

Equity Guidelines

Undergraduate Targeted Admission Schemes (UTAS) Guidelines

Purpose

These guidelines are designed to assist in the application of the UTAS policy across the University and should be read in conjunction with that policy. Undergraduate Targeted Admissions Schemes complement other initiatives The University of Auckland uses to meet its equity obligations including statutory obligations under the Treaty of Waitangi, such as allocated places for Māori and Pacific students.

Who is eligible for UTAS?

Māori students

For the purposes of UTAS, Māori refers to students of New Zealand Māori descent.

Pacific students

For the purposes of UTAS, Pacific refers to students of indigenous Pacific¹ descent and who are citizens or permanent residents of New Zealand.

Students with Disabilities

For the purposes of UTAS, students with disabilities refers to students who are blind or Deaf; students with hearing or vision impairments; students with impairment due to head injury, medical conditions or mental health conditions; students with physical or mobility impairments; students with speech impairments and students with specific learning disabilities.

UTAS is not available to international students.

UTAS is available to Maori, Pacific and Students with Disabilities students who do not meet the guaranteed entry requirements for admission into the Undergraduate programme of their choice.

UTAS Procedures

1. Reserved Places

¹ "Pacific" includes Samoa, American Samoa, Tonga, Cook Islands, Niue, Tokelau, Fiji, Rotuma, Solomon Islands, Vanuatu, New Caledonia, Papua New Guinea, Kiribati, Tuvalu, Palau, Marshall Islands, Federated States of Micronesia, Wallis and Futuna, Hawaii, French Polynesia, Rapanui (Easter Island).

A reserved number of places must be allocated in named undergraduate programmes and specified for each UTAS group. It is recommended that at least 10% of a programme's places should be assigned to UTAS.

The selection criteria and the maximum number of reserved places for each UTAS group should be specified separately, as required in the UTAS policy.

For programmes with guaranteed entry scores reserved places are set below this entry score.

For a programmes such as MBChB (Year 2) and LLB (Part 2) where admission occurs after a year of undergraduate study UTAS places should be specified.

For LLB (Part 1) UTAS places do not need to be specified as students will already be in schemes operated by other faculties.

UTAS places should be available for students applying for entry into programmes which have a second semester intake.

It is not compulsory for faculties to fill all UTAS places.

Unallocated UTAS places are to be automatically available to general places.

2. Communications

The following information must be disclosed in all relevant publications for future students including faculty prospectuses, websites and handbooks:

- UTAS selection criteria
- the number of reserved places for each UTAS group
- closing dates for UTAS applications

All recruitment and admissions staff should be familiar with the UTAS policy.

Each faculty should nominate one staff member to co-ordinate all internal and external communications regarding UTAS in the faculty.

UTAS places must be specified in the 'qualification programme limitations' approved annually by Education Committee.

3. UTAS Application Process

Applicants must be given the opportunity to "opt in" to UTAS.

Applicants may apply for consideration under UTAS via:

- (i) on-line application for admission and/or
- (ii) faculties who may contact them with an invitation to apply.

4. Eligibility of Applicants

All UTAS applicants for degree programmes must have a University Entrance qualification as set out in the Admissions Regulations.

Applicants will be required to demonstrate eligibility as members of UTAS groups to the satisfaction of each faculty to which they have applied. Verification may be necessary. It is recommended that eligibility is determined before interviews are conducted. The Equity office can be contacted for assistance in this area.

5. Procedures for selection

The Dean of each faculty will ensure there is a committee responsible for the overseeing of the faculty's UTAS processes, selection and reporting.

The UTAS selection committee will include any associate Dean(s) or faculty committee chairs with equity responsibilities or their nominees. It is also advisable to include a representative from the Equity office.

UTAS selection criteria and processes should be fair, transparent and clear. UTAS selection processes may include multiple methods of assessing achievement and potential including academic records, interviews, essays, portfolios, oral presentations and other methods.

Conditions may be placed on students who are admitted under UTAS. These may include:

- requirements to use support systems;
- participation in Tuākana mentoring programme;
- restrictions on their enrolment;
- attendance at orientation programme.

A student who has been admitted to a programme with specified conditions which must be met in order to be able to continue enrolment in that programme and who has not met those conditions, may have their enrolment for that programme discontinued by Senate or its representative.

Quality Assurance

Faculties will be required annually to review the numbers of students invited to apply, applying for and being admitted under UTAS;

Faculties will be required to regularly review their UTAS selection process to ensure that they are fair, reliable and valid.

Annual monitoring of UTAS selection processes and outcomes will be undertaken by the Equity Office and reported to Equity Committee.

Annual Reporting to Equity Committee

Faculties will be required to include the following information in their annual UTAS report to Equity Committee in October.

- number of reserved places for each UTAS group in each programme.
- numbers of UTAS applications, admissions and enrolments;
- selection criteria used to select UTAS students;
- efforts made to increase the number of applicants for UTAS from schools and communities;

- total numbers of applications, admissions and enrolments of Māori, and Equity groups into its programmes;
- progress towards meeting targets in recommendation four and other admission initiatives of the Admissions and Equity Taskforce Report 2008;
- the support systems offered to UTAS students;
- any enrolment conditions imposed on UTAS students;
- student feedback on UTAS.

Reporting of Academic Progress

- academic progress of UTAS students using retention, pass rates and completions data should be included in all faculty pass rate reporting to Education Committee and copied to Equity Committee

For further assistance

Please contact the Student Equity Manager, Lorraine Evening in the Equity Office on ext 84098 or email l.evening@auckland.ac.nz for further advice.

Feedback on the application of the UTAS policy is welcome at any time and will be considered in regular reviews of the policy and guidelines.

Document Management and Control

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Appendix 1

The Principles of Undergraduate Targeted Admission Schemes (UTAS) are:

- 1.** UTAS must recognise the University's commitment to and obligations under the Treaty of Waitangi;
- 2.** UTAS should admit talented students from UTAS groups who have been assessed on the basis of their demonstrated achievements AND their potential to succeed at a University of high international standing;
- 3.** UTAS must be fair, equitable and transparent;
- 4.** UTAS should strive to use assessment methods that are reliable and valid (evidence based);
- 5.** UTAS should seek to minimise barriers for UTAS groups;
- 6.** UTAS should be professional in every respect and be underpinned by appropriate institutional structures and processes;
- 7.** The principles of UTAS should be applied consistently across the University;
- 8.** UTAS should ensure that students admitted are well supported to succeed when they enter University.

Appendix 2

Recommendation four of the Undergraduate Admissions and Equity taskforce 2008 states:

That the University set targets for Māori and Pacific student numbers in two stages. The first stage should be to match the proportion of Māori and Pacific school leavers admitted to the University with the proportions of such students in the Auckland and Northland region gaining University Entrance, while retaining current numbers of Special Admission students. The second stage should be to match the proportion of enrolled Māori and Pacific students with the proportion of Māori and Pacific people over 15 in the University's regional population within five years.