the University in all matters connected with academic progress and with discipline.
6. Use best endeavours to fulfill 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 12 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.

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 and includes:

- (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 written assessment worth at least 25% of the course are dealt with under the Examination 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 Students' Association's Education Co-ordinators, relevant staff in Student Services, and the University's Academic Policy Manager.

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 Convenor of the Academic Board Grievance Committee is the Convenor of the Academic Board or his/her nominee. The Committee shall comprise the Convenor, another academic staff member of the Board and a student member 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 Students' Association's Education Coordinators.

4.4 Appeals of Formal Academic Grievance Resolutions

4.4.1 Process

- (a) The complainant or the respondent may appeal to the Grievance Appeal Committee against the decision of the Academic Board Grievance Committee in accordance with this clause 4.4.
- (b) The Convener of the Grievance Appeal Committee is the Deputy Vice-Chancellor. The Committee shall comprise the Convener and a member of Council, who is not a student or University staff member.
- (c) The Convener of the Grievance Appeal Committee must be advised in writing of the appeal within four weeks from the date of the decision of the Committee, provided that the period may be extended by the Convener if he or she is satisfied that there are good and exceptional reasons why the notice was not given within that period.
- (d) In determining an appeal, the Grievance Appeal Committee may at its discretion rehear any or all of the evidence before the Academic Board Grievance Committee, and may receive any further evidence orally or in writing that is relevant.
- (e) The student and the respondent are entitled to make submissions in writing and appear in person (or through counsel) before the Grievance Appeal Committee, accompanied by a representative or support person if so desired.
- (f) The Grievance Appeal Committee must not allow an appeal unless satisfied that the decision of the Academic Board Grievance Committee:
 - (i) Was unsound because of some material defect in the procedures followed by the Academic Board Grievance Committee; or
 - (ii) Was wrong on the basis of the information before the Academic Board Grievance Committee; or
 - (iii) Has been shown to be plainly wrong in the light of additional information which, for good reasons, the party appealing was unable to have considered by the Academic Board Grievance Committee.
- (g) The decision of the Grievance Appeal Committee on an appeal will be final and binding.

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