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## Admission and Enrolment Regulations

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### 1. Purpose

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

### 2. Application of regulations

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

### Regulations Content

### 3. Admission

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

### 4. General admission requirements

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

standards in each for students entering at pre-degree, undergraduate or graduate levels; or

*Note: Approved tests and minimum satisfactory standards are listed at:*

<https://www.wgtn.ac.nz/international/applying/entry-requirements>

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

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

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

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

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

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

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

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

### 6.1. Admission at entrance level

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

*Note: Refer to the Universities New Zealand website*

<http://www.universitiesnz.ac.nz/new-zealand-students/am-i-eligible/other-equivalent-qualifications>.

- (ii) a qualification awarded by an overseas secondary school, that the relevant authority (see section 6.3) considers to be equivalent to a New Zealand university entrance qualification;

*Note: Decisions are made with reference to guidelines provided by Universities New Zealand.*

- (iii) a foundation studies programme that the relevant authority (see section 6.3) has approved as an entrance qualification; or

*Note: Approved programmes are listed at:*

<https://www.wgtn.ac.nz/international/applying/entry-requirements/undergraduate-academic-entry-requirements> or contact the Wellington University International office.

- (iv) a relevant completed qualification at New Zealand Qualifications Framework (NZQF) level 4 from a New Zealand tertiary institution.

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

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

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

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

## **6.3. Responsibility**

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

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

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

### 7.1. General requirements

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

### 7.2. Discretionary entrance (under 20)

- (a) Discretionary entrance is for domestic students who are under 20 years of age and have shown a high level of academic achievement in Year 12 or its equivalent, but who neither have a university entrance qualification (see section 5) nor meet the criteria for admission by qualification assessment (see section 6).
- (b) To be considered for discretionary entrance, an applicant must normally have:
  - (i) a minimum of 14 credits at NCEA level 2 (or equivalent) in each of four subjects, at least three of which must be approved subjects and include some merit and/or excellence credits;

*Note: The New Zealand Qualifications Authority determines a list of approved subjects for the purposes of applying the university entrance standard, see <https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>.*
  - (ii) met the literacy and numeracy standards for university entrance, or their equivalents; and
  - (iii) not have undertaken Year 13 study beyond 1 June at a New Zealand secondary school.

*Note: These criteria are based on the [Discretionary Entrance Regulations, Guidelines and Procedures](#) established by Universities New Zealand.*
- (c) For applicants currently at school in New Zealand, evidence of their ability to proceed with the proposed programme of study must include a statement from the school principal (or their nominee). Otherwise a statement must be provided by an adviser appointed by the University.

- (d) An applicant who has undertaken Year 13 study beyond 1 June at a New Zealand secondary school will not normally be admitted under the Discretionary Entrance provisions.

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

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

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

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

- (a) An applicant who is not eligible for admission under any of the other categories in sections 5–7 may be granted provisional admission.
- (b) An applicant granted provisional admission will have conditions placed on their enrolment, and may only enrol:
- (i) with the approval of the relevant Programme Director, in a pre-degree qualification;
  - (ii) with the approval of the Associate Director (Student Operations), in a Certificate of Proficiency; or
  - (iii) in exceptional circumstances, and with the approval of the Vice-Provost (Academic) in consultation with the relevant Associate Dean, in another qualification.
- (c) Where an applicant is granted provisional admission, the University will specify the conditions they must meet to gain full admission.
- (d) Once those conditions are met, the student's status as fully admitted will be confirmed.
- (e) If the student fails to meet the conditions, their admission will be revoked, and they must withdraw from the University. In this event, the student may complete courses they are currently registered in, but any courses they pass will not be credited to a qualification until they become eligible for, and are granted, admission.
- (f) An applicant studying at a New Zealand secondary school may apply for provisional admission in the same year for the purpose of enrolling in courses offered in Trimester 3.
- (i) To gain full admission, any such student must, in the following January, achieve a university entrance qualification (see section 5) or meet the criteria for admission by qualification assessment (see section 6), and then gain a place in a programme of study.
  - (ii) A student in this category who does not gain full admission will be required to withdraw from the University but may reapply for admission at mid-year.
- (g) Decisions made under section 8(b)(i) or (ii) may be appealed to the Director, Titoko - Centre for Student Success. Decisions made under section 8(b)(iii) may be appealed to the Provost.

## 9. False documentation

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

## 10. Enrolment

### 10.1. General enrolment requirements

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

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

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

*Note 1: In enrolling students, the University is bound by the relevant code of practice: Code of Practice for the Pastoral Care of International Students, available at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/> and the Education (Pastoral Care of Domestic Tertiary Students) Interim Code of Practice available at <https://www.nzqa.govt.nz/providers-partners/domestic-code-of-practice/>*

*Note 2: An enrolled student may change the set of courses for which they are registered as set out in the General Programmes of Study Regulations.*

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

### 10.2. Enrolment criteria

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

- (a) The student:
  - (i) has been admitted to the University (*refer to sections 3-8*);
  - (ii) has been accepted into a qualification;
  - (iii) has been offered and accepted registration in one or more courses in the relevant period;
  - (iv) agrees to the enrolment terms and conditions;

- (v) agrees to be bound by the statutes, policies, regulations and procedures of the University;
  - (vi) pays the required fees and levies (or makes and adheres to payment arrangements) by the relevant deadlines (*refer to the Fees Policy*); and
  - (vii) has met any conditions specified as part of their offer of enrolment.
- (b) International students must also present a valid passport and appropriate visa.

### 10.3. Acceptance into qualifications

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

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

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

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

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

### 10.4. Registration in courses

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

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

- (b) The set of courses in which a student registers in an enrolment period must comply with relevant regulations and be approved by the relevant person as set out in the [Course Registration Procedure](#).
- (c) The normal full-time workload for a student is 60 points per trimester (or 30 points per half-trimester).
- (d) A student may register in courses equivalent to:
  - (i) no more than 80 points in each of Trimester 1, and Trimester 2, and 65 points in Trimester 3; and
  - (ii) no more than 40 points in any half trimester if a student is doing any compressed courses.
- (e) For the purposes of section 4.10(d):

- (i) the points value for each two-trimester course will be divided equally between the trimesters; and
  - (ii) the workload for each full-trimester course will be divided equally between the two half-trimester periods.
- (f) Enrolment in a higher number of points may be approved by the relevant Associate Dean.
- (g) A student must be registered for a course to attend classes and/or be assessed in that course.

### 10.5. Period of enrolment

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

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

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

## 11. Ceasing to be enrolled

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

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

## 12. Refusal to enrol a student

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

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

Where the student:	Decision-maker
has made insufficient academic progress at this or another institution	As defined in section 12.2 below



is enrolled full-time in another institution	Vice-Provost (Academic)
is not of good character	Vice-Provost (Academic)
has been found guilty of misconduct	As defined in the Student Conduct Statute

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

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

## 12.2. Academic progress for continued registration

*Note: The detailed provisions relating to academic progress are set out in the [Academic Progress Regulations](#).*

- (a) A student who has passed fewer than half (50 %) of the points undertaken in their latest trimester of study will have their personal programme of study reviewed by the relevant Associate Dean. The review will include consideration of the following:
  - (i) any provisions relating to academic progress in the relevant qualification regulations;
  - (ii) whether the student's performance was affected by serious medical or personal circumstances, and if so, whether those circumstances have now improved;
  - (iii) the student's overall performance in their study to date; and
  - (iv) whether a substantial period of time has elapsed since the student's last registration.
- (b) The Associate Dean may:
  - (i) recommend or require the student to engage with relevant student services;
  - (ii) restrict the number of points in which the student may register and/or place other conditions on their enrolment; or
  - (iii) where the student has been restricted for their last two trimesters of study and has passed fewer than half of the points undertaken in the most recent of those trimesters, recommend to the Vice-Provost (Academic) that the student be suspended.
- (c) On the recommendation of the Associate Dean and following consultation with relevant support services, the Vice-Provost (Academic) will normally suspend the student from study for a period of up to three trimesters.
- (d) Students are expected to engage with the support and advice offered under these regulations.

### 12.3. Appeals

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

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

### 13. Definitions

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

Applicant	A person who has applied for admission to the University but is not yet fully enrolled.
Certificate of Proficiency (COP)	A form of enrolment allowing a student to register in one or more courses without being enrolled in an accredited qualification ( <i>see General Academic Statute</i> ).
Course	An individual unit of study towards a qualification, or a thesis. A course is identified by a course code and title, carries a specified points-value and is listed on a qualification schedule.
Domestic student	<p>A student who:</p> <ul style="list-style-type: none"> <li>(a) is a New Zealand citizen; or</li> <li>(b) holds a New Zealand residence class visa granted under the Immigration Act 2009; or</li> <li>(c) is a person in a group that the Minister of Immigration requires universities to treat as if they are domestic students.</li> </ul> <p><i>Note 1: New Zealand includes the Cook Islands, Niue and Tokelau (Citizenship Act 1977 s.2(1)).</i></p> <p><i>Note 2: details are available on the Ministry of Education website <a href="http://www.education.govt.nz/ministry-of-education/legislation/definition-of-domestic-student/?utm_source=universitiesnz.ac.nz">http://www.education.govt.nz/ministry-of-education/legislation/definition-of-domestic-student/?utm_source=universitiesnz.ac.nz</a>.</i></p>
Enrolled	A status lasting for a specified period of time defining a person as a student who is accepted into a qualification and within that period, is registered in one or more courses (or registered for supervision in a thesis).
Foundation studies	A qualification that prepares students for tertiary study.
International student	Any student who is not a domestic student: see Domestic student.

NCEA	The National Certificate of Educational Achievement (NCEA) is the main national qualification for secondary school students in New Zealand.
NZQF	New Zealand Qualifications Framework.
Points undertaken in a period	The total value of all courses in which the student remained registered in the relevant period after the withdrawal deadlines set out in section 14 of the Fees Policy (normally the first two weeks of the course).
Programme of study	A set of courses a student undertakes towards a qualification or a component of a qualification such as a major. The required courses are specified in the relevant qualification regulations.
Qualification	A degree, diploma or certificate offered by this University: see the General Academic Statute. For the purposes of enrolment, Certificate of Proficiency (COP) is treated as a qualification.
Thesis	The outcome of independent research, scholarship, and/or creative activity conducted under academic supervision and having a value of 90 points or more. For works of design, creation or performance, the work should include a written commentary. A research portfolio is a type of thesis.

## Related Documents and Information

### 14. Related documents

[Academic Progress Regulations](#)

[Cancellation or Refusal of Enrolment Procedure](#)

[Children's Act 2014](#)

[Course Registration Procedure](#)

[Course Scheduling and Constraints Policy](#)

[Credit Transfer and Recognition of Prior Learning Regulations](#)

[Doctoral Regulations: for PhD and other Doctorates with Theses](#)

[Education and Training Act 2020](#)

[Fees Policy](#)

[General Academic Statute](#)

[General Programmes of Study Regulations](#)

[Master's Thesis Regulations](#)

[Student Conduct Statute](#)

**15. Document management and control**

Approver	Academic Board
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Sponsor	Provost
Contact Person	Manager, Admissions and Enrolments Extension 5989; or International Admissions and Conversion Manager Extension 6468